



# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## WORK ORDER REQUEST FORM

**(RETURN THIS FORM WITH EACH REQUEST)**

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION:

CARD#: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

### BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$** \_\_\_\_\_

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

VIP RESERVATION/FILE LOCATOR NUMBER: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_\_\_\_



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## NIGERIA S.T.R. (SUBJECT TO REGULATION) VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	HARD COPY VISA APPLICATION (S):	<u>5</u>
PASSPORT TYPE PHOTO:	<u>5</u>	RESUME & CREDENTIALS:	<u>5-COPIES</u>
COPY OF QUOTA:	<u>5</u>	ONLINE CONSULATE FEE RECEIPT:	<u>1-COPY</u>
COPY OF OFFER LETTER:	<u>5</u>	ACCEPTANCE LETTER:	<u>5-COPIES</u>
OTHER: <b>PLEASE SEND A COPY OF THE USA GREENCARD OR THE ORIGINAL I-94 AND WORKING CLASS LONG STAY USA VISA (RESIDENT). PLEASE SEE NEXT PAGE FOR MORE DETAILED INFORMATION.</b>			

**PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS**

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
CONSULATE OUTSOURCING FEE:	<u>\$95.00</u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (5 DAYS OR LESS RUSH PROCESS)	<u>                    </u>
* <input type="checkbox"/> ONLINE APPLICATION: (\$50.00 FEE)	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

### \*FEDERAL EXPRESS FEES:

PRIORITY PACK	\$49.50
2-DAY PACK	\$43.50
3-DAY PACK	\$40.00
SATURDAY PACK	\$62.00
1 <sup>ST</sup> OVERNIGHT PACK	\$95.00

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 15 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 6 DAYS (\$20.00 SPECIAL HANDLING FEE). IF THE CONSULATE FEES WERE NOT PREPAID ONLINE PRIOR TO VIP RECEIVING THE APPLICATION YOU CAN EXPECT A 2 DAY DELAY IN PROCESSING THE VISA APPLICATION.

COMMENTS: **THE VISA OFFICER RECOMMENDS THAT YOU DO NOT PURCHASE A NON-REFUNDABLE OR A NON-CHANGEABLE AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN-HAND.**

REVISED: 7-1-2016 (JENN)

**Specializing in Visas, Passports, Document Legalization and Translations**



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## NIGERIA (STR) SUBJECT TO REGULATION

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **ONE (1) VALID PASSPORT**
  - MUST HAVE AT LEAST 6 MO. REMAINING VALIDITY
  - MUST HAVE AT LEAST 2 BLANK VISA PAGES
- 2.) **CLICK HERE** TO COMPLETE THE APPLICATION ONLINE AND PAY CONSULATE FEES ONLINE-FAILURE TO DO SO WILL CAUSE A DELAY IN PROCESSING THE APPLICATION. **IF WE RECEIVE YOUR REQUEST AND THE APPLICATION WAS NOT COMPLETED ONLINE, VIP WILL COMPLETE THIS STEP OF THE PROCESS FOR AN ADDITIONAL \$50.00 FEE USING THE INFORMATION PROVIDED ON THE HARD-COPY APPLICATION.**
- 3.) **FIVE (5) PASSPORT-TYPE PHOTOS** (WHITE BACKGROUND, 2x2)
- 4.) **FIVE (5) COMPLETED HARD-COPY APPLICATIONS**
- 5.) **FIVE (5) COPIES OF THE "QUOTA LETTER"**
  - MUST BE ISSUED FROM MINISTRY OF FOREIGN AFFAIR
  - MUST LIST THE JOB POSITIONS THAT ARE AVAILABLE TO BE FILLED
- 6.) **FIVE (5) COPIES OF THE "LETTER OF APPOINTMENT"** (OR AN OFFER LETTER FROM THE COMPANY IN NIGERIA)
- 7.) **FIVE (5) COPIES OF APPLICANT ACCEPTANCE LETTER** STATING THAT THEY ACCEPT THE TERMS OF EMPLOYMENT
- 8.) **\*\* FIVE (5) COPIES OF A DETAILED CONTRACT SIGNED BY BOTH PARTIES (APPLICANT AND EMPLOYER) – SEE NOTES BELOW**
- 9.) **FIVE (5) COPIES OF RESUME** (NOTARIZED)
- 10.) **FIVE (5) COPIES OF HIGH SCHOOL DIPLOMA** (NOTARIZED)
- 11.) **FIVE (5) COPIES OF PROOF OF TRAINING:**  
(SUBMIT NOTARIZED COPIES OF ONE OF THE FOLLOWING)
  - FIVE (5) NOTARIZED COPIES OF COLLEGE DEGREE
  - FIVE (5) NOTARIZED COPIES OF A CERTIFIED JOB-RELATED TRAINING CERTIFICATE(S) ALONG WITH A NOTARIZED COPY OF YOUR RESUME – **SEE "SPECIAL NOTE" BELOW**
- 12.) **FIVE (5) COPIES OF THE BUSINESS PERMIT ISSUED BY THE MINISTRY OF INTERIOR** (FOR COMPANIES THAT HAVE FOREIGN SHARE HOLDERS)
- 13.) **FIVE (5) COPIES OF THE CERTIFICATE OF INCORPORATION** – MUST BE ACCOMPANIED BY A COPY OF THE MEMORANDUM WITH THE ARTICLES OF ASSOCIATION (FROM THE NIGERIAN COMPANY)

**CONTINUED →**



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- 14.) **FIVE (5) COPIES OF MEMORANDUM OF ASSOCIATION** (IF WE DO NOT RECEIVE 5 COPIES, VIP CHARGES 15¢ PER PAGE TO COMPLETE THIS REQUIREMENT)
- 15.) **FIVE (5) COPIES OF ARTICLES OF ASSOCIATION** (IF WE DO NOT RECEIVE 5 COPIES, VIP CHARGES 15¢ PER PAGE TO COMPLETE THIS REQUIREMENT)
- 16.) **FIVE (5) COPIES OF THE CORPORATE AFFAIRS PARTICULARS OF DIRECTORS AND SHARE HOLDINGS THEREOF** (CAC FORMS 2 & 7)
- 17.) **ONE (1) COPY OF ACKNOWLEDGMENT SLIP** (PRINTED OUT FROM THE ONLINE WEB PAGE)
- 18.) **ONE (1) COPY OF ONLINE PAYMENT RECEIPT SLIP** (PRINTED OUT FROM THE ONLINE WEB PAGE - *FAILURE TO PREPAY THE CONSULATE FEES ONLINE IS SUBJECT TO CAUSE A 2 DAY DELAY IN SUBMITTING YOUR APPLICATION*)
- 19.) **ONE (1) PROOF OF U.S. STATUS:** (PLEASE SUBMIT ONE OF THE FOLLOWING)
  - COPY OF U.S. PERMANENT RESIDENT CARD
  - THE ORIGINAL I-94 AND ORIGINAL WORKING-CLASS LONG-STAY USA VISA ( VISIT <https://i94.cbp.dhs.gov/>)
- 20.) **CONSULATE/EMBASSY APPLICATION FEE:**

	<b><u>FEES FOR NON-RUSH REQUESTS</u></b>	<b><u>FEES FOR RUSH REQUESTS</u></b>
<b><u>CONSULATE FEE</u></b>	SEE NEXT PAGES FOR DETAILS	
<b><u>APPLICATION FEE</u></b>	<b>\$30.00</b>	<b>\$95.00</b>
<b><u>OUTSOURCING FEE</u></b>	<b>\$95.00</b>	<b>\$95.00</b>
<b><i>CONSULATE FEES VARY DEPENDING ON NATIONALITY. FEES SUBJECT TO CHANGE WITHOUT NOTICE</i></b>		

**\*\* NOTE REGARDING CONTRACT:**

APPLICANT IS ONLY REQUIRED TO SUBMIT A CONTRACT WHEN AN OFFER LETTER AND ACCEPTANCE LETTER CANNOT BE PROVIDED.

**\*\*\* IMPORTANT NOTE REGARDING DOCUMENTS \*\*\***

THREE (3) SETS OF ALL DOCUMENTS WILL BE RETURNED WITH VISA IN A SEALED ENVELOPE

**DO NOT OPEN THIS SEALED ENVELOPE!!**

**IN THE EVENT THE ENVELOPE IS INADVERTANTLY OPENED, THERE WILL BE AN ADDITION FEE CHARGED TO RESEAL DOCUMENTS.**

YOU WILL NEED TO CARRY THESE DOCUMENTS WITH YOU WHEN TRAVLING TO NIGERIA. ONCE IN NIGERIA YOU HAVE NINETY (90) DAYS TO REGULATE YOUR "S.T.R." APPLICATION WITH THE NIGERIAN IMMIGRATION SERVICES.

**CONTINUED →**



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## **IMPORTANT INFORMATION REGARDING ONLINE APPLICATION:**

**IF YOU DO NOT SEND A COPY WITH YOUR APPLICATION WE WILL ASSUME PAYMENT WAS NOT MADE AND VIP WILL COMPLETE THE ONLINE APPLICATION USING THE INFORMATION WE RECEIVED WITH THE HARD COPY APPLICATION AND MAKE ARRANGMENTS TO PAY THE CONSULATE FEES ONLINE ON YOUR BEHALF (\$50.00 VIP SERVICE FEE). THE NIGERIAN EMBASSY/CONSULATES IN THE U.S. REQUIRES THAT THE ONLINE APPLICATION TO BE PREPAID USING ONLY THE APPLICANT'S OWN CREDIT CARD WHERE THE NAME OF THE CARD HOLDER (AND THEIR ADDRESS ON THE APPLICATION) MATCHES THE NAME ON THE APPLICATION.**

## **SPECIAL NOTE:**

**IF PROCESSING THE "STR" VISA THROUGH THE NEW YORK CONSULATE THEN YOU MUST PROVIDE THE FOLLOWING. THE ORIGINALS OF ALL DEGREES, DIPLOMA OR CERTIFICATES MUST BE SUBMITTED FOR INSPECTION IN A SEPARATE ENVELOPE MARKED AS "ORIGINAL DOCUMENTS" IN ADDITION TO THE NOTARIZED COPIES ALREADY BEING SUBMITTED.**

**REVISED: 7-1-2016 (JENN)**

**IF EXPIDITED SERVICE IS REQUIRED, ADD AN ADDITIONAL \$65.00 IN MONEY ORDER PAYABLE TO THE NIGERIAN EMBASSY.**

**VISA REQUIREMENTS**

EMBASSY OF NIGERIA  
3519 International Court, NW  
Washington DC 20008  
VISA FEES

<b><u>PASSPORTS</u></b>	<b><u>FEES (\$)</u></b>	<b><u>SINGLE ENTRY</u></b>	<b><u>MULIPLE ENTRY</u></b>
AFGHANISTAN	\$30		Multiple the single entry fees
ANGOLA	\$35		by two
ARGENTINA	\$30		
ALGERIA	\$55		
AUSTRALIA	\$30		
AUSTRIA	\$40		
BAHAMAS	\$10		
BAHRAIN	\$30		
BANGLADESH	\$40		
BARBADOS	\$25		
BELIZE	\$20		
BELARIUS	\$50		
BELGIUM	\$45		
BHUTAN	\$20		
BOLIVIA	\$30		
BOTSWANA	\$20		
BOSNIA	\$45		
BRAZIL	\$125		
BULGARIA	\$53		
BURMA	\$40		
CANADA	\$55		
CAMEROON	\$20		
CENTRAL AFRICAN REPUBLIC	\$60		
CUBA	\$45		
CHILE	\$50		
CHINA	\$36		
COLUMBIA	\$60		
CONGO	\$50		
COSTA RICA	\$30		
CROATIA	\$29		
CYPRUS	\$7		
CZECHOSLOVAKIA	\$39		
DENMARK	\$45		
DOMINICAN REPUBLIC	\$10		

ECUADOR	\$65
EGYPT	\$30
EL SALVADOR	\$10
ESTORIA	\$28
ETHIOPIA	\$40
FIJI	\$25
FINLAND	\$40
FRANCE	\$45
GABON	\$40
GERMANY	\$50
GHANA	\$45
GREECE	\$58
GRENADA	\$25
GUYANA	\$18
HAITI	\$20
HUNGARY	\$50
ICELAND	\$35
INDIA	\$40
INDONESIA	\$30
IRAN	\$72
IRELAND	\$27
ISREAL	\$30
ITALY	\$20
JAIMACA	\$31
JAPAN	\$50
KENYA	\$20
KOREA	\$40
LEBANON	\$20
LITHUANIA	\$52
LUXEMBURG	\$74
MADAGASCAR	\$10
MALAYSIA	\$60
MALAWI	\$40
MALTA	\$20
MEXICO	\$139
MONACO	\$15
MONGOLIA	\$15
MOROCCO	\$10
MYANMAR	\$50
MOZAMBIQUE	\$25
NAMBIA	\$25
NEPAL	\$45
NETHERLAND	\$40
NEW ZEALAND	\$25
NICARAGUA	\$24
NORWAY	\$45

PACKISTAN	\$50
PANAMA	\$65
PALESTINE	\$21
PERU	\$50
PHILLIPINES	\$40
POLAND	\$39
PORTUGAL	\$35
ROMANIA	\$70
RUSSIAN FEDRATION	\$70
SOUTH AFRICA	\$29
SAINT LUCIA	\$20
SAINT VINCENT GRENADINES	\$20
SAUDI ARABIA	\$25
SPAIN	\$55
SRI-LANKA	\$28
SUDAN	\$30
SWEDEN	\$40
SWITZERLAND	\$20
SYRIA	\$20
TANZANIA	\$20
THAILAND	\$30
TRINIDAD & TOBAGO	\$42
TURKEY	\$72
URUGUAY	\$40
UNITED KINGDOM	\$72
UAE	\$25
UGANDA	\$60
U.S.A.	\$100
VENEZUELA	\$25
VIETNAM	\$10
ZAMBIA	\$35
ZIMBABWE	\$25
ZAIRE	\$25

**NOTE**

STR \$335.00 for US citizens

TWP \$200 for US citizens

All other citizens should add \$50 to the single entry fee for STR and TWP

**PLEASE NOTE THAT ALL NON-U.S. CITIZENS, HAVE TO BE LEGAL RESIDENTS IN THE UNITED STATES IN ORDER TO APPLY FOR VISA'S AT THE NIGERIAN EMBASSY, WASHINGTON, D.C. ALSO NOTE THAT A \$20 PROCESING FEE PAYABLE IN MONEY ORDER IS CHARGED FOR ALL VISA APPLICANTS AND VISA REQUIREMENTS**



## **Visas**

The Immigration office which handles visa applications is open to the public between 10.00 a.m. and 1p.m. Monday-Thursday except on public holidays.

All visa applications that are on **walked** in bases will be processed within 3 to 4 working days if the requirements are met and money for exact fees are attached and have been paid. If mailed in, allow a processing time of 1-2 weeks (ten working days). Also enclose a return prepaid express envelope eg FedEx, UPS, USPS for you passport to be mailed back. Forms that are not fully completed signed and dated or with incomplete requirements and supporting documents will not be accepted. It is important to note that the Embassy will not mail any passport in regular envelopes that do not have tracking numbers.

## **Requirements**

**PLEASE NOTE THAT APPLICANTS ARE ADVISED TO APPLY WITHIN 3 MONTHS OF THEIR TRAVEL DATE, NOT BEFORE, that is do not apply in June for a trip in December.**

General:

Non-refundable fees are charged on the basis of reciprocity. Please visit the Nigerian Immigration Service website at [www.immigration.gov.ng](http://www.immigration.gov.ng) for payments online. Nationals of other countries should check the web site or call the visa office on tel.# 202-986-8400 ext 1004, 1006, and 1020 for the fees applicable to them. Also provide proof of satisfactory arrangements for your support you're your host while you are in Nigeria. The visa officer may ask for other information from the applicants if deemed necessary. The applicants may be requested to come for an interview as and when necessary.

## **NOTE**

**Please be aware that the visa application process normally takes about 1-2 weeks by mail, but generally during the summer time and Christmas period, it could take longer. Apply early.**

### **2) Business /Education/ Religious visas**

- A. Valid passport (at least 6 months to expiration)
- B. One recent passport photograph showing full-face with white background.
- C. A copy of round-trip ticket
- D. If going for business, letters of invitation from companies or business organizations stating the reason must be submitted
- E. If going for religious purpose, approval from the ministry of internal affairs, Abuja, Nigeria must be submitted.
- F. If going for educational visit, a letter of invitation from the host university of school

**EMBASSY OF THE FEDERAL REPUBLIC OF NIGERIA**  
**3519 International Court, NW Washington, DC 20008**

Form Imm. 22



**APPLICATION FORM FOR VISA/ENTRY PERMIT**

This form must be completed in full, your application may be rejected for wrong and misleading information.

1. Surname (MR/MRS/MISS).....Other Names.....
2. Sex ..... Marital Status.....
- 3a. Present Nationality.....3b. Previous Nationality .....
- 4a. Date of Birth (day/month/year)..... 4b. Place of Birth .....
5. Residential Address .....  
..... Telephone No. ....
6. Office Address .....  
..... Telephone No. ....
7. Profession .....
8. State what branches of the Armed Forces of your country you have served or are serving  
in ..... From ..... to .....
9. Colour of Hair ..... Colour of eyes ..... Height .....
10. Visible Identification marks .....
11. Passport No.....Date of issue.....Date of expiry.....  
Place of issue.....issuing Government.....
12. Purpose of journey (please give full details).....  
.....
13. Number of entries required      A. Single            B. Multiple
14. Intended duration of stay .....
- 15a. Proposed date of travel (day/month/year) .....(15b). Mode of travel to Nigeria.....
16. Indicate how much money is available for your trip .....
17. If your reason for journey to Nigeria is for employment, state:
  - a) Name of Employers .....
  - b) Post to be occupied.....
  - c) Give a full description of job .....

18. Persons joining spouses, parents or relatives, should give full particulars of the employment of parents or spouse in Nigeria including the address where they reside .....
19. How long has/have your spouse/parents been in Nigeria.....
20. Your intended address in Nigeria (NOT P.O. BOX) .....
21. Have you ever applied for a Nigerian visa before? Yes/No/ .....
22. Where did you apply for the visa? .....
23. Indicate whether visa was granted or rejected .....
24. Give reason if visa was rejected .....
25. Have you ever visited Nigeria? Yes/No .....

26. If yes, was it for:
- i. Tourism/Visit
  - ii. Business
  - iii. Temporary Employment
  - iv. Residency
  - v. Transit

27. State the period of these visits and the Addresses at which you stayed .....

	From	To	Address
i.	.....	.....	.....
ii.	.....	.....	.....
iii.	.....	.....	.....

28. How long have you lived in the country where you are applying for visa/entry permit?.....

29. Have you ever:
- a) Been infected by any contagious disease (e.g. Tuberculosis) or suffered serious mental illness? Yes .....No.....
  - b) Been arrested or convicted for any offence or crime even though subject of pardon, arrested or other such legal action? Yes .....No.....
  - c) Been involved in narcotic activities? Yes .....No.....
  - d) Been deported? Yes .....No..... if so, from which country?.....
  - e) Sought to obtain a visa by misrepresentation or fraud? Yes.....No.....
  - f) Tested positive for HIV/AIDS? If yes, please state status .....

30. Give a list of the countries you have lived in for more than a year during the last five years:

Country	City	Date
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

31. Which Countries have you visited during the last twelve (12) months:

Country	City	Date
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

I understand that I will be required to comply with the Immigration/Alien and other laws governing entry of Immigration into the country for which I now apply for Visa/Entry Permit.

Date..... Signature.....

VISA Fees are to be paid through the Nigeria immigration Website at [WWW.immigration.gov.ng](http://WWW.immigration.gov.ng). Once paid, print out the form and mail to the Embassy with a PROCESSING FEE of \$20.00 in money order made out to the Embassy of Nigeria. If expedited service is required, an additional fee of \$65.00 in money order made out to the Nigerian Embassy should be attached. Please attach original passport, colored passport photo showing full face on white background, letter of invitation from Nigeria and return prepaid Fedex, DHL, UPS, or Express mail, if applying by mail, DO NOT ATTACH ENVELOPE AND STAMP, your application will not be mailed back with that.

**REQUIREMENTS FOR CHILDREN UNDER SIXTEEN:**

Copy of birth certificate of child, 1 passport photograph, signed letter of consent by both parents and copies of the parents' passports (bio-data page) or valid ID **MUST** accompany the application.

**For official use only:**

DATE	REMARKS (FOR OFFICIAL USE ONLY)