

# 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: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

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

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## NIGERIA TOURIST VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	
PASSPORT TYPE PHOTO (S):		TRAVEL ITINERARY:	1-COPY
COPY OF BANK STATEMENT:	1	HOTEL CONFIRMATION:	1-COPY

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
ADD RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	10 TO 15 DAYS
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COMMENTS: THE VISA OFFICER ADVISES THAT YOU DO NOT PURCHASE A NON-REFUNDABLE OR NON-EXCHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS BACK IN-HAND. THE EMBASSY/CONSULATES ARE CLOSED EVERY FRIDAY.

REVISED 12-11-2018 JENN

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## NIGERIA TOURIST VISA

**PLEASE FIND BELOW A LIST OF THE GENERAL REQUIREMENTS TO SUBMIT YOUR NIGERIA TOURIST VISA. ONCE WE RECEIVE A COPY OF YOUR INVITATION, IF THERE ARE ANY ADDITIONAL DOCUMENTS OR GUIDANCE NEEDED, WE WILL ADVISE YOU AT THAT TIME.**

**PLEASE BE PREPARED TO SUBMIT THE FOLLOWING DOCUMENTS:**

**1.) PASSPORT**

- MINIMUM OF 6 MONTHS REMAINING VALIDITY
- AT LEAST ONE BLANK VISA PAGE
- MUST BE SIGNED

**2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2", WHITE BACKGROUND)**

**3.) ONE (1) VISA APPLICATION (SIGNED BY THE APPLICANT)**

**4.) COPY OF ROUND TRIP ITINERARY**

**5.) \*\*COPY OF INVITATION FROM HOST IN NIGERIA – THE VISA OFFICER WILL ALSO WANT TO SEE A COPY OF HOST'S PASSPORT AND NIGERIA VISA (OR A COPY OF THEIR NIGERIAN PASSPORT)**

**6.) \*\*CONFIRMED HOTEL CONFIRMATION (IF THE APPLICANT IS NOT STAYING WITH THE HOST)**

**7.) \*\*COPY OF CURRENT BANK STATEMENT (SEE SPECIAL NOTE BELOW)**

**8.) PROOF OF U.S. STATUS: (PLEASE SUBMIT ONE OF THE FOLLOWING)**

- ❖ FRONT AND BACK COPY OF YOUR U.S. GREEN CARD
- ❖ ORIGINAL U.S. VISA AND I-94 (visit: <https://i94.cbp.dhs.gov/>)

**9.) CONSULATE FEE: VARIES BY NATIONALITY**

**\*\*SPECIAL NOTE FOR APPLICANTS BORN IN NIGERIA:**

THE INVITATION, HOTEL CONFIRMATION AND BANK STATEMENT WILL NOT BE REQUIRED IF THE PASSPORT SHOWS YOU WERE BORN IN NIGERIA. YOU WILL BE REQUIRED TO SUBMIT A LETTER OF INTENT ADDRESSED TO THE VISA OFFICER EXPLAINING THE NATURE OF YOUR VISIT AND TO REQUEST THE SINGLE OR MULTIPLE ENTRY VISA BE ISSUED.

**ADDITIONAL REQUIREMENTS FOR APPLICANTS UNDER 16 YEARS OF AGE:**

- 1.) CLEAR COPY OF STATE-ISSUED BIRTH CERTIFICATE
- 2.) SIGNED LETTERS OF CONSENT FROM BOTH PARENTS
- 3.) PROOF OF PARENTS' I.D. (PLEASE SUBMIT ONE OF THE FOLLOWING FOR EACH PARENT) :
  - CLEAR COPY OF THE INFORMATION PAGE OF BOTH PARENTS' PASSPORTS
  - COPY OF THEIR STATE-ISSUED DRIVER'S LICENSE

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

Form Imm. 22



PHOTOGRAPH

**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)
	