



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US\$ _____

SIGNATURE OF CARD HOLDER REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

-
-
-

\$ _____
\$ _____
\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY__ WALK-IN__



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: NIGERIA TOURIST VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	HARD COPY VISA APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO:	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
HOTEL CONFIRMATION:	<u>1</u>	ONLINE CONSULATE FEE RECEIPT:	<u>1-COPY</u>
COPY OF INVITATION:	<u>1</u>	ONLINE ACKNOWLEDGMENT SLIP:	<u>1-COPY</u>

OTHER: PLEASE SEE NEXT PAGE FOR MORE DETAILED INFORMATION.

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 4 DAY RUSH PROCESS)	<u> </u>
* <input type="checkbox"/> FED EX MONEY ORDER TO CONSULATE FEE PROCESSING CENTER:	<u> </u>
OTHER FEES: <u>COMPLETE ONLINE APPLICATION</u>	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 8 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 4 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 EMBASSY DOES NOT NORMALLY ACCEPT APPLICATIONS ON FRIDAY'S - THE VISA OFFICER RECOMMENDS THAT YOU DO NOT PURCHASE A NON REFUNDABLE OR A NON EXCHANGEABLE AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.

REVISED: 02-16-2012 (KS-IM)

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NIGERIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S.PASSPORT (MINIMUM OF 6 MONTHS REMAINING VALIDITY)
WITH AT LEAST ONE BLANK VISA PAGE
- 2.) (1) PASSPORT-TYPE PHOTOGRAPH 2x2 WITH WHITE BACKGROUND
- 3.) [CLICK HERE](#) TO COMPLETE THE APPLICATION ONLINE AND PAY THE
CONSULATE FEES ONLINE-FAILURE TO DO SO IS SUBJECT TO
CAUSE A 2 DAY DELAY IN PROCESSING THE APPLICATION. IF WE
RECEIVE YOUR REQUEST AND THE APPLICATION WAS NOT
COMPLETED ONLINE-VIP WILL TAKE CARE OF THIS PART OF THE
PROCESS ON YOUR BEHALF AND CHARGE AN ADDITIONAL \$50.00
VIP SERVICE FEE
- 4.) HARD COPY VISA APPLICATION (SIGNED BY THE APPLICANT)
- 5.) COPY OF ACKNOWLEDGMENT SLIP (PRINTED OUT FROM THE ONLINE
WEB PAGE)
- 6.) COPY OF THE ONLINE PAYMENT RECEIPT SLIP (PRINTED OUT FROM
THE ONLINE WEB PAGE-INDICATING PAYMENT HAS BEEN MADE
ONLINE AND LISTING THE CORRECT CONSULATE AND OR EMBASSY
LOCATION TO WHERE THE APPLICATION WILL BE SENT).
**FAILURE TO PREPAY THE CONSULATE FEES ONLINE IS SUBJECT
TO CAUSE A 2 DAY DELAY IN SUBMITTING YOUR 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 AND CONSULATES
IN THE USA REQUIRE 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. IF WE ARE UNABLE TO
MAKE PAYMENT ONLINE USING THE CREDIT CARD PROVIDED BY THE
APPLICANT THEN VIP WILL BE REQUIRED TO OVERNIGHT THE
MONEY ORDER TO THE NIGERIAN CONSULATE FEE PROCESSING
CENTER IN CONNECTICUT (\$29.00 ADDITIONAL FED EX FEES WILL
APPLY).**

CONTINUED...



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- 7.) A COPY OF YOUR ROUND TRIP ITINERARY
- 8.) ****A COPY OF YOUR INVITATION FROM YOUR HOST IN NIGERIA ATTENTIONED TO THE CONSULATE IN NEW YORK AND IT HAS TO STATE *"WE ACCEPT FULL IMMIGRATION RESPONSIBILITY FOR"APPLICANTS NAME" WHILE HE/SHE IS VISITING US IN NIGERIA"*. THE VISA OFFICER WILL ALSO WANT TO SEE A COPY OF YOUR HOST PASSPORT AND NIGERIA VISA (OR A COPY OF THEIR NIGERIAN PASSPORT)**
- 9.) ****CONFIRMED HOTEL CONFIRMATION (IF THE APPLICANT IS NOT STAYING WITH THE HOST)**
- 10.) ****COPY OF YOUR CURRENT BANK STATEMENT (*SEE SPECIAL NOTE BELOW*)**
- 11.) **CONSULATE/EMBASSY APPLICATION FEE:**
 - \$112.00 (VISA FEE PAID ONLINE)
 - \$30.00 (STANDARD 5 TO 8 DAY PROCESSING APPLICATION FEE)
 - \$95.00 (RUSH PROCESSING APPLICATION FEE WHEN REQUESTING THE VISA TO BE ISSUED IN 4 DAYS OR LESS)

SPECIAL NOTE FOR APPLICANTS BORN IN NIGERIA:

****THE INVITATION, HOTEL CONFIRMATION AND BANK STATEMENT WILL NOT BE REQUIRED TO BE SUBMITTED IF YOUR 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**

APPLICANTS UNDER THE AGE 16 (SIXTEEN) MUST ALSO SUBMIT THE FOLLOWING ADDITIONAL DOCUMENTS:

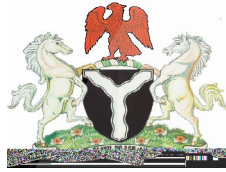
- 1.) CLEAR COPY OF STATE ISSUED BIRTH CERTIFICATE
- 2.) SIGNED LETTERS OF CONSENT FROM BOTH PARENTS
- 3.) CLEAR COPY OF THE INFORMATIONAL PAGE OF BOTH PARENTS PASSPORTS OR A COPY OF THEIR STATE ISSUED DRIVERS LICENSE

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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 HairColour 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 | <input type="checkbox"/> |
| ii. | Business | <input type="checkbox"/> |
| iii. | Temporary Employment | <input type="checkbox"/> |
| iv. | Residency | <input type="checkbox"/> |
| v. | Transit | <input type="checkbox"/> |

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?
YesNo.....
- b) Been arrested or convicted for any offence or crime even though subject of pardon, arrested or other such legal action? YesNo.....
- c) Been involved in narcotic activities? YesNo.....
- d) Been deported? YesNo..... 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. 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)