



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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:** \_\_\_\_\_

<u>VISA PROCESSING</u>	<u>AND</u>	
<u>LIST COUNTRIES</u>	<u>AND</u>	
_____	-	
_____	-	
_____	-	

<u>CONSULATE FEES:</u>
<u>CONSULATE FEES:</u>
\$ _____
\$ _____
\$ _____

**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 (TWP) TEMPORARY WORK PERMIT VISA FOR A NON USA PASSPORT HOLDER

### 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>
COMPANY LETTER:	<u>1</u>	ONLINE CONSULATE FEE RECEIPT:	<u>1-COPY</u>
COPY OF ABUJA LETTER:	<u>1</u>	ONLINE ACKNOWLEDGMENT SLIP:	<u>1-COPY</u>
INTRODUCTION LETTER:	<u>SEE BELOW</u>		

OTHER: PLEASE SEND A COPY OF THE USA GREENCARD OR THE ORIGINAL I-94 AND WORKING CLASS LONG STAY USA VISA (RESIDENT). PLEASE SEE THE NEXT PAGES FOR MORE DETAILED INFORMATION. THEN SEE PAGE 5 FOR CONSULATE SPECIFIC REQUIREMENTS.

**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 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: 11-30-2011 (KS-IM)

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



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## NIGERIA-(TWP) TEMPORARY WORK PERMIT

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) 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 USA GREENCARD OR THE ORIGINAL I-94 AND ORIGINAL WORKING CLASS LONG STAY USA VISA (RESIDENT)
- 7.) 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 APPLICANTS 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).**
- 8.) COPY OF THE ROUND TRIP ITINERARY

CONTINUED...



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- 9.) GOOD CLEAR COPY OF NIGERIA TELECOMMUNICATIONS LETTER FROM ABUJA ALONG WITH A LETTER OF INTRODUCTION FROM THE HOST ORGANIZATION IN NIGERIA - **SEE PAGE 5 FOR CONSULATE SPECIFIC REQUIREMENTS**
- 10.) COMPANY LETTER OF GUARANTEE FROM THE U.S. COMPANY - **SEE PAGE 5 FOR CONSULATE SPECIFIC REQUIREMENTS**
- 11.) CONSULATE/EMBASSY APPLICATION FEE: **SEE PAGE 5 FOR CONSULATE SPECIFIC REQUIREMENTS**

## SPECIAL NOTE:

TEMPORARY WORK PERMIT VISAS ARE VALID FOR ONE ENTRY WITH IN 90(NINETY) DAYS FROM THE DATE OF ISSUE. UPON ARRIVAL YOU BE ALLOWED TO STAY UP TO 60 TO 90 DAYS DEPENDING ON WHAT WAS REQUESTED IN THE ABUJA LETTER AND AS REFLECTED ON THE VISA. THE APPLICATION WILL BE REQUIRED TO BE PROCESSED AT THE EMBASSY OR CONSULATE AS LISTED ON THE ABUJA LETTER.

## IMPORTANT MEMO TO APPLICANT:

WE HIGHLY RECOMMEND THAT PRIOR TO COMPLETING THE ONLINE APPLICATION AND PAYING THE CONSULATE FEES ONLINE THAT YOU FAX A COPY OF ALL THE DOCUMENTS TO OUR OFFICE. AFTER YOU HAVE FAXED A COPY TO OUR OFFICE THEN PLEASE GIVE US A CALL SO WE CAN REVIEW THE DOCUMENTS AND MAKE SUGGESTIONS TO PREVENT ANY DELAYS IN THE VISA PROCESS AND OR TO PREVENT ANY ADDITIONAL PROCESSING EXPENSES.

REVISED: 11-30-2011(KS-IM)

## **NIGERIAN CONSULATE FEES WITH PROCESSING TIMES AND SPECIFIC REQUIREMENTS FOR THAT PARTICULAR CONSULATE**

### **ATLANTA CONSULATE**

PROCESSING TIME: 5 TO 8 BUSINESS DAYS

CONSULATE FEE: ONLINE CONSULATE FEE PAID ONLINE WILL VARY ACCORDING TO NATIONALITY

APPLICATION SUBMISSION FEE: \$243.00 (IN ADDITION TO THE ONLINE FEE)

RUSH PROCESSING IS NOT AVAILABLE

THE CONSULATE IN ATLANTA REQUIRES A COPY OF THE INVITERS NIGERIAN VISA AND PASSPORT. IF THE INVITER IS A NATIONAL OF NIGERIA THEN A COPY OF HIS INFORMATION PAGE IN HIS PASSPORT. IF THE ABUJA LETTER IS ADDRESSED TO THE CONSULATE IN ATLANTA THEN THERE WILL BE AN ADDITIONAL FEDEX FEE OF \$58.00 ADDED TO THE INVOICE.

### **WASHINGTON, DC EMBASSY**

PROCESSING TIME: 13-20 BUSINESS DAYS

CONSULATE FEE: ONLINE CONSULATE FEE PAID ONLINE WILL VARY ACCORDING TO NATIONALITY

APPLICATION SUBMISSION FEE: \$100.00 (IN ADDITION TO THE ONLINE FEE)

RUSH PROCESSING TIME: LESS THAN 12 BUSINESS DAYS

CONSULATE FEE: ONLINE CONSULATE FEE PAID ONLINE WILL VARY ACCORDING TO NATIONALITY

APPLICATION SUBMISSION FEE: \$165.00 (IN ADDITION TO THE ONLINE FEE)

THE CONSULATE IN DC REQUIRES THAT A LETTER OF INTRODUCTION FROM THE HOST ORGANIZATION IN NIGERIAN BE SUBMITTED WITH THE ABUJA LETTER AND BOTH HAVE TO BE ADDRESSED TO THE EMBASSY OF DC. THE EMBASSY DOES NOT NORMALLY ACCEPT APPLICATIONS ON FRIDAYS.

### **NEW YORK CONSULATE**

PROCESSING TIME: 5 TO 8 BUSINESS DAYS

CONSULATE FEE: ONLINE CONSULATE FEE PAID ONLINE WILL VARY ACCORDING TO NATIONALITY

APPLICATION SUBMISSION FEE: \$100 (IN ADDITIONAL TO THE ONLINE FEE)

RUSH PROCESSING TIME: LESS THAN 4 BUSINESS DAYS

CONSULATE FEE: ONLINE CONSULATE FEE PAID ONLINE WILL VARY ACCORDING TO NATIONALITY

APPLICATION SUBMISSION FEE: \$165 (IN ADDITION TO THE ONLINE FEE)

THE CONSULATE IN NEW YORK REQUIRES THAT THE ABUJA LETTER AND THE LETTER OF INTRODUCTION FROM THE HOST ORGANIZATION BOTH BE ADDRESSED TO THE NEW YORK CONSULATE. THE CONSULATE ALSO REQUIRES THAT THE COMPANY LETTER STATE THE FOLLOWING **“WE ACCEPT FULL IMMIGRATION RESPONSIBILITY FOR \_\_\_\_\_ WHILE HE/SHE IS IN NIGERIA”**.



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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: (BE SURE TO ADDRESS THE LETTER TO THE CONSULATE OR EMBASSY THAT THE ABUJA LETTER IS ADDRESSED TO)

GENTLEMEN:

MR. / MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS (POSITION) FOR (COMPANY NAME). MR. /MRS. (TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED EXPLANATION OF TRIP) WITH (COMPANY TO BE VISITED).

MR. / MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON (DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY, (EMPLOYER), WILL GUARANTEE MR. / MRS. (TRAVELER) MAINTENANCE . WE ACCEPT FULL IMMIGRATION RESPONSIBILITY FOR (TRAVELER) WHILE HE/SHE IS IN YOUR COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS/HER STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS. (TRAVELER) THE APPROPRIATE TWP VISA AT YOUR EARLIEST CONVENIENCE.

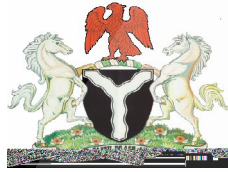
THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.  
**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

**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)