

ATTENTION

The Nigeria Consulate in New York is now able to process visas for travel to their country.

The Nigeria consulate is only open one day a week on Wednesdays. So we ask that if you do require a Nigeria visa to be submitted on your behalf that you have your documents arrive to our office by Monday of each week, so that we can prepare accordingly, pay the online fee's associated with the visa, and ship to the visa department to arrive on Wednesday morning.

The processing time is currently averaging between 5 and 7 business days, and below is the list of categories that we can process for the 5-7 day turnaround.

1. Temporary work permits
2. Business visas
3. Tourism visas
4. STR visas (20-25 business days to process)

If you have any questions, please feel free to give us a call.

Thank you,

VIP Services, Inc.



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 Email: 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 T.W.P. VISA (TEMPORARY WORK PERMIT)

U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	2-COLOR	TRAVEL ITINERARY:	1-COPY
ABUJA LETTER:	1-COPY	COMPANY LETTER:	1
CERT. OF INCORPORATION:	1-COPY	COPY OF BANK STATEMENT:	1

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)

CALL FOR QUOTE

CONSULATE FEE: (SEE NEXT PAGE)

\$180.00

MONEY ORDER:

\$6.00

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 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	15 TO 20 DAYS
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COMMENTS: **THE CONSULATE IS CLOSED EVERY FRIDAY. THE CONSULATE ADVISES TO NOT PURCHASE NON-REFUNDABLE OR NON-EXCHANGEABLE TICKETS UNTIL THE VISA HAS BEEN APPROVED AND THE PASSPORT IS BACK IN-HAND.**

REVISED 12-10-2018 JENN

Specializing in Visas, Passports, Document Legalization and Translations



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NIGERIA T.W.P. (TEMPORARY WORK PERMIT) VISA

PLEASE FIND BELOW A LIST OF THE GENERAL REQUIREMENTS TO SUBMIT YOUR REQUEST THROUGH THE WASHINGTON EMBASSY. 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 2 BLANK VISA PAGES
- 2.) **ONE (1) PASSPORT-TYPE PHOTOGRAPH** (2x2 WITH WHITE BACKGROUND)
- 3.) **ONE (1) VISA APPLICATION** (*SIGNED BY THE APPLICANT*)
- 4.) **COPY OF THE ROUND TRIP ITINERARY**
- 5.) **COPY OF IMMIGRATION APPROVAL** –CLEAR COPY OF NIGERIA TELECOMMUNICATIONS LETTER FROM ABUJA, ALONG WITH A LETTER OF INTRODUCTION FROM THE HOST ORGANIZATION IN NIGERIA – ***SEE SPECIAL NOTE BELOW***
- 6.) **COMPANY LETTER OF GUARANTEE** FROM THE U.S. COMPANY – ***SEE SPECIAL NOTE BELOW***
- 7.) **ONE (1) COPY OF THE CERTIFICATE OF INCORPORATION** FROM THE NIGERIAN COMPANY
- 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/>)

VALIDITY:

TEMPORARY WORK PERMIT VISAS ARE VALID FOR ONE ENTRY WITH IN NINETY (90) DAYS FROM THE DATE OF ISSUE. UPON ARRIVAL YOU WILL 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.

REVISED: 2-11-2018 (JENN)

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 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
- 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?
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)
	