VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472
Website: www.vippassports.com Email: info@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 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	
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	
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, Apostilles, Document Legalizations, and Translations

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NIGERIA BUSINESS VISA

U.S. PASSPORT HOLDER

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

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	$1250.00
CONSULATE FEE: **(SEE NEXT PAGE)**	
MONEY ORDER:	$6.00
OTHER FEES: _____	
ADD RETURN SHIPPING FEE:	
TOTAL: ***(NO PERSONAL CHECKS PLEASE)***	

FEDEX LETTER RETURN SHIPPING FEES *(SELECT ONE)*	
☐ PRIORITY OVERNIGHT	$65.00
☐ 2-DAY	$57.50
☐ 3-DAY	$47.50
☐ SATURDAY	$95.00
☐ 1ST OVERNIGHT - CALL	
☐ LOCAL DELIVERY- CALL	

REGULAR PROCESS TIME:	7 TO 10 DAYS
THE EMBASSY/CONSULATE IS CLOSED EVERY FRIDAY.	

COMMENTS: **THERE WILL BE AN ADDITIONAL $125.00 FEDEX (TO/FROM) FEE IF THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.**

REVISED: 10-7-2025 (EL)

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NIGERIA BUSINESS VISA

U.S. PASSPORT HOLDER

PLEASE FIND BELOW A LIST OF THE GENERAL REQUIREMENTS TO SUBMIT YOUR REQUEST FOR A NIGERIA BUSINESS VISA

PLEASE BE PREPARED TO SUBMIT THE FOLLOWING DOCUMENTS:

1.) SIGNED U.S. PASSPORT

- MINIMUM OF 6 MONTHS REMAINING VALIDITY
- AT LEAST TWO BLANK VISA PAGES
- MUST BE SIGNED

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

3.) ONE (1) SIGNED APPLICATION FORM – SEE BELOW PAGES

4.) COMPANY LETTER OF GUARANTEE *(BE SURE TO FOLLOW PROVIDED EXAMPLE)*

5.) CERTIFICATE OF INCORPORATION FOR NIGERIA SPONSOR

6.) COPY OF INVITATION FROM NIGERIA – WILL NEED A CLEAR COPY OF THE PASSPORT OF THE PERSON WHO SIGNED THE INVITE

7.) COPY OF ROUND TRIP ITINERARY

8.) COPY OF CURRENT BANK STATEMENT – WILL NEED TO HAVE A BALANCE OF $1000.00 OR MORE AND MUST SHOW ACTIVITY

9.) ADDITIONAL CONSULATE FEE: $255.00 (NON-REFUNDABLE)

REVISED: 10-7-2025 (EL)

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……..

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)

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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES

DATE: _____

TO THE CONSULATE OF NIGERIA

DEAR SIR OR MADAM:

MR. / MRS. _____ NEEDS TO TRAVEL ON BUSINESS FOR OUR COMPANY TO _____. HE/SHE WILL BE MEETING WITH MR./MS. _____ OF **(COMPANY NAME, ADDRESS, PHONE NUMBER)** TO **(EXPLAIN DETAILS OF PURPOSE OF TRIP)**.

MR./MS. _____ WILL BE ENTERING _____ ON OR ABOUT **(DATE OF ARRIVAL).**

(COMPANY IN U.S.) WILL BE FINANCIALLY AND MORALLY RESPONSIBLE FOR MR./MS. _____ WHILE THEY ARE IN _____, AND MR./MS. _____ WILL ABIDE BY ALL LAWS IN FORCE IN _____ AT THE TIME OF THEIR STAY , AND WILL NOT BE DOING ANY TECHNICAL WORK WHILE VISITING.

THANK YOU FOR YOUR ASSISTANCE IN THIS MATTER.

SINCERELY,

(SIGNATURE)

NAME OF SIGNER

TITLE

*****THIS LETTER CANNOT BE SIGNED BY THE TRAVELER, OR BY SOMEONE WITH THE SAME LAST NAME ******