



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: _____



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NIGERIA TEMPORARY WORK PERMIT VISA (TWP) 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)	<u>\$1250.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u> </u>
ADD RETURN SHIPPING FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)	
☐ PRIORITY OVERNIGHT	\$65.00
☐ 2-DAY	\$57.50
☐ 3-DAY	\$47.50
☐ SATURDAY	\$95.00
☐ 1 ST 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 TEMPORARY WORK PERMIT VISA (TWP)

PLEASE BE PREPARED TO SUBMIT THE FOLLOWING DOCUMENTS:

1.) SIGNED U.S. PASSPORT

- MINIMUM OF 6 MONTHS REMAINING VALIDITY
- AT LEAST 2 BLANK VISA PAGES
- MUST BE SIGNED

2.) ONE (1) RECENT PASSPORT-TYPE PHOTO (2x2 WITH WHITE BACKGROUND)

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

4.) COPY OF IMMIGRATION APPROVAL – CLEAR COPY OF NIGERIA TELECOMMUNICATIONS LETTER FROM ABUJA, ALONG WITH A LETTER OF INTRODUCTION FROM THE HOST ORGANIZATION IN NIGERIA. WILL NEED A CLEAR COPY OF THE PASSPORT OF THE PERSON WHO SIGNED THE PRE APPROVAL LETTER

5.) COMPANY LETTER OF GUARANTEE FROM THE U.S. COMPANY – **SEE NEXT PAGES**

6.) ONE (1) COPY OF THE CERTIFICATE OF INCORPORATION FROM THE NIGERIAN COMPANY

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

8.) TRAVEL ITINERARY

9.) ADDITIONAL CONSULATE FEE: \$325.00 (NON-REFUNDABLE)

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: 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 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="text"/> |
| ii. | Business | <input type="text"/> |
| iii. | Temporary Employment | <input type="text"/> |
| iv. | Residency | <input type="text"/> |
| v. | Transit | <input type="text"/> |
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:
- Been infected by any contagious disease (e.g. Tuberculosis) or suffered serious mental illness?
YesNo.....
 - Been arrested or convicted for any offence or crime even though subject of pardon, arrested or other such legal action? YesNo.....
 - Been involved in narcotic activities? YesNo.....
 - Been deported? YesNo..... if so, from which country?.....
 - Sought to obtain a visa by misrepresentation or fraud? Yes.....No.....
 - 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 FOR TEMPORARY WORK 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 BE
WORKING ON A TEMPORARY WORK PERMIT.

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 *****