



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- One visa application form (attached), completed and signed with a pen-to-paper signature.
- One passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of flight itinerary.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from the U.S. company explaining the purpose of the trip and providing a financial guarantee. The letter must specify the visa duration and number of entries requested. The letter must be on company letterhead and must bear the original pen-to-paper signature of a representative of the company other than the applicant. Please see the attached sample letter.
- A letter of invitation from the company to be visited in Nigeria. The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, telephone number and email for a contact person at the overseas company. Faxed or scanned copies are accepted. A sample is attached.

TOURIST TRAVELERS must also include:

- A copy of hotel reservations, or an invitation letter from a private host in Nigeria, including a copy of the host's passport.

NON-US CITIZENS must also include:

- A copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.

Visa Requirements

*There is No Substitute for Experience.*

**G3's Standard of Service**

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.



*There is No Substitute for Experience.*

**Concierge Service**  \$175.00 *Extra*

**G3's Concierge Service includes the following benefits:**

**Document Review:** Email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

**Application Creation:** Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

**Accelerated Processing:** G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

**Expert Advice:** Call our dedicated Concierge Service phone number: 855.266.0701, or email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a quick response from the experts.

**Real-Time Status Updates:** Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

**Upgraded Delivery Service:** Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

**Emergency Support:** You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

**VISA NOTES**

- The Embassy of Nigeria is closed every Friday. Friday is not counted as a processing day.
- For visa requests requiring Mission Critical processing, travelers must send a copy of their passport and visa application to G3 by email ([WashingtonDC@g3visas.com](mailto:WashingtonDC@g3visas.com)) or fax (703.524.3374) in advance of sending in the original documents. G3 must receive all original documents no later than 8:30 AM. Please send paperwork via FedEx or UPS with no signature required.
- Applicants of certain nationalities, including UK citizens, are subject to higher consular fees.
- If you are in need of Emergency Processing, a Residency (STR) visa, or Temporary Work Permit (TWP) visa, please email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com).

**PROCESSING NOTES**

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.



Send to: G3 Global Services  
 Attn: Visa Department  
 3300 North Fairfax Drive, Suite 220  
 Arlington, VA 22201  
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC  
**NIGERIA**

*There is No Substitute for Experience.*

**Concierge Service**  \$175.00 *Extra*

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 4 Business Days	Priority 6 Business Days	Expedited 10 Business Days
Tourist	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$215.00
Business	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$215.00
Flight Crew	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$215.00

**G3 Service Fees**

Tourist	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$70.00
Business	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Flight Crew	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00

**Return Delivery Fees**

<input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$84.00
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$44.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge

*\*These services may not be available for all delivery locations.*

**Send Completed Order Form and All Required Documents To:**

**G3 Global Services, Attn: Visa Department**, 3300 North Fairfax Drive, Suite 220, Arlington, VA 22201  
 703.276.8472 Phone | 888.883.8472 Toll Free | 703.524.3374 Fax | WashingtonDC@g3visas.com

[www.g3visas.com](http://www.g3visas.com)

Applicable Fees



Send to: G3 Global Services  
 Attn: Visa Department  
 3300 North Fairfax Drive, Suite 220  
 Arlington, VA 22201  
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC  
**NIGERIA**

Your invoice will be sent to your contact email.  Check here if you require a hard copy included with your return delivery.

**Payment Information**

Payment Via Check #:  *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard:  -  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

OR

American Express:  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

Name as it appears on the card:

Billing Address:

City:  State  Zip:

Signature: \_\_\_\_\_

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Concierge Service Requested

*You'll thank us later.*

[ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com)

**Total Fees from Applicable Fees Page**

*Please include Applicable Fees page with your request.*

FEE	# Travelers	TOTAL
Concierge Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>
Return Delivery Fee		<input type="text"/>
Subtotal		<input type="text"/>
Add 5% for credit card convenience fee		<input type="text"/>
Total Payment Enclosed		<input type="text"/>

**Traveler Names**

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

**Visa Service**

Visa Type:  Tourist  Business  
 Flight Crew  Other \_\_\_\_\_

Processing Speed:  Mission Critical  Priority  Expedited

**Travel Details**

Date of US Departure:  I must have my passport no later than:

Other visa or passport services requested:

Notes:

**Contact Information** *Who should G3 contact about this request?*

Name:  Company:

Contact Email (required):

Daytime Phone:  Mobile Phone:

**Return Delivery Address** *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name:  Company:

Street Address:

City:  State:  Zip Code:

Daytime Phone:  Mobile Phone:

VisaOrderForm

ASSOCIATE NAME:

FOR OFFICE USE ONLY

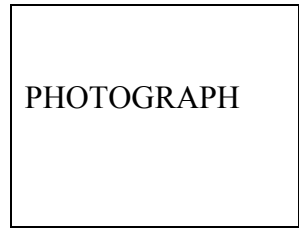
DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:

**EMBASSY OF THE FEDERAL REPUBLIC OF NIGERIA**  
**Washington, DC**

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        | <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?  
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.....

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**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)



## Sample Business Letter From U.S. Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

November 15, 2014

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, February 2 through February 15, 2015 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

*Lucinda Albright*

Lucinda Albright  
Senior Vice President  
Sample Products, Inc.

*(The letter must have an original ink signature of a manager other than the applicant.)*

Sample Letter





## Sample Business Letter for Flight Crew

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

November 15, 2014

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall  
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries  
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: January 11, 2015      Date of Arrival #2: *(add if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Date of Departure #1: January 15, 2015      Date of Departure #2: *(if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 *(contact number)*.

Sincerely,

*Heather Bauer*

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

*(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)*

Sample Letter



## Sample Business Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

November 15, 2014

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, February 2 through February 15, 2015 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(insert company name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

We request that you issue him a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*James Ventura*

James Ventura  
Executive Officer  
Overseas Company, Ltd.

Sample Letter



# Sample Flight Crew Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

November 15, 2014

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. *(insert the name of your company)* and will be traveling to *(country)* aboard Sample Products, Inc. *(aircraft)* corporate aircraft Tail Number: N506AB *(number)*.

Pilots:                      Primary Captain: Brian Randall  
                                    Backup: Christina Johnson

First Officer:              Primary: Robert Jeffries  
                                    Backup: Mark Brown

Flight Attendant:        Primary: Bonnie Hooper

They will be in *(country)* from January 11 to January 15, 2015. They will be transporting corporate executives from their corporate headquarters in Washington, DC to *(country)*, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country, Postal Code  
Telephone: 112-1234-5678

Sample Products, Inc. *(insert company name)* will financially guarantee their flight crew and corporate aircraft while in *(country)*.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*Alice Matthews*

Alice Matthews  
Flight Coordinator  
Overseas Company, Ltd.

*(The letter must be signed by a representative of the overseas company, handler, or FBO.)*

Sample Letter