

## MANDATORY ORDER FORM

Fully complete this form and submit with your application. Processing will be held if items are missing or incomplete.

### SECTION 1. CONTACT INFORMATION

<b>NAME</b>	<input type="text"/>	<b>TELEPHONE</b>	<input type="text"/>
<b>E-MAIL</b>	<input type="text"/>	E-mail address will be used to provide vital passport tracking information as well as periodic travel updates & payment invoice	

### SECTION 2. TYPE OF VISA TO BE PROCESSED (COMPLETE MULTIPLE LINES IF APPLYING FOR MORE THAN ONE VISA)

<b>VISA 1</b>	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>	<b>/ COST</b>	<input type="text"/> +
<b>VISA 2</b>	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>	<b>/ COST</b>	<input type="text"/> +
<b>VISA 3</b>	<input type="text"/> <small>HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA</small>	<b>/ COST</b>	<input type="text"/> =

THIS BOX IS FOR INTERNAL OFFICE USE ONLY

**TOTAL VISA COST**

### SECTION 3. OPTIONS FOR RETURNING YOUR PASSPORT TO YOU - PLEASE MAKE ONE SELECTION

- ☐ **PICK-UP AT OFFICE - \$0**
- ☐ **PRE-PAID - \$0** RETURN ADDRESS: (IF PAYING FOR RETURN)
- ☐ **FEDEX OVERNIGHT US - \$30** ADD \$20 FOR SAT DELIVERY. SOME RURAL LOCATIONS COST MORE
- ☐ **FEDEX OVERNIGHT CAN - \$50**
- ☐ **INTERNATIONAL - \$110+** SOME RURAL LOCATIONS COST MORE

**Absolute latest date by which you must have your documents returned to you**

#### RETURN SHIPPING

**TOTAL RETURN COST**

<input type="text"/> RECIPIENT'S NAME			
<input type="text"/> ADDRESS			
<input type="text"/> CITY	<input type="text"/> COUNTRY	<input type="text"/> POST CODE	
<input type="text"/> THIRD PARTY PICKUP: PROVIDE NAME			

### SECTION 4. PAYMENT FOR YOUR VISA APPLICATIONS

**PLEASE MAKE A PAYMENT BY CHECK PAYABLE TO RA CONSULTING CORP.**

GRAND TOTAL AMOUNT

ADD TOTAL VISA COST AND TOTAL RETURN COST FOR GRAND TOTAL

By using the services of Visa Center, I authorize to handle my personal information and my passport/other documents and particulars / to a foreign diplomatic mission in Canada & US for the purpose of acquiring a visa or other consular document. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center can not and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. Visa Centre does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic grounds or passed into the control of a courier for return delivery. Visa Center is not liable for any stolen or lost passport, and has no liability for late delivery of passports and visas, and Visa Center does not bear any financial, legal or other obligations whatsoever for client ticket or other purchases, down payments, bookings or any kind of travel or other arrangements that were done prior to the issuance of visa or what may be affected by processing times or denial of visa. Visa Center does not bear any financial (or otherwise) responsibility from issues arising from errors and improper issuance of visas by the consulates; for losses resulting from, and does not compensate for travel expenses arising from any of the above. Visa Center will charge \$50.00 per passport for cancelled visa applications after the documents have been received for processing. I understand and fully accept the above mentioned. BY SIGNING BELOW YOU AGREE ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.

SIGNATURE

CURRENT DATE

ADD TOTAL VISA COST TO TOTAL RETURN COST

# SMS (Text) Notifications Application Form

<b>Last Name</b>	
<b>First Name</b>	
<b>Cell Phone Number</b>	
<b>Name of the provider (Bell, Rogers, etc.)</b>	

We shall be using the data provided by you in your SMS application form solely and exclusively to send your application status by SMS to your registered mobile number, and to send you these details also by e-mail at the indicated e-mail address. We may also provide your information to any government or government agency in connection with the processing of your application. **BY SIGNING THIS FORM YOU ARE NOTIFYING US THAT YOU CONSENT TO RECEIVING THIS INFORMATION BY SMS AND E-MAIL.** Please note that if you give your consent, you have the right at any time to withdraw this consent by notifying us at **VisaCenter by email [info@visacenter.ca](mailto:info@visacenter.ca).**

## Disclaimer and Terms and Conditions

1. The Short Messaging Service ('**SMS**') provided to Visa Applicants is to update on current status to the applicant with regards to Visa Application Process. The information provided by SMS is based among others on the information provided by the Embassy/Consulate. While VisaCenter ensures that information is made available to the visa applicant promptly and accurately, the Visa Applicant shall at all times be responsible for providing and maintaining an SMS text compatible mobile phone number where VisaCenter can send text messages regarding the status of the Visa Application to the Visa Applicant. The Visa Applicant is responsible for ensuring connection to a mobile network capable of receiving the SMS Services. The Visa Applicant understands that if The Visa Applicant 's mobile phone is switched off, disconnected for any reasons or is out of coverage for a period of 24 hours or more, The Visa Applicant's mobile network provider may delete any SMS messages to be received by The Visa Applicant.
2. The Visa Applicant confirms that the Visa Applicant has provided the accurate mobile number for receiving SMS and that the Visa Applicant is the owner or its legitimate user, or that the Visa Applicant has the consent of the owner or legitimate user, of the mobile phone using for the Services. The Visa Applicant acknowledges that using another person's mobile phone/providing inaccurate mobile phone number/unauthorized use of mobile phone number for receiving the SMS may entail disclosure of Visa Applicant 's confidential information which disclosure shall be at the sole risk of the Visa Applicant
3. The Services, once obtained, will be available to the Visa Applicant from the time of application till complete processing of the application or such other period as VisaCenter may advise via our website located at [www.VisaCenter.ca](http://www.VisaCenter.ca) . VisaCenter reserves the right to withdraw this service at any time and without notice.
4. The Visa Applicant must not use (or permit any third party to use) the SMS Service to send any message or communication which is Spam, illegal, offensive, abusive, indecent, obscene or menacing or causes annoyance, inconvenience or needless anxiety or infringes the rights of third parties. VisaCenter reserves the right to withdraw the SMS service to such Visa Applicant if The Visa Applicant is in breach of this paragraph 4. VisaCenter may also withdraw the Services if VisaCenter in its sole discretion apprehends that the SMS service is being used for such purposes.
5. For operational reasons VisaCenter may vary the technical specification of the Services with or without notice. In the event of any change to the Service these Terms and Conditions is to be treated as varied accordingly.
6. The time to deliver the SMS is dependent on several factors such as upon the traffic on the mobile network and whether The Visa Applicant mobile phone is within reach and switched on and cannot therefore be guaranteed by VisaCenter. VisaCenter is not a mobile network operator and does not guarantee the delivery of SMS text messages.
7. The Visa Applicant acknowledges that the SMS Services may, at any time, be adversely affected by problems with The Visa Applicant mobile phone network, type of mobile account, force majeure events including, without limitation, interference to the network coverage. VisaCenter is not responsible or liable to The Visa Applicant for any loss, damage or expenses incurred directly or indirectly by The Visa Applicant as a result of any difficulties experienced by the Visa Applicant's mobile phone service provider. Subject to the constraints described within this paragraph 7, VisaCenter shall carry out the services with reasonable care and skill.
8. If The Visa Applicant does not receive SMS relating to these Services, the Visa Applicant should inform VisaCenter through email.
9. The SMS service delivers the Visa Application Status based on the information received by VisaCenter from Embassy/Consulate.
10. The Visa Applicant agrees to comply with all instructions we may give concerning the Services, including any security instructions. We will be entitled to treat any failure by Visa Applicant themselves to comply with these instructions as a breach of these Terms and Conditions, which will entitle us to deny Visa Applicant access to the Services.
11. The Visa Applicant is responsible for paying charges for the message origination. Charges once paid for SMS service will not be refunded under any circumstances.
12. The Visa Applicant shall at its sole risk be responsible for taking all reasonable steps to prevent unauthorized persons gaining access to the Services.
13. While VisaCenter takes every precaution transmission of information to transmit information. VisaCenter shall not be responsible or liable for any unforeseen events and circumstances beyond the reasonable control of VisaCenter.
14. VisaCenter may in its sole discretion temporarily suspend the provision of the Services if such provision could materially affect the quality of any telecommunications service, including the Services, provided by VisaCenter.
15. VisaCenter specifically excludes all liability of any kind (including negligence) in respect of any third party information or other material made available on, or which can be accessed using SMS text services.

I have read and understood the Disclaimer and the terms and conditions contained therein and agree to abide by the same.

**Signature of the Visa Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_

## **REGISTRATION WITH US EMBASSIES**

The world unfortunately is not a safe place. When you travel abroad and surrounded by foreign environment many situations, in some cases hostile may arise, like terrorist attacks, banditry or even war. Plus there are natural disasters and catastrophes.

Visacenter.us can help you to make your contact information in the country where you are traveling available to US Embassy/Consular officials responsible for helping Americans abroad.

### **What is the registration?**

Upon your request the Department of State in Washington DC will be provided with your major contact information in the country of your travel. In the event there is a need to contact Americans to offer urgent advice or evacuation during a natural disaster or civil unrest, US Embassy/Consulate contacts all registered US citizens in that country. U.S. consular officers assist Americans who encounter serious legal, medical, or financial difficulties.

**OFFICIAL REGISTRATION IS RECOMMENDED** for **ALL Americans** traveling abroad for business or pleasure, or residing abroad, irrespectively of the length of travel.

It is best to register **BEFORE the start of the trip.**

### **What should I do to register?**

To register, you are required to fill-out short US Embassy Registration Request Form with your basic contact and travel information.

### **What is the cost?**

The cost of **peace of mind** is just USD10.00 per person.

☐ *Yes, I want to register and agree that Visacenter.us submits on my behalf my data exactly as provided by myself on the form for US Embassy Registration service by The Bureau of Consular Affairs of the US Department of State and agree that for this act the charge of CAD 10.00 be added to the total payment for my visa services order.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Next step:**

→ Please, fill-out the following US Embassy Registration Request Form

# US EMBASSY REGISTRATION REQUEST FORM

## BASIC INFORMATION

FIRST NAME   
LAST NAME   
DATE OF BIRTH    GENDER ☐ M / ☐ F  
MONTH DAY YEAR  
CITIZENSHIP

## PASSPORT

PASSPORT NUMBER   
PASSPORT DATE OF ISSUE     
MONTH DAY YEAR  
PASSPORT DATE OF EXPIRATION     
MONTH DAY YEAR

## HOME RESIDENCE

ADDRESS 1   
ADDRESS 2   
CITY  STATE   
ZIP CODE  CONTACT EMAIL ADDRESS

## DESTINATION INFORMATION

COUNTRY   
PURPOSE OF VISIT   
DESTINATION DATE OF ARRIVAL     
MONTH DAY YEAR  
DESTINATION DATE OF DEPARTURE     
MONTH DAY YEAR  
TYPE of RESIDENCE ☐ HOTEL ☐ HOME ☐ SCHOOL ☐ OTHER  
ADDRESS at DESTINATION   
 CITY   
PHONE NUMBER AT DESTINATION

*Note: If you have more than one destination please, provide details on a separate sheet of paper.*

DATE:     
MONTH DAY YEAR

SIGNATURE:

## INCLUDE THE FOLLOWING DOCUMENTS:

### Nigeria Visa Requirements

- Original, signed United States passport with at least 6 months of remaining validity.
- Two passport type photos (**photos can be taken at our Washington and New York offices**).
- - Filled out and signed Nigeria visa application form. Application forms must be filled out on-line at <https://www.immigration.gov.ng/>.  
**Important Note: hand filled out forms are not acceptable and application got rejected!**
- - Filled out and signed [Visa Center Order form](#).
- Itinerary. Copy of round trip tickets or itinerary.  
Hotel Reservations. Copy of confirmed hotel reservations.
- Bank statement. Copy of the applicant's most recent monthly bank statement. The statement must clearly show the applicant's name as the account holder, the balances of the accounts, and the date of the statement.
- Private visa: Letter of invitation from host accepting full immigration responsibility and data page of host passport.
- Previous visa. If applying for a multiple entry visa, please provide a copy of a previous Nigeria visa. The embassy will not grant a multiple entry visa to a first-time visitor.
- Persons with dual citizenship, one of which is US, must apply with their US passports only. Applicants with other than US passports must provide the copy of the document confirming their current resident status in USA
- Note: Nigerian embassy has special payment procedure. Part of the consular fees must be paid on-line here: <https://www.immigration.gov.ng/>. And for this the credit card of the applicant (with applicant's name on it) will be used. The amount of this on-line fee is \$180.00 (for US passport holders applicants) and it is NOT included in the price above. Printed out confirmation of payment is required.
- **NOTE: Want to check if you prepared your Nigeria visa application documents correctly? Click on the following link: [http://www.visacenter.us/pdffdocs/visa\\_pre-screen\\_service\\_form.pdf](http://www.visacenter.us/pdffdocs/visa_pre-screen_service_form.pdf) and send us your file for quick evaluation.**

### Nigeria Business Visa Requirements (additionally to the requirements above)

- Letter of invitation from Host Company, in Nigeria, accepting full immigration and financial responsibility as well as stating purpose of visit (and duration of stay).
- Letter of introduction from Applicant's company or organization

## APPLICATION FOR NIGERIAN VISA

### IMPORTANT NOTICE TO ALL VISA APPLICANTS:

PLEASE READ THE FOOTNOTE ON THE BACK PAGE BEFORE FILLING OUT HIS FORM. VISA FORM MUST BE COMPLETED IN FULL AND SUBMITTED WITH PASSPORT PHOTOGRAPH, PHOTOCOPY OF ROUND TRIP TICKET, VALID PASSPORT, AND FEE RELEVANT TO YOUR NATIONALITY.

PHOTOGRAPH

This form must be completed in full. Your application may be rejected for wrong and misleading information.

1. Surname \_\_\_\_\_ Name \_\_\_\_\_ MI \_\_\_\_\_
2. Former Names and Aliases (if any) \_\_\_\_\_
3. Sex \_\_\_\_\_ (Male/Female)
4. Present Nationality \_\_\_\_\_ 4b. Previous Nationality (if any) \_\_\_\_\_
5. Place of Birth (City) \_\_\_\_\_ (Country) \_\_\_\_\_
- 5b. Marital Status \_\_\_\_\_ (Married/Single/Widow/Widower)
6. Date of Birth \_\_\_\_\_ (d/m/y)
7. Residential Address \_\_\_\_\_
- 7b. Telephone Number \_\_\_\_\_
8. Office Address \_\_\_\_\_
- 8b. Telephone Number \_\_\_\_\_
9. Profession \_\_\_\_\_
10. State what branches of the Armed Forces of your country you have served in or are serving in \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
11. Colour of Hair \_\_\_\_\_ Colour of Eyes \_\_\_\_\_ Height \_\_\_\_\_ Complexion \_\_\_\_\_
12. Visible identification marks \_\_\_\_\_

13. Passport No. \_\_\_\_\_ Date Issued \_\_\_\_\_ (d/m/y) Issuing Government \_\_\_\_\_
14. Reason for Journey \_\_\_\_\_
15. Date of previous visit to Nigeria and address at which you stayed \_\_\_\_\_ (d/m/y)
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16. Proposed date of travel \_\_\_\_\_ (d/m/y) 17. Length of stay \_\_\_\_\_

18. 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 \_\_\_\_\_
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19. Persons joining spouses, parents or relatives, should give full particulars of the employment of spouses, parents or relatives in Nigeria including the address of where they reside

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20. How long has/have your spouse/parents/relatives been in Nigeria \_\_\_\_\_

21. Give your intended address in Nigeria (NOT P.O. BOX) \_\_\_\_\_

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22. Have you applied for a Nigeria visa before? Yes/No \_\_\_\_\_

23. Where did you apply for the visa \_\_\_\_\_

24. Indicate whether visa was Granted or Rejected \_\_\_\_\_

25. Give reason if visa was Rejected \_\_\_\_\_

26. How long have you lived in the country where you are applying for Visa/Entry

☐

Permit \_\_\_\_\_

27. Give a list of the countries you have lived in for more than a year during the last five years :

COUNTRIES	CITIES	DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____

In applying for Visa/Entry Permit, I understand that I will be required to comply with the Immigration and other laws governing entry of immigrants to Nigeria.

Signature \_\_\_\_\_ Date \_\_\_\_\_ (d/m/y)

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PLEASE NOTE:

- A. Persons going for employment must accompany their application with a Work Permit, letter of appointment and a quota. Form must be completed in Quaduplicate.
- B. Persons going on Government/Official business need to have an official letter, one passport photograph, and passport.
- C. Persons going on business need to have a letter of invitation, copy of airline ticket. Valid passport, and a passport photograph.
- D. Visitors must have a contact address, a letter of invitation, copies of 1<sup>st</sup> five pages of host's passport, a passport photograph, and a valid passport to accompany application form.
- E. Non-refundable fees are charged according to nationality. Please find out the Appropriate fee from the Visa Office at telephone number (202) 822-1500.