

# VISA SERVICES CANADA

[WWW.VISASERVICESCANADA.CA](http://WWW.VISASERVICESCANADA.CA)

## YOUR PERSONAL CONCIERGE SERVICE

*Visa Services Canada, Inc.* is pleased to offer our clients full private personal Visa Concierge service to help ease the burden of dealing with visa paperwork. You can fill out the following form by hand in ink in BLOCK LETTERS.

**Send us an email or give us a call to start you on the road to a visa application.**

**toll-free 1-866-378-1229**  
**Email: info@visaservicescanada.ca**

When you want concierge service *Visa Services Canada* assigns a specific named visa specialist to not only assist in your document preparation and review, and also to complete the data entry on your behalf. Your Visa Concierge will make it their priority to respond to your initial request within 5 business hours on working days.

We can make this daunting process simple for you.

From start to finish, your assigned Visa Concierge will help you in all aspects of your visa questionnaire preparation. Your assigned helper will assist in ensuring you provide the correct details and documents.

Once you request a Visa Concierge your assigned helper will personally reach out to you by telephone and email to discuss your needs and make this as simple, quick and pain-free for you as possible.

Visa Concierge Services include:

- Assistance with document preparation and review to minimize any rejections or delays.
- Application forms completed and delivered by email for your personal signature.
- Secondary personal review of all documents prior to submission.
- Review and recommendation of most appropriate visa and service level based on needs.
- Personalized updates during all phases of the process via preferred method of contact.

Visa Concierge Service fees -- Additional Visa Concierge fee per person: \$199 in addition to the visa processing and embassy fees. \$75 per additional destination/service. Please note that the Visa Concierge fee does not include visa processing or processing fees for the embassy.

Thank you  
*Ms Pamela Wheat, President*

### ***Visa Services Canada, Inc.***

275 Slater Street, Suite 900, Ottawa ON, K1P 5H9

phone: 613 231-7054

toll-free 1-866-378-1229

Email: info@visaservicescanada.ca

Website: www.VisaServicesCanada.ca



# Nigeria Visa Concierge Service

This document is a worksheet to help you gather and provide the information needed for *Visa Services Canada* to build a detailed and complete Nigeria visa application on your behalf. Please print out these pages, complete the worksheet in ink and scan, obtain a scan of the data page of your passport (the page with the picture on it) and email it all to your personal VSC Visa Concierge in Ottawa.

**Applicant's First Names**

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**Applicant's Last Name**

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**Applicant's Marital Status**

Single

Married

Widowed

Divorced

**Other/Previous Nationalities**

(if applicable)

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**Applicant's Hair Colour**

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**Applicant's Eye Colour**

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**Applicant's Identifying Marks**

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**Applicant's Height** (cm)

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 cm

**Applicant's Home Address**

Street Address:

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Street Address (continued):

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City, Province, Postal Code:

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Telephone number:

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**Applicant's Profession and Office Address**

Profession:

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Office Address:

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Office Address (continued):

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City, Province, Postal Code:

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Office Telephone:

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**Applicant's Military Service**

Your current or former Branch of the Armed Forces

Military Branch: \_\_\_\_\_

In Military Service from: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Left military service on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

**Applicant's Trip Details**

- Business
- TWP Temporary Work Permit (must be authorized)
- STR Subject to Regularization (must be authorized)
- Visit to Nigerian National or Legal Resident of Nigeria
- Visit to Nigerian Church or Mission or Religious Purpose (must be authorized)
- Tourism

**Number of Entries of Nigeria**

- Single Entry of Nigeria
- Multiple Entries of Nigeria

**Estimated Trip Dates**

Longest Intended stay in Nigeria (in days) \_\_\_\_\_ Days

Estimated Arrival in Nigeria: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Day) (Month) (Year)

Mode of Travel to Nigeria: \_\_\_\_\_

**If going to Nigeria for Employment:** (or if spouse of employee)

Employer Name: \_\_\_\_\_

Applicant's Job Position: \_\_\_\_\_

Employer Address in Nigeria: \_\_\_\_\_

City, State, Postal Code: \_\_\_\_\_

**Applicant's Address in Nigeria:** (not a post office box)

Address in Nigeria: \_\_\_\_\_

City, State, Postal Code: \_\_\_\_\_

Telephone Number: 234-\_\_\_\_\_

**Has Applicant Ever Applied for a Nigerian Visa Before?**  No  Yes

**Was the previous visa request granted or rejected?**  Granted  Rejected

**Why was it Rejected?** \_\_\_\_\_

**Where did you apply for that visa?** \_\_\_\_\_

**Has Applicant Ever Been to Nigeria?**  No  Yes If Yes, what for?  
 Tourism  Official  Business  Residency  Temporary Employment  Transit

**Previous Visits to Nigeria**

Periods of previous visits, and the complete addresses at which you stayed

**PERIOD #1**

Entry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Exit Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Address in Nigeria: \_\_\_\_\_

Address in Nigeria: \_\_\_\_\_

**PERIOD #2**

Entry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Exit Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Address in Nigeria: \_\_\_\_\_

Address in Nigeria: \_\_\_\_\_

**PERIOD #3**

Entry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Exit Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (day / month / year)

Address in Nigeria: \_\_\_\_\_

Address in Nigeria: \_\_\_\_\_

**Applicant has lived in Canada for \_\_\_\_\_ Years**

**Does Applicant have any serious medical/mental condition?** No  Yes

**Has Applicant been arrested or convicted for an offence or crime even though subject to pardon, arrested or other such legal action?** No  Yes

**Has Applicant Ever Been Involved with Narcotics?** No  Yes

**Has Applicant Ever Been Deported?** No  Yes

**Why was applicant deported?** \_\_\_\_\_

**Has Applicant Ever sought a visa by mis-representation?** No  Yes

**Applicant has lived in the following countries for more than one year (not Canada)**

Country	City	Departure Date (day / month / year)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Applicant has visited the following countries in the last 12 months (not Canada)**

Country	City	Departure Date (day / month / year)
_____	_____	_____/_____/_____
_____	_____	_____/_____/_____
_____	_____	_____/_____/_____

### **Applicant's Signature**

*The information provided is honest and truthful to the best of my abilities:*

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Email address: \_\_\_\_\_

Applicant's Email address: \_\_\_\_\_

Applicant's mobile telephone: \_\_\_\_\_

Applicant's Work Telephone: \_\_\_\_\_

Applicant's Home Telephone: \_\_\_\_\_

**Once completed, scan document and obtain a scan of the information page of the applicant's passport (the page with their picture on it) and email it all to your VSC Visa Concierge.**

## **SECURE PAYMENT FOR CONCIERGE SERVICE**

*Visa Services Canada, Inc.* is pleased to offer the most secure means of payment available in Canada for the processing of your concierge service.

### **INTERAC e-Transfer**®

*Interac e-Transfer* is a funds transfer service between personal and business accounts at Canadian banks and other financial institutions. You do not have to provide any account details or even a credit card number to our company.

Our staff never see any of your account details when you use an e-transfer method of payment. You deal only with your bank or financial institutions to make payment in a totally secure environment right from your home or office.



### **HOW IT WORKS**

1. Fill in the entire visa application form, and send it and the passport scan to our office by courier or e-mail as applicable.
2. Our professional staff review your application and determine the total payment for the concierge service to be made by you.
3. Our staff send you an e-mail detailing the full and final charges. This email will contain all the instructions for making the e-transfer. It will include the e-mail and security codes, and step-by-step instructions for you.
4. You, or a friend or relative acting on your behalf, make the e-transfer to VSC for all the concierge service charges and fees.
5. It takes up to 30 minutes for the bank to send the e-transfer notification to our office. We then receive the funds and can then pay the embassy on your behalf. Payment must be received before the concierge service can be started on your behalf.

### **YOUR E-MAIL ADDRESS**

Applicants **MUST** provide at least one (1) working and monitored e-mail address on the VSC cover page so that our staff can contact you with details of the payment. Please provide two.

An application form without a typed, correct, and monitored e-mail address cannot be processed.

Applicants who respond immediately are assisted first. Applicants who do not respond within three days (72 hours) will have their applications cancelled and their passports prepared for return. Failure to respond promptly may result in you missing your journey.