

VISA SERVICES CANADA®

Freedom to Travel, Personalized®



Visa Services Canada, Inc.
275 Slater Street, Suite #900
Ottawa, ON, K1P 5H9, CANADA
Phone: 613-231-7054
Toll-free: 866-378-1229

www.VisaServicesCanada.ca
info@visaservicescanada.ca

ALL APPLICANTS: full legal names

1.	
2.	
3.	
4.	
5.	

SHIPPING ADDRESS - all details mandatory

Street Address			Apartment #	
City			Province	
Postal Code		Country (if not Canada)		
Phone		Office Phone		
Cell Phone				
Email				

Visa Countries (in order of arrival)	Visa type tourist / business / etc	Entries 1 / 2 / multi	Service level regular / fast	Date of entry & exit (dd / mm / yy)

SHIPPING OPTIONS

- Personal pick-up in Ottawa
- Canadian shipping \$30
- Cdn10:30am shipping \$40
- Foreign shipping (cost+)

Do not write in this area

Payment: call to make payment by money order / bank draft / e-transfer

Visa	Cardholder			
Mastercard	Card #			
M.O. / draft	Expiry date			
E-Transfer				

Original ink signature & date (authorizing credit card charge and terms of service). Credit card must be in the name of an applicant.

X



Terms: By using *Visa Services Canada* you are authorizing the company to handle your personal information and your passport, and to hand over such passports and information to a foreign diplomatic mission in Canada or abroad for the purpose of acquiring a visa. By using the services of VSC you are accepting in whole the following terms, conditions, and limitations: VSC cannot and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. VSC is not responsible for the safety or security of your passport once the passport has entered the diplomatic grounds or passed into the control of a shipper. VSC is not liable for any stolen or lost passport, and has no liability for late shipping delivery of passports and visas. Cash, bank drafts, credit cards and money orders are subject to a 1 % bank charge. I understand this liability statement.

Internal Use Only SHIPPING		Date sent by VSC	
Tracking #		Date received by client	



VISA SERVICES CANADA

Suite 900 - 275 Slater St.
Ottawa, ON, K1P 5H9, CANADA
WWW.VISASERVICSCANADA.CA
613-231-7054

I, _____, authorize *Visa Services Canada* to act on my behalf in acquiring a visa for my passport. *Visa Services Canada* is authorized to drop-off and pick-up my passport and any other personal documents from the embassy, high commission, consulate, diplomatic mission of the country of _____ while aiding me in acquiring a visa. *Visa Services Canada* is also authorized to receive information about my application from the visa office while acting on my behalf.

Signed on this _____ day of the month of _____ in the year _____,
in the city of _____ in the province of _____, in Canada.

Signature _____



OFFICE COPY



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Signature _____



EMBASSY COPY

VISA SERVICES CANADA

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TWP VISA REQUIREMENTS FOR NIGERIA

TWP VISA

- Multiple Entry Visa, valid for 3 months US\$170

Visa fees and times are subject to change by embassies without notice
Nigeria charges fees in both \$US.

- **REGULAR SERVICE FEE** (12 working days) \$125.

- **URGENT SERVICE FEE** (4 working days) \$250.

TWP VISA

You must put these items in the application package:

Items provided by client:

- **original signed passport**, valid for at least 6 months after return to Canada,
- one (1) fully completed **typed** and **signed** visa application form,
- one (1) recent 40mm x 40mm colour ID photograph against white background,
- Letter of Acceptance of Appointment of contract (signed by the applicant),
- *Notarised* copies of Professional and Educational Certificates/Diplomas,
- *Notarised* copy Resume/CV,
- RCMP Criminal Records Certificate confirmed by fingerprints (not a local police letter),
- copy of Yellow Fever certificate.

Documents provided by employer that *you* must provide in the application package:

- one (1) copy of NITEL from the Nigerian Immigration Service approving the applicant,
- copy of the Nigerian CAC certificate: Corporate Affairs Commission company registration,
- Letter of Offer of Appointment,

SIGNATURES --The application form must bear an original ink signature.

EXTRA REQUIREMENTS

- Nigerians holding Canadian passports must provide copies of their Nigerian passport,
- non-Canadian passport holders must submit evidence of their immigration status in Canada.
- dual nationals must use their Canadian passport when applying in Canada.

Once you have typed and printed out and signed all the forms, ship everything, including your passport and photos, by trackable courier (Puro or FedEx) or Canada Post trackable courier, to:

Visa Services Canada, Inc.
275 Slater Street, Suite 900
Ottawa ON K1P 5H9
ph. (613) 231-7054

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STR VISA REQUIREMENTS FOR NIGERIA

STR VISA

- | | |
|---|---------|
| <input type="checkbox"/> - Single Entry Visa, valid for 3 months | US\$95 |
| <input type="checkbox"/> - Multiple Entry Visa, valid for 3 months | US\$170 |
| <input type="checkbox"/> - REGULAR SERVICE FEE (12 working days) | \$125. |
| <input type="checkbox"/> - URGENT SERVICE FEE (4 working days) | \$250. |

STR VISA (Expect to wait for up to two weeks on fast service / one month on regular)

You must put these items in the application package:

Items provided by client:

- **original signed passport**, valid for at least 6 months after return to Canada,
- one (1) fully completed **typed** and **signed** visa application form,
- four (4) 40mm x 40mm colour ID photograph against white background, with name on back,
- 4 *notarized* copies Certificates/Diplomas & Resume that qualify the applicant for the job,
This means one original notarized document and three copies of that notarized document.
- 4 copies of Letter of Acceptance of the Offer (signed by the applicant),
- 4 copies of RCMP national HQ Criminal Records Certificate confirmed by fingerprints,
This means one original certificate and three copies of certificate.
- 4 copies of Yellow Fever certificate,
- non-Canadian passport holders must submit evidence of their immigration status in Canada,
- accompanying wife and children must comply with items above. In addition, a separate invitation is required for spouse and dependants,

Documents provided by employer that *you* must provide in the application package:

- 4 copies of Expatriate Quota approval letter issued by the Nigerian Immigration Service,
- 4 copies of Expatriate Quota approval letter certified by the Nigerian Ministry of Internal Affairs,
- 4 copies of Letter of Offer of Appointment (signed by the company),
- 4 copies of the Nigerian Corporate Affairs Commission (CAC) company registration,

SIGNATURES --The application form must bear an original ink signature.

EXTRA REQUIREMENTS

- Nigerians holding Canadian passports must provide copies of their Nigerian passport,
- non-Canadian passport holders must submit evidence of their immigration status in Canada.
- dual nationals must use their Canadian passport when applying in Canada.

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FEDERAL REPUBLIC OF NIGERIA



IMM 22

APPLICATION FOR VISA ENTRY PERMIT

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

Title: <input type="radio"/> MR <input type="radio"/> MRS <input type="radio"/> MISS
Surname:
Other Names:
Sex: <input type="radio"/> Male <input type="radio"/> Female
Marital Status: <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Divorced
Date of Birth (dd/mmm/yyyy):
Place of Birth (city/province/country):
Nationality:
Previous Nationality:
Colour of Hair: Colour of Eyes:
Identifying Marks:
Height (cm):
Home Address:
Home Telephone:
PROFESSION:
Office Address:
Office Telephone:
State the branch of the Armed Forces of your country you have served or are serving:
In services from (dd/mmm/yyyy): Left services on (dd/mmm/yyyy):

PASSPORT Country:
Passport Number:
Passport Issued (dd/mmm/yyyy):
Passport Expires (dd/mmm/yyyy):
Passport Issued In:
VISA TYPE SOUGHT <input type="radio"/> TWP <input type="radio"/> STR
Purpose Of Journey (Please give details):
Number of Entries Requested: <input type="radio"/> Single Entry
Duration of Stay:
Proposed Date of Travel:
Mode of Travel to Nigeria:
How Much Money Do You Have For This Trip? (\$1000.)
If your reason for journey to Nigeria is for employment
Name of Employer:
Position:
Job Description:
Spouse's Employer in Nigeria:
Spouse's Employer's Telephone Number in Nigeria:
Spouse's Employer's address in Nigeria:
ADDRESS in Nigeria (not a PO Box):
Have you ever applied for a Nigerian Visa before? <input type="radio"/> Yes <input type="radio"/> No
Indicate whether visa was granted or rejected? <input type="radio"/> Granted <input type="radio"/> Rejected
Give reason if visa was rejected:
Where did you apply for the visa?:
Have you ever visited Nigeria? <input type="radio"/> Yes <input type="radio"/> No If Yes, what for? <input type="checkbox"/> Tourism <input type="checkbox"/> Official <input type="checkbox"/> Business <input type="checkbox"/> Residency <input type="checkbox"/> Temporary Employment <input type="checkbox"/> Transit

Previous visits to Nigeria Period of previous visits, and the complete addresses at which you stayed

1) From (dd/mmm/yyyy): To (dd/mmm/yyyy):

Full Address in Nigeria:

2) From (dd/mmm/yyyy): To (dd/mmm/yyyy):

Full Address in Nigeria:

3) From (dd/mmm/yyyy): To (dd/mmm/yyyy):

Full Address in Nigeria:

How long have you lived in Canada? years

Been infected by any contagious disease (e.g. Tuberculosis) or suffered serious mental illness? Yes No

Been arrested or convicted for an offence or crime even though subject to pardon, arrested or other such action? Yes No

Been involved in narcotic activities? Yes No

Been deported? Yes No

If deported, from which country?

Sought to obtain visa by mis-representation or fraud? Yes No

Countries you lived for more than a year (not Canada):

Country	City	Departed on (dd/mmm/yyyy):

Countries you visited during the last twelve (12) months (not Canada):

Country	City	Departed on (dd/mmm/yyyy):

I understand that I will be required to comply with the Immigration / Alien and other laws governing entry of the immigrants into the country to which I now apply for Visa / Entry Permit

Date Signature.....



I understand that I will be required to comply with the immigration / Alien and other laws governing entry of the immigrants into the country to which I now apply for Visa / Entry Permit.

* - Compulsory fields

Submission

Any false declaration on this form may lead to the withdrawal or prosecution of the applicant.

Date: _____

Signature / Thumb Impression: _____

PLEASE NOTE: PRINT AND SIGN THIS APPLICATION AND TAKE IT WITH TWO (2) PASSPORT SIZE PHOTOGRAPHS TO THE SELECTED PASSPORT OFFICE FOR FURTHER PROCESSING.



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WWW.VISASERVICESCANADA.CA

EMBASSY REGISTRATION

For your personal safety and security we can register you with the embassy of Canada in the country or countries to which you will travel on your upcoming business or tourist journey.

During times of national emergency such as natural disasters, war, or bombings, the government of Canada may seek out all Canadian nationals in a disaster or security zone. Canadians who are registered are the first ones found and can be the first evacuated in some cases.

This is a fast and efficient way of ensuring the Canadian Government can find you in case of an emergency, and can give your family some security during your travels.

- **YES, please register my trip with the government** (\$20. fee per person)

ABOUT ME

Last name as in passport	
First name as in passport	
Date of birth: (DD/MM/YYYY)	
Gender as in passport:	
Canadian Passport number:	

ABOUT MY TRIP

Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

MY CONTACT DETAILS OUTSIDE CANADA

You must provide at least one way of contacting you outside Canada

Email address which you check regularly	
Telephone number with area code	
Mobile telephone number with area code	

Send me a text message with destination travel advice and advisories upon arrival

EMBASSY REGISTRATION continued**MY EMERGENCY CONTACT IN CANADA IS**

You must provide at least one means of contacting this person.

Emergency contact in Canada's full name	
Emergency contact in Canada's Email	
Emergency contact in Canada's telephone number with area code	
Emergency contact in Canada's mobile number with area code	

I AM GOING TO A SECOND COUNTRY

Second Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

I AM GOING TO A THIRD COUNTRY

Third Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

PRIVACY STATEMENT

The information collected here will be shared with the Government of Canada in order to register you as a Canadian abroad. The data will not be shared with any other government or with any private company. By filling out this form you acknowledge that you understand how your data will be used and retained, and that *Visa Services Canada* is not liable for the data after it has been given to the Government of Canada.