

# VISA SERVICES CANADA

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

## BUSINESS VISA REQUIREMENTS FOR NIGERIA

Single Entry Visa US\$95. Paid by you to the Nigerian Government *Innovate1Services*  
Multiple Entry Visa US\$170. Paid by you to the Nigerian Government *Innovate1Services*

- **REGULAR SERVICE CHARGE** (15 working days) \$100.
- **URGENT SERVICE CHARGE** (4-5 days, if available) \$200.

You must put these items in the application package:

- **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 photo on white background, with name on back,
  
- a letter of introduction from your company, stating the purpose of your business and of the visit to Nigeria,
  
- a letter of invitation from your Nigerian business sponsor (institution or company), indicating the nature of the business and the duration of the visit.
  
- copy of the Nigerian CAC certificate issued to the inviting company in the exact same name as used on the company invitation letterhead, (Corporate Affairs Commission company registration),
  
- a return air ticket or a letter from your travel agent showing flights and *dates* and name,
- evidence of confirmed hotel or accommodation reservations in your name,
  
- copy of Yellow Fever certificate in your name.
  
- Applicants who are **church or mission or religious visitors of any kind** require approval from the Nigerian Immigration Services in Abuja. Applicants engaged in religious or evangelical activities of any kind require Temporary Work Permit (TWP) approval from the Nigerian government. Do not apply for a business visa.

### **EXTRA REQUIREMENTS**

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

**SIGNATURE** The application form must bear an original ink *signature*.

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

**Visa Services Canada, Inc.**  
**275 Slater Street, Suite 900**  
**Ottawa ON K1P 5H9**

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## HOW TO APPLY FOR A NIGERIAN BUSINESS VISA ON-LINE

Applicants must apply on-line to the Nigerian Immigration Service (NIS) in Abuja, Nigeria.

1) Visit the following website, which is run by the Nigerian Immigration Service (NIS)

**<http://portal.immigration.gov.ng>**

2) Click on “Apply for Entry Visa” button in the VISA box.

3) Select CANADA from the “Processing Country” pull down menu.

4) Read the notification, then press “Start Application” at the bottom.

5) The NIS will now switch you over to *Innovate1Services*, their agency, for further processing. You must sign in using your Google or Yahoo ID or OpenID and password. If you do not have a Google or Yahoo ID or OpenID, then you must create one in order to apply for a Nigerian visa. You can create a Google account by pressing the Google sign-in button in the *Innovate1Services* page you are on at this stage.

6) Answer ALL questions on the application. Please remember to include all full addresses and postal codes.

7) When you have completed the form, you can press the “Submit” button to submit your application directly to the Nigerian Government through *Innovate1Services*. If there is data missing from the application the NIS computer will immediately inform you and request more data. This is normal and you can fix these errors at this stage. Resubmit now.

8) The NIS and *Innovate1Services* will immediately send back the completed form with two code numbers printed on top. WRITE DOWN the numbers immediately. Write them twice just to be safe. Keep these numbers secure, as without them you cannot pay for or receive the visa from the Nigerian High Commission.

9) SAVE the PDF file of the form to your computer. The form has two code numbers on top.

### **REVIEW YOUR FORMS BY EMAIL**

**Most Nigerian applications are incorrectly filled out due to the complexity of the on-line application system. Please email the PDF of your three or four-page Nigerian application form to VSC for review *PRIOR* to shipping the package to Ottawa.**

**Email to *info @ visaservicescanada .ca***

10) PRINT the from with the two code numbers on top. SIGN the form by hand in ink.

11) See next page for payment instructions. Do not pay until you are certain the form is absolutely correct. Editing is not possible after payment.

# **VISA SERVICES CANADA**

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## **HOW TO PAY FOR A NIGERIAN BUSINESS VISA ON-LINE**

All applicants must make on-line payment to the Nigerian Government through their agency *Innovate1Services*.

We strongly suggest that before paying please email a PDF of the finished form to our office for quality control review. You cannot edit a Nigerian application form after payment. So only make payment once you are certain the form is correct. Changes after payment are not allowed. See previous page for review by email.

1) Visit the following website, which is run by the Nigerian Immigration Service (NIS) agency called *Innovate1Services*

**<https://www.innovate1services.com>**

2) You must sign in using your Google or Yahoo ID or OpenID and password. If you do not have a Google or Yahoo ID or OpenID, then you must create one in order to apply for a Nigerian visa. You can create a Google account by pressing the Google sign-in button in the *Innovate1Services* at this step.

3) Click on "Home" button in the upper left of the screen.

4) Click on the large blue "Proceed for Payments" button.

5) Under Application Type select "Visa/Free Zone".

6) Enter your Application ID number in the next box.

7) Click the blue "Add to Cart" button to proceed to the credit card payment stage.

8) The credit card must be in the exact name used on the application form.

9) Pay the visa application fee (usually US\$95 or US\$170) to *Innovate1Services* using your credit card which must be in your name (the name matching the application/passport name).

10) Print out both documents referenced at the bottom of the screen.  
This is the PAYMENT RECEIPT and the CONFIRMATION FORM.

11) Send all files, along with the two receipts, to our office for further processing.

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

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

# 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	<b>Cardholder</b>			
Mastercard	<b>Card #</b>			
M.O. / draft	<b>Expiry date</b>			
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
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**SIGN HERE**

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.

<b>Internal Use Only</b>	SHIPPING		Date sent by VSC	
Tracking #			Date received by client	



# VISA SERVICES CANADA

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Ottawa, ON, K1P 5H9, CANADA  
[WWW.VISASERVICSCANADA.CA](http://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**



# VISA SERVICES CANADA

Suite 900 - 275 Slater St.  
Ottawa, ON, K1P 5H9, CANADA  
[WWW.VISASERVICSCANADA.CA](http://WWW.VISASERVICSCANADA.CA)  
[info@visaservicescanada.ca](mailto:info@visaservicescanada.ca)  
613-231-7054 toll-free 866-378-1229

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 \_\_\_\_\_



**EMBASSY COPY**

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## 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.