

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+)

Payment:

- Visa
- Mastercard
- E-Transfer

Cardholder

Card #

Expiry date

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

Do not write in this area

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	<input type="text"/>	Date sent by VSC	<input type="text"/>
Tracking #	<input type="text"/>	Date received by client	<input type="text"/>

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

SECURE PAYMENT OPTION FOR TOURIST & VISIT VISAS

Visa Services Canada, Inc. is pleased to offer the most secure means of payment available in Canada for the processing of your tourist or your visit visa.

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, including the VSC cover page above, and send it to our office by courier or e-mail as applicable.
2. Our professional staff review your application and determine the total payment (including taxes and shipping) 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 visa processing charges and fees.
5. It takes about 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 embassy can be approached with your application.

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.

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

VISIT VISA REQUIREMENTS FOR NIGERIA

VISIT 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 |

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

- | | |
|---|--------|
| <input type="checkbox"/> - REGULAR SERVICE FEE (12 working days) | \$125. |
| <input type="checkbox"/> - URGENT SERVICE FEE (4 working days) | \$250. |

VISIT VISA (for persons invited to Nigeria by family, friends, and other non-business persons)

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** Nigerian visa application form,
- one (1) recent 40mm x 40mm colour ID photograph against white background,
- a return air ticket or a letter from your travel agent,

- signed letter or document of invitation, which must also explain how the invitor met the invitee, and must state they will *not* hold responsible for anything the Nigerian High Commission in Ottawa.
- signed letter from the applicant requesting the visa, explaining how the invitee met the invitor, and must state they will *not* hold responsible for anything the Nigerian High Commission in Ottawa.
- high-quality copy of the Nigerian national ID card or Nigerian passport of the invitor,

- letter from employer confirming employment in Canada,
- evidence of sufficient funds to cover the cost of the trip - copy of receipts for purchase of US\$ *Traveller Cheques* covering at least US\$100 per day in Nigeria,

- copy of Yellow Fever certificate,
- applications for minors must be accompanied by letters of consent endorsed by a Notary and signed by both parents and include copies of both parental passports; and the registration of birth which bears the name of either or both parents, endorsed by a Notary.
- Nigerians holding Canadian passports must provide copies of their Nigerian passport,
- former Nigerian nationals must have an invitation letter.
- non-Canadian passport holders must submit a copy of their Permanent Residence card.

- Applicant who are church or mission visitors requires Immigration Approval from the NIS (Nigerian Immigration Services) in Abuja. Applicant engaged in religious or evangelical activities requires Temporary Work Permit (TWP) approval from the federal government in Abuja.

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

WARNING:

All persons requesting visit visas are warned that the Nigerian High Commission can and likely will demand additional documents at their discretion. Failure to supply additional documents on request will cause an application to be rejected by the high commission.

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

TOURIST VISA REQUIREMENTS FOR NIGERIA

BUSINESS VISA

- Single Entry Visa, valid for 3 months US\$95
- Multiple Entry Visa, valid for 3 months US\$170

- **REGULAR SERVICE FEE** (12 working days) \$125.
- **URGENT SERVICE FEE** (4 working days) \$250.

TOURIST VISA (meaning actual tourists staying in real hotels)

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** Nigerian visa application form,
- one (1) recent 40mm x 40mm colour ID photograph against white background,
- a return air ticket showing entry and exit of Nigeria, or a letter from your travel agent,

- proof of confirmed hotel for the entire duration of the ticketed time in Nigeria,
- copy of the hotel ID card of the manager and the manager's Nigerian national ID card,

- signed letter from the applicant requesting the visa, explaining their tourist journey to Nigeria. It must say that they will *not* hold responsible for any problems the Nigerian High Commission.

- letter from employer confirming employment in Canada,

- evidence of sufficient funds to cover the cost of the trip - copy of receipts for purchase of US\$ *Traveller Cheques* covering at least US\$100 per day in Nigeria,

- copy of Yellow Fever certificate,

- applications for minors must be accompanied by letters of consent endorsed by a Notary and signed by both parents and include copies of both parental passports; and the registration of birth which bears the name of either or both parents, embossed and signed by a Notary.

- Nigerians holding Canadian passports must provide copies of their Nigerian passport,
- non-Canadian passport holders must submit a copy of their Permanent Residence card.
- dual nationals must use their Canadian passport when applying in Canada.

- Applicant who are **church or mission visitors** requires Immigration Approval from the NIS (Nigerian Immigration Services) in Abuja. Applicant engaged in religious or evangelical activities requires Temporary Work Permit (TWP) approval from the federal government in Abuja.

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

WARNING: All persons requesting tourist visas are warned that the Nigerian High Commission can and likely will demand additional documents at their discretion. Failure to supply additional documents on request will cause an application to be rejected by the high commission.

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"/> Tourism <input type="radio"/> Transit <input type="radio"/> Official
Purpose Of Journey (Please give details):
Number of Entries Requested: <input type="radio"/> Single Entry <input type="radio"/> Multiple 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.

VISA SERVICES CANADA

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.



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



VISA SERVICES CANADA

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