

Tourist Visa Checklist



Apply for a Tourist Visa if you are travelling to Nigeria to explore the country without an invitation letter.

APPLICATIONS SUBMITTED AFTER 12.30 PM WILL BE TREATED AS NEXT DAY APPLICATIONS
ALL DOCUMENTS INCLUDING THE OIS APPOINTMENT BOOKING SLIP MUST BE PROVIDED OR YOUR
APPLICATION WILL NOT BE ACCEPTED

Tick when
Completed

1	Passport/Travel Document a minimum of 6 months validity. Must have two blank facing pages. All applicants under this category must follow instructions below:	
2	One recent passport sized photographs and a photocopy of the applicant's data page.	
3	Complete application form online at https://portal.immigration.gov.ng/visa/freshVisa Once completed this must be printed out, signed and dated by applicant.	
4	Payment and acknowledgement slips printed from www.innovate1services.com OR portal.immigration.gov.ng/visa/OnlineQueryStatus Please ignore the interview dates on both payment receipt and acknowledgment slip and book an appointment at OIS Services appointment booking site before coming for submission. Please ignore the interview dates on both payment receipt and acknowledgment slip and book an appointment at OIS Services appointment booking site before coming for submission.	
5	Evidence of accommodation in Nigeria, copies of confirmed hotel, guest house or motel booking with the name of the applicants showing.	
6	Evidence of funds to cover stay in Nigeria. (A copy of the applicant's bank statement, showing their name and address, overdrafts are not included). This can be no more than 3 months old including the current transactions and balances at time of submission.	
7	A copy of a paid flight Ticket showing expected arrival and departure dates.	
8	OIS Service fee, \$90.00 is to be paid on submission of application. This payment can be made by card at the counter OR money order made payable to OIS Services.	
9	Holders of non-US passports must provide proof of legal residency (Photocopy of green card).	

IMPORTANT INFORMATION

- DOCUMENTS NOT IN ENGLISH MUST BE SUBMITTED WITH A CERTIFIED TRANSLATED COPY
- ALL LETTERS SHOULD BE TYPED, ADDRESSED TO THE EMBASSY OF NIGERIA, WASHINGTON DC SIGNED AND DATED
- OTHER NATIONALS – MUST PROVIDE GREEN CARD OR RESIDENCY PERMIT STAMPED ON THEIR PASSPORT.
- APPLICANTS WHO WISH TO RECEIVE THEIR PASSPORTS BY POST SHOULD INCLUDE A PAID AND TRACKABLE SELF-ADDRESSED RETURN ENVELOPE.

PLEASE CHECK OUR OPENING HOURS TO AVOID DELAYS AND FOR ANY ADDITIONAL INFORMATION PLEASE CALL US ON +1 678 514 3263 OR VISIT OUR WEBSITE OISSERVICES.COM