

Visitor Visa Checklist



Apply for a Visitor Visa if you are travelling to Nigeria to visit someone who you know and who has provided you with an invitation letter along with a copy of their passport.

**APPLICATIONS SUBMITTED AFTER 12:30 PM WILL BE TREATED AS NEXT DAY APPLICATIONS
ALL DOCUMENTS INCLUDING APPOINTMENT BOOKING SLIP MUST BE PROVIDED OR YOUR
APPLICATION WILL NOT BE ACCEPTED**

**Tick when
Complete**

1. Passport/Travel Document with a minimum of 6 months validity. Must have two blank facing pages. If non US passport holder, please see below for additional notes.
2. Two recent passport sized photographs.
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 <https://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 via <https://apt.oisservices.com>.
5. A letter of invitation from Nigeria. This must be addressed to the Embassy of Nigeria, Washington DC. It must state the address where the applicant will be staying and must be signed and dated by the inviter. The signature must match that of the inviters Passport. IF INVITED BY SPOUSE PLEASE SEE REQUIREMENTS FOR SPOUSE VISA.
6. Copy of the inviters Valid Passport, showing the data/signature page with the inviters' signature. If the inviter is non Nigerian, a copy of the inviters valid Nigerian residency permit must be submitted.
7. A copy of the applicant's bank statement, showing their name and address is required, overdrafts are not included. This can be no more than 6 months old at time of submission. Original must be shown at time of submission.

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 by postal order (**To be purchased from the post office before submission**) made payable to OIS Services.

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.
- TOURIST VISAS WHEN ISSUED ARE VALID FOR A 90-DAY PERIOD OF STAY FROM DATE OF ENTRY INTO NIGERIA.
- VISA BECOMES INVALID IF UNUSED AFTER 90 DAYS FROM DATE OF ISSUE, AND APPLICANT WILL NEED TO REAPPLY.
- US NATIONALS - RESIDENCE CARD OR VISA RESIDENCY STAMPED ON THEIR PASSPORT MUST BE VALID FOR A MINIMUM OF 6 MONTHS.
- PLEASE REFER TO THE `SERVICE BY POST` SECTION OF OUR WEBSITE FOR MAIL-IN INSTRUCTIONS
- 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 301-231-7000 OR VISIT OUR WEBSITE [HTTPS://OISSERVICES.COM](https://oisservices.com)