



**ALL TRAVELERS must include the following documents in your package to G3:**

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- One visa application form, completed online at <https://portal.immigration.gov.ng/visa/freshVisa/>, printed and signed with a pen-to-paper signature.
- One Visa Acknowledgement Form. This form will be created online when the application is completed, and must be printed out and submitted with the application.
- One Visa Payment receipt. You must pay the consular fee of \$373 online when creating your visa application and print the payment receipt. The credit card used for the transaction must be in the name of the traveler (or one of the travelers, in the case of a group.) The "money order" payment option is not recommended, as it causes processing delays.

**ALL RESIDENCY VISA (STR) APPLICANTS must also include:**

- Four identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background).
- Four copies of Employment Offer Letters from the employing organization in Nigeria.
- Four copies of the Acceptance of Employment letter.
- Four copies of the Nigerian Immigration Approval Quota.
- Four copies of the applicant's resume, diplomas, and any relevant certificates.
- Four copies of each of the following documents from the Nigerian company: certificate of incorporation, company memorandum and articles of association, and corporate affairs particulars of directors and their shareholdings.
- Four copies of the Nigerian company's business permit issued by the Ministry of Interior (only required if the company has non-Nigerian shareholders.)
- One copy of the current monthly quota utilization returns as endorsed by the Nigerian Immigration Service.

**ALL TEMPORARY WORK PERMIT (TWP) APPLICANTS must also include:**

- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of Nigerian Immigration Approval Telex that shows the applicant's name.
- A letter of introduction from the employing organization in Nigeria. Faxed or scanned copies are acceptable.

**NON-US CITIZENS must also include:**

- A copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.

*There is No Substitute for Experience.*

**G3's Standard of Service**

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

**Need additional assistance? Select Concierge Service.**

Visa Requirements



EssentialInfo

*There is No Substitute for Experience.*

**Concierge Service**  \$225.00 *Required*

**G3's Concierge Service includes the following benefits:**

**Document Review:** Email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

**Application Creation:** Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

**Accelerated Processing:** G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

**Expert Advice:** Call our dedicated Concierge Service phone number: 202.600.4257, or email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a quick response from the experts.

**Real-Time Status Updates:** Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

**Upgraded Delivery Service:** Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

**Emergency Support:** You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

**VISA NOTES**

- Due to the complexity of STR and TWP visa requests, all applicants are required to use Concierge Service.
- Consular fees for Nigeria include a \$96 non-refundable application fee.
- Applications may be submitted no more than 45 days in advance of the entry to Nigeria.
- Applicants of certain nationalities, including UK citizens, are subject to higher consular fees.
- Travelers under age 18 are subject to additional requirements; contact G3 for instructions.
- Former citizens of Nigeria must submit a copy of their last Nigerian passport.
- If you are in need of Tourist, Business, or Flight Crew visa to Nigeria, please email [Atlanta@g3visas.com](mailto:Atlanta@g3visas.com).

**PROCESSING NOTES**

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).



Send to: G3 Global Services  
 Attn: Visa Department  
 3355 Lenox Road, Suite 750  
 Atlanta, GA 30326  
 855.201.2993 | Atlanta@g3visas.com

ATLANTA  
**NIGERIA** - STR/TWP

*There is No Substitute for Experience.*

**Concierge Service**  \$225.00 *Required*

**Consular Fees for Visa Processing**

Visa Type	Mission Critical 6 Business Days	Priority 16 Business Days	Expedited 20 Business Days
Residency (STR)	<input type="checkbox"/> \$196.00*	<input type="checkbox"/> \$131.00*	<input type="checkbox"/> \$131.00*
Temporary Work Permit (TWP)	<input type="checkbox"/> \$196.00*	<input type="checkbox"/> \$131.00*	<input type="checkbox"/> \$131.00*

**G3 Service Fees**

Residency (STR)	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Temporary Work Permit (TWP)	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00

\*Consular fees are in addition to the visa fee paid online.

**Return Delivery Fees**

<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<input type="checkbox"/> Same Day Delivery** Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery** including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge

\*\*These services may not be available for all delivery locations.

**Send Completed Order Form and All Required Documents To:**

**G3 Global Services, Attn: Visa Department, 3355 Lenox Road, Suite 750, Atlanta, GA 30326**

404.750.4423 Phone | 855.201.2993 Toll Free | 646.666.7670 Fax | Atlanta@g3visas.com

[www.g3visas.com](http://www.g3visas.com)

Applicable Fees



Send to: G3 Global Services  
 Attn: Visa Department  
 3355 Lenox Road, Suite 750  
 Atlanta, GA 30326  
 855.201.2993 | Atlanta@g3visas.com

ATLANTA  
**NIGERIA** - STR/TWP

Your invoice will be sent to your contact email.  Check here if you require a hard copy included with your return delivery.

**Payment Information**

Payment Via Check #:  *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard:  -  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

OR

American Express:  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

Name as it appears on the card:

Billing Address:

City:  State  Zip:

Signature: \_\_\_\_\_

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Concierge Service Required

*You'll thank us later.*

[ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com)

**Total Fees from Applicable Fees Page**

*Please include Applicable Fees page with your request.*

	FEE	# Travelers	TOTAL
Enhanced Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Passport Protection Plan	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
		Return Delivery Fee	<input type="text"/>
		Subtotal	<input type="text"/>
		Add 5% for credit card convenience fee	<input type="text"/>
		Total Payment Enclosed	<input type="text"/>

**Traveler Names**

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

**Visa Service**

Visa Type:  Tourist  Business  
 Flight Crew  Other \_\_\_\_\_

Processing Speed:  Mission Critical  Priority  Expedited

**Travel Details**

Date of US Departure:  I must have my passport no later than:

Other visa or passport services requested:

Notes:

**Contact Information** *Who should G3 contact about this request?*

Name:  Company:

Contact Email (required):

Daytime Phone:  Mobile Phone:

**Return Delivery Address** *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name:  Company:

Street Address:

City:  State:  Zip Code:

Daytime Phone:  Mobile Phone:

VisaOrderForm

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS: