

**AMERICAN VISA OF DC**  
**1801 Columbia Rd., NW #200, Washington, DC 20009**  
**Tel: 202-462-5908 Fax: 202-387-5430**  
**Email: [info@americanvisadc.com](mailto:info@americanvisadc.com) [www.americanvisadc.com](http://www.americanvisadc.com)**

**THIS IS NOT AN APPLICATION; IT IS ONLY A COVERING LETTER FOR AMERICAN VISA OF DC**

## NIGERIA

**Visa Requirements:**

- Signed Passport valid for six months with at least one blank visa page.
- One [online visa application](#) form for NY and \$180 paid through the Nigerian Immigration Service. One copy of the "Payment Receipt" and "Application Confirmation" from the Nigerian Immigration Service for NY.
- Two color passport sized photos 2" x 2" ONLY on white or very light background.
- An invitation letter from Nigerian company with a company seal (for business visa).
- A letter of financial responsibility from the company in the U.S.A. (For business visa).
- Copy of flight itinerary from the travel agent or a copy of tickets (For tourist visa).
- Copy of hotel confirmation (For tourist visa).
- Invitation from Nigerian citizen and a copy of the first six pages of the Nigerian Passport (For personal visit).
- Copy of the Green Card (For Non-U.S. Citizens).

**Validity of Visas:** Single entry visas are valid for three months and multiple entry visas are valid for six months.

**Jurisdiction:** Residents of all states can be processed in Washington DC.

Contact Person's Name: \_\_\_\_\_ Phone and email: \_\_\_\_\_

**SHIPPING INSTRUCTIONS:** *Return completed process to:*

Company Name (If applicable): \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Apt#/Mail Code \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**TRAVELER(S) INFORMATION:**

**Departure Date from U.S.A.:** \_\_\_\_\_ **Need by this date:** \_\_\_\_\_ \*Rush fees will be applied to meet this date if necessary

1) Last Name: \_\_\_\_\_ First Name \_\_\_\_\_  
 Passport #: \_\_\_\_\_ Passport Expires: \_\_\_\_\_ Date of Birth \_\_\_ / \_\_\_ / \_\_\_\_\_

2) Last Name: \_\_\_\_\_ First Name \_\_\_\_\_  
 Passport #: \_\_\_\_\_ Passport Expires: \_\_\_\_\_ Date of Birth \_\_\_ / \_\_\_ / \_\_\_\_\_

**Processing Fees: (please check one)**

	Processing Time:	American Visa of DC Fee:	Nigerian Embassy Fee	Money Order Fee	Fed Ex Shipping Fee	TOTAL
<input type="checkbox"/>	15 - 21 Business Days:	\$95	\$90	\$25	\$30	\$240
<input type="checkbox"/>	8 - 14 Business Days:	\$125	\$90	\$25	\$30	\$250
<input type="checkbox"/>	4 - 7 Business Days:	\$150	\$170	\$25	\$30	\$375
<input type="checkbox"/>	1 - 3 Business Days :	\$200	\$170	\$25	\$30	\$425

- Please add \$15 for all applications submitted that are for Non-U.S. citizens
- The Embassy fee of \$180 (Non-U.S. citizen's fee may vary) is paid with a personal credit card through the Nigerian Immigration Service only. The Embassy Fees listed above are a separate processing charge.

**PAYMENT:** (check one)

I authorize American Visa of DC to charge my credit card for payment of passport/visa services.

Card holders' name \_\_\_\_\_ Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date: \_\_\_\_\_

Check or Money Order made out to "American Visa of DC" for \$ \_\_\_\_\_ enclosed.

My company has a prearranged billing agreement.

American Visa of DC Inc. assumes no responsibility for the loss, damage or delay of passports or visas caused by an Embassy, Consulate, government office, postal or courier service, delivery service or travel agency. Requirements and fees relating to this request are subject to change without notice.