

# Tourist Visa Checklist



**Tick when Complete**

1. International Passport/Travel Document with a minimum of 6 months validity and valid UAE residence visa. Must have 3 continuous blank facing pages.
2. Two recent passport sized photographs.
3. Hotel booking stating number of days spending.
4. Provide flight booking (Itinerary).
5. Evidence must be provided regarding the person requesting the visa, full name + address on the statement.
6. Provide original NOC letter from Company/Sponsor addressed to the processing center selected on the online application form with name and signature; also attach copies of NOC signatories. 
  - Business License
  - Emirates ID (front & back)
  - Residence Visa
  - Passport data page
7. 5 working days Processing Time AED 250 fee Cash - Payable only at OIS Office.
8. Payment and acknowledgement slips available once online payment is complete – Printed from [www.innovate1services.com](http://www.innovate1services.com) OR [portal.immigration.gov.ng/visa/OnlineQueryStatus](http://portal.immigration.gov.ng/visa/OnlineQueryStatus)  
**PLEASE IGNORE INTERVIEW DATE ON PAYMENT SLIP AND BOOK OIS APPOINTMENT**  
Online at [apt.oisservices.com](http://apt.oisservices.com) , payment amounts varies; please check the following for the price list; [portal.immigration.gov.ng/pages/visaguidelines](http://portal.immigration.gov.ng/pages/visaguidelines).
9. AED 370 OIS Services Processing Fee (excluding VAT), payable by card only at OIS Office.

**PLEASE CHECK OUR OPENING HOURS TO AVOID DELAYS AND FOR ANY ADDITIONAL INFORMATION PLEASE CALL US ON +97142765448 OR VISIT OUR WEBSITE [HTTPS://OISSERVICES.COM](https://oisservices.com)**