

Tourist Visa Checklist



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

- | | Tick when Complete |
|--|---------------------------|
| 1. Passport/Travel Document with a minimum of 6 months validity, and must have two blank facing pages. All applicants under this category must follow instructions below: | <input type="checkbox"/> |
| 2. Two recent passport sized photographs and a photocopy of the applicant's data page. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 5. Flight Itinerary. | <input type="checkbox"/> |
| 6. Evidence of accommodation in Nigeria, copies of confirmed hotel, guest house or motel booking with the name of the applicants showing (if the applicant is not staying with the host). | <input type="checkbox"/> |
| 7. Evidence of funds to cover stay in Nigeria. (A copy of the applicant's bank statement OR proof of funds letter, showing their name and address, overdrafts are not included). This can be no more than 6 months old at time of submission. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |

9. Holders of non-US passports must provide proof of legal residency (Photocopy of green card).
10. One (1) USPS priority overnight envelope with affixed stamps ONLY if you will be coming from out of town to our office for visa processing.

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.
- PLEASE REFER TO THE `SERVICE BY POST` SECTION OF OUR WEBSITE FOR MAIL-IN INSTRUCTIONS.

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