**Logo

Description automatically generatedNon-Accredited Diplomatic Visa – F2A**

**F2A - Non-accredited Diplomatic visa is a single-entry short visit visa for non-accredited diplomats or temporary work diplomats who wish to enter Nigeria for official business. Permitted activities for this visa type are:** attendance of meetings, conference and seminars**.**

**Tick when Completed**

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| 1 | **APPOINTMENT:** OIS Appointment booking for each applicant, please do not book more than 30 days before travel. Book your appointment at  [https://apt.oisservices.com/.](https://apt.oisservices.com/) |  |
| 2 | **TRAVEL DOCUMENTS: Diplomatic Passport** with a minimum of **6 months validity** at the time of travelling to and from Nigeria with two blank facing pages.  The mission will hold passport/Travel Documents until a decision has been made.  If non-Dutch/Netherlands passport holders, please see IMPORTANT INFORMATION below. |  |
| 3 | **PASSPORT SIZE PHOTOS:** **Two recent standard passport-sized photographs,** taken no more than 2 weeks before submission, with the applicants full name written on the back. |  |
| 4 | **ONLINE APPLICATION FORM:** **Completed application form** filled and paid for online at<https://visa.immigration.gov.ng/>[.](https://portal.immigration.gov.ng/visa/freshVisa)  Once completed this must be printed out, in portrait by applicant. |  |
| 5 | **ONLINE PAYMENT RECEIPTS:** **Payment receipt** - Printed from <https://visa.immigration.gov.ng/> after completion of payment. |  |
| 6 | **VALID PASSPORT DATA PAGE:** Copy of **Applicant valid diplomatic passport data page**.  **NOTE:** It must be coloured copy with a full-page shown. |  |
| 7 | **NOTE VERBAL FROM INVITER:** Provide detailed NOTE VERBAL from Nigeria. The Note verbal must state the official position of applicant in the Embassy/Ministry of Foreign Affairs. Must be stamped and signed. |  |
| 8 | **NOTE VERBAL FROM EMPLOYER:** Provide detailed NOTE VERBAL from your employer. The Note verbal must state the official position of applicant in the Embassy/Ministry of Foreign Affairs. Must be stamped and signed. |  |
| 9 | **STAFF ID CARD:** Provide a copy of applicant staff ID Card (front and back). This must be printed out. **Show original at sight.** |  |
| 10 | Flight Reservation |  |
| 11 | Copy of the Yellow Fever Vaccine (*strict requirement, except for medical exemption with proof*).  Copy of the COVID Vaccine certificate (*non*-*strict requirement, kindly provide if taken*). |  |

# IMPORTANT INFORMATION (if applicable)

* **ONLY APPLICANT APPLYING FOR VISA ARE ALLOWED INSIDE THE OFFICE**
* **APPLICANTS APPLICATION WILL NOT BE PROCESSED IF THEY DO NOT MEET UP WITH THE VISA REQIUERMENTS GIVEN IN THE VISA CHECKLIST**

Please check our opening hours to avoid delays and for any additional information please call us on +31708915324 email us at infothehague@oisservices.com or visit our website [**www.oisservices.com**](http://www.oisservices.com/)