**Logo

Description automatically generatedDependant of Expatriate – Free Zone (Minor) Visa – R3C**

R3C – Dependant of Expatriate – Free Zone (Minor) Visa is issued to dependant of employed expatriate in Free Zones who are less than 18 years of age. Eligibility for this visa type is for dependants less than 18 years of age accompanying employed expatriates in Free Zones. Residence permit subject to validity of the principal.

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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:**  Passport/Travel Document 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:** **Four 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) (4 copies).  Once completed this must be printed out, in portrait, signed, and dated by applicant. |  |
| 5 | **ONLINE PAYMENT RECEIPTS:** **Payment and acknowledgement slips,** available online once payment has been complete – Printed from<https://portal.immigration.gov.ng/visa/OnlineQueryStatus>  **Or Payment receipt** - Printed from <https://visa.immigration.gov.ng/> after completion of payment. (4 copies). |  |
| 6 | **APPLICANT’S PASSPORT DATAPAGE:** A clear copy of the applicant’s Passport Data page. (4 copies). **NOTE:** Preferably in coloured copy with full-page shown. |  |
| 7 | **EXPATRIATE QUOTA:** **The Expatriate Quota**, both original and certified copy, with a minimum of 6 months validity and with the position matching that in the offer, acceptance and Contract. (4 Copies) |  |
| 8 | **LETTER OF REQUEST FOR APPLICANT:** A Typed **Letter of request** from the company signed by authorized signatory **addressed to the Nigeria Ambassador,** **attention of immigration desk Nigeria Embassy The Hague,** requesting the **STR Visa for dependant of expatriate (minor)** accompanying employed expatriate **(with company`s certificate of incorporation).** This Letter must contain the applicant`s full name. Also include **a valid copy of inviter’s valid passport** **(authorized signatory)** **data page** (4 copies). |  |
| 9 | **CONTRACT OF EMPLOYED EXPATRIATE:** A full copy of the **contract** signed and dated by both parties, must contain the position offered matching that stated on the Expatriate Quota (4 Copies). |  |
| 10 | **OFFER OF EMPLOYMENT FOR EMPLOYED EXPATRIATE:** An **offer of employment** from the company, this must contain the position offered matching that stated on the Expatriate Quota (4 Copies). |  |
| 11 | **ACCEPTANCE LETTER OF EMPLOYED EXPATRIATE:** A Typed **letter of acceptance** from the Employed Expatriate stating they accept the position; this must contain the position offered matching that stated on the Expatriate Quota. (4 Copies). |  |
| 12 | **BIRTH CERTIFICATE:** Copies of the original birth certificate showing parent/s name(s) (4 Copies). |  |
| 13 | **LETTER FROM EMPLOYED EXPATRIATE:** A formal typed letter, from Employed Parent (i.e. Principal Immigrant/Employed Expatriate), signed and dated, **addressed to the Nigeria Ambassador,** **attention of immigration desk Nigeria Embassy The Hague.** It must include the address where the applicant is staying (4 Copies). |  |
| 14 | **LETTER OF CONSENT:** A formal **typed letter of consent**, **from parent/s named on the birth certificate**, signed and dated, addressed to The Nigerian Ambassador, attention of Immigration desk Nigeria Embassy The Hague. This must include the address where the applicant is staying and must state they take full immigration responsibility for the applicant when in Nigeria. (4 Copies). |  |
| 15 | **VALID PASSPORT DATAPAGES:** A clear copy of Parent/s Valid Passport Data page. (4 copies). |  |
| 16 | **VALID RESIDENCY PERMIT OF EMPLOYED EXPATRIATE:** A clear copy of Parent/s Residency Permit to live in Nigeria (4 copies). |  |
| 17 | **BANK STATEMENT:** A clear copy of Parent/s recent bank statement showing their names and address; reflecting sufficient funds (4 copies). |  |
| 18 | Flight Reservation (4 copies). |  |
| 19 | Copy of the Yellow Fever Vaccine (*strict requirement, except for medical exemption with proof*). (4 copies).  Copy of the COVID Vaccine certificate (*non*-*strict requirement, kindly provide if taken*). |  |
| 20 | **Express Service (Optional) -** Additional 150 made payable to NIGERIA EMBASSY |

**MUST READ IMPORTANT INFORMATION**

**ONLY APPLICANTS APPLYING FOR VISAS ARE ALLOWED INSIDE THE OFFICE. ALL APPLICANTS MUST RESPECT THE SOCIAL DISTANCE INSIDE THE OFFICE AND MUST WEAR FACE MASKS BEFORE ENTERING THE OFFICE.**

**APPLICANTS APPLICATIONS WILL NOT BE PROCESSED IF THEY DO NOT MEET UP WITH THE VISA REQUIREMENTS GIVEN IN THE VISA CHECKLIST**

**PROCESSING TIME**

* Regular Service- 10-21 working days
* Express Service- 24 hours
* Applicants for visa/s are to submit their application in person as you are now required to capture biometrics as a part of the visa requirements.
* Applications submitted after 12.30 PM will be treated as next-day applications.
* All documents including the OIS Appointment Booking Slip must be provided, or your application will not be accepted.
* All letters must be formal letters they should be typed, printed in portrait, addressed to the Embassy of Nigeria, The Hague, The Netherlands.
* Documents not in English must be submitted with a certified translated copy.
* **Non-Dutch Nationals – NON DUTCH CITIZEN MUST PRESENT PROOF**

**OF LEGAL RESIDENCE (UITREKSEL)**

**PAYMENTS TO BE MADE**

* Online Visa Fee
* Express Fee (Optional)

Please check our opening hours to avoid delays, and for any additional information, please call us on +31708915324, email us infothehague@oisservices.com or visit our website www.oisservices.com