

## **TOUR OPERATIVE REPRESENTATIVE**

1. **APPLICATION FORM** [THIS WILL BE GIVEN AT THE SUBMISSION CENTRE]
2. **INTERNATIONAL PASSPORT DATA PAGE** [PHOTOCOPY \*2]
3. **INTERNATIONAL PASSPORT** [MUST BE VALID FOR 6 MONTHS FROM TRAVEL DATE]
4. **OLD OR EXPIRED PASSPORT(S)** SHOULD BE INCLUDED IF ANY
5. **RESIDENT PERMIT FOR NON-NIGERIANS**
6. **2 PASSPORT PHOTOGRAPHS WITH WHITE BACKGROUND**
7. **BIRTH CERTIFICATE/DECLARATION OF AGE**
8. **INSURANCE BY VOYA VISA** [ALREADY INCLUDED IN THE VISA FEE]
9. **FLIGHT AND HOTEL RESERVATION AT LEAST 3 WEEKS FROM THE DATE OF SUBMISSION AND MUST BE THE SAME DATE**
10. **OPERATOR LICENCE / CERTIFICATE**
11. **INTRODUCTION LETTER FROM YOUR COMPANY OR SELF-INTRODUCTION LETTER**
12. **COMPANY CAC CERTIFICATE/TAX CLEARANCE**
13. **CONSENT LETTER FOR MINORS** [SIGNED BY BOTH PARENTS IN PERSON AND DULY NOTARIZED BY A NOTARY PUBLIC PLUS VALID MEANS OF IDENTIFICATION RESPECTIVELY]
14. **SPONSORSHIP LETTER IF SPONSORED** [DULY NOTARIZED BY THE NOTARY PUBLIC, VALID MEANS OF IDENTIFICATION OF SPONSOR **PLUS 6 MONTHS UP-TO-DATE BANK STATEMENT**]
15. **AFFIDAVIT / PUBLICATION OF CHANGE OF NAME** [IF MARRIED AND **OR** NAME APPEARING ON INTERNATIONAL PASSPORT DIFFERS FROM BIRTH CERTIFICATE OR ANY OTHER DOCUMENTS]
16. **MARRIAGE CERTIFICATE** [FOR COUPLES]
17. **6 MONTHS UP TO DATE BANK STATEMENT** [PERSONAL]
18. ANY OTHER RELEVANT DOCUMENTS IF ANY (NOT COMPULSORY). KINDLY NOTE THAT VISA PROCESSING TIME IS A MINIMUM OF THREE (3) WEEKS; ALL FLIGHT AND HOTEL RESERVATION DATES MUST NOT BE LESS THAN THREE (3) WEEKS FROM THE DATE OF SUBMISSION