

ALLIED ORDER FORM

DATE NEEDED:

ORDERED BY:

Name:
Address:
City, State:
Zip/Postal Code:
Phone:
E-mail:
Company:

Send to:



Allied Passport & Visa
1 Saint Matthews Court NW
Washington, DC 20036
TEL: 877-393-3745 FAX: 202-747-6553
orders@alliedpassport.com

REFERRED BY:

VISA&PASSPORT

First Visa:

Second Visa:

Passport Service:

Return shipping:

DELIVER TO:

SAME AS ABOVE

Name:
Address:
City, State:
Zip/Postal Code:
Phone:
E-mail:
Company:

PAYMENT:

Invoice
(Accounts Only)
Check
American Express
Mastercard
Visa
Discover

Reference/Project number if used

CREDIT CARD:

Card number
Expiration Date
Cardholder name





Republic of Zambia

VISA APPLICATION INSTRUCTIONS

IN ORDER TO AVOID DELAYS, IT IS ABSOLUTELY ESSENTIAL FOR APPLICANTS TO ANSWER ALL THE QUESTIONS AND PROVIDE NECESSARY DOCUMENTATION. NOTE: THE EMBASSY IS NOT OBLIGATED TO INFORM THE APPLICANT IF ANY OF THE REQUIREMENTS ARE NOT MET. HOWEVER, INCOMPLETE APPLICATION PACKAGES WILL BE PLACED IN THE PENDING BOX OR RETURNED TO YOU.

VISA HOURS ARE FROM 9:30 A.M. - 12:30 P.M. MONDAY – WEDNESDAY EXCLUDING ZAMBIAN AND AMERICAN PUBLIC HOLIDAYS, (DATES LISTED BELOW). ALLOW THREE (3) TO FIVE (5) BUSINESS DAYS FOR REGULAR PROCESSING. EXPEDITED (RUSH) SERVICE IS AVAILABLE AT AN ADDITIONAL FEE OF \$50.00 FOR SAME DAY PROCESSING AND \$40.00 FOR NEXT DAY. RUSH PICK-UPS ARE FROM 3:00PM TO 3:30PM EXCEPT ON FRIDAYS WHEN PICK-UP WILL BE BETWEEN 10:00 A.M – 12:30 P.M.

1) BEFORE SENDING YOUR PASSPORT - Ensure that your passport is valid for at least six (6) months beyond your intended stay in Zambia. Your passport must have a minimum of 2 blank pages marked with the words "VISA" or "ENTRIES".

2) APPLICATION FORMS must be submitted in duplicate (two copies) per applicant completed in full. Include a. TWO recent Passport size 2" X 2" photographs. b. Photo copy of passport page containing personal details. c. Please SIGN the back of each photograph and staple one photo to each application form. One photocopy of an original application form will be accepted. d. In case of non-US Citizen applicants, include photo copy of both passport and resident permit or any other documents legalizing his/her stay. e. Return Air ticket or Confirmed ticket booking and itinerary.

3) SUPPORTING DOCUMENTS for the following types of Visa's:

- I. Clients traveling on business, church business, Government travel (Diplomatic and Official), Seminar, Volunteer and Study-related trips should submit their applications with an official cover letter specifying in brief detail the nature of their intended transactions in Zambia and/or a copy of work permit from their sponsor or prospective employers. Attach a copy of flight itinerary and/or return airline ticket. A Business Visitor is entitled to Thirty (30) days visit in any given period of twelve (12) months.
II. Clients traveling on Tourist Visa need to attach a copy of their flight itinerary or a copy of ticket. If available, include a copy of Tour itinerary.
III. Clients traveling on Visitors' Visa's should include a "Letter of Invitation" from their hosts in Zambia and a copy of flight itinerary or ticket. The "Invitation letter" should include the following:
i. Host's name and address
ii. Applicant's name
iii. Length of stay in Zambia
iv. Purpose of visit

4) COMMONWEALTH COUNTRIES

I. Members of the Commonwealth countries listed below and Ireland, Romania and Yugoslavia are exempted from applying for visas to Zambia except when traveling for business (please refer to section 3 above for Supporting Documents and section 8 for Visa Fees)

Table with 2 columns listing Commonwealth countries: Antigua & Barbuda, Barbados, Botswana, Cyprus, Fiji Island, Guyana, Kenya, Lesotho, Maldives, Mauritius, Namibia, St. Kitts and Nevis, St Vincent & Grenadines, Seychelles, Solomon Islands, Swaziland, Tonga, Tuvalu, Vanuatu, The Bahamas, Belize, Brunei Darussalam, Dominica, The Gambia, Grenada, Jamaica, Kiribati, Malawi, Malta, Mozambique, Nauru, St. Lucia, Samoa, Singapore, South Africa, Tanzania, Trinidad & Tobago, Uganda, Zimbabwe.

II. The following Commonwealth member states require a visa

Table with 2 columns listing countries requiring visas: Australia, Canada, Britain, New Zealand.

5) ALL WEST AFRICAN PASSPORT HOLDERS AND COUNTRIES LISTED BELOW must obtain visas explicitly from Lusaka, unless traveling on confirmed Government Business with an official letter:

Table with 2 columns listing West African countries: Afghanistan, China, India, Iran, Jordan, Bangladesh, Egypt, Hong Kong, Indonesia, Iraq.

Kuwait	Kazakhstan
Lebanon	Korea
Libya	Mauritania
Morocco	Oman
Pakistan	Papua New Guinea
Saudi Arabia	Sri Lanka
Somali	Sudan
Syria	Tunisia
Turkey	United Arab Emirates

6) PROCEDURE: All applicants falling under category (5) above and **Multiple Entry Visa** applicants are required to complete the following steps:

- I. Make copies of the relevant pages of your passport;
- II. Complete a Visa application form;
- III. Include a cover letter stating your reasons for traveling to Zambia and itinerary;
- IV. An invitation letter from host;
- V. The Application must be submitted at least one month before date of travel;

VI. Send all of the above documents to The Chief Immigration Officer, P. O. Box 50300 Lusaka, Zambia or Fax to 260-211-251725 / 260-211-252008 / 260-211-254393 or Email: immighq@zamnet.zm Tel: (260-211) 252622/252659/252650.

- Note that Visa approval is sent to the Embassy of Zambia in Washington, DC.
- Follow-up with the Embassy of Zambia, DC should be made at least 2 weeks after you submitted your application.
- Once approval is confirmed, send your documentation to the Washington DC office for processing.

7) SCANDINAVIAN PASSPORT HOLDERS ONLY: Norway, Sweden, and Finland nationals shall be issued with gratis visas at Missions or Port of Entry. The visas are multiple entry and valid for six (6) months. Denmark – Gratis Visa to be issued at Mission **before** travel.

8) VISA FEES (General and Tourist)

- \$50.00 – Single Entry Visa
- \$80.00 – Double Entry Visa
- \$80.00 – **Multiple Entry Visa – Additional application procedure listed in section 6, above**
- \$20.00 – Day tripper

Expedited Visa Fees

- I. \$50 – Same day service
- II. \$40 – Next day service

Validity:

- I. 3 years for US passport holders
- II. 3 months for all other nationals

Note: Fees are non-refundable.

9) PAYMENT: Money Order or Bank Certified Cheques ONLY. No personal, company and foreign checks. Fees should be made payable to the **Embassy of the Republic of Zambia.**

10) MAIL IN PROCEDURE: Applicants who wish to have their passports mailed to them after processing should include their own pre-paid, self-addressed return envelopes. Use **United States Postal Service (USPS) Express Mail** or **FedEx – with an established FedEx account number or Money Order made payable to FedEx.** Mail complete application package to:
Embassy of Zambia,
Attn: Visa Section,
2419 Massachusetts Ave NW,
Washington, DC 20008.

11) HEALTH REQUIREMENTS:

- I. Anti-Malaria vaccination is strongly recommended. Consult your primary physician for details.

2010 ZAMBIAN & AMERICAN PUBLIC HOLIDAYS

Jan 01 – Fri	New Years Day	USA/Zambian
Jan 18 – Mon	Martin Luther King	USA
Feb 15 – Mon	Presidents Day	USA
Mar 08 – Mon	Women’s Day	Zambian
Mar 12 – Fri	Youth Day	Zambian
Apr 02 – Fri	Good Friday	Zambian
Apr 03 – Sat	Holy Saturday	Zambian
Apr 04 – Sun	Easter	Zambian
Apr 05 – Mon	Holy Monday	Zambian
May 01 – Sat	Labour Day	Zambian
May 25 – Tues	Africa Freedom Day	Zambia
Jul 04 – Sun	Independence Day	USA
Jul 05 – Mon	Heroes Day	Zambian
Jul 06 – Tue	Unity Day	Zambian
Aug 02 – Mon	Farmer’s Day	Zambian
Sep 06 – Mon	Labor Day	USA
Oct 11 – Mon	Columbus Day	USA
Oct 24 – Sat	Independence Day	Zambian
Nov 11 – Thurs	Veterans Day	USA
Nov 25 – Thurs	Thanksgiving	USA
Dec 24 - Fri	Christmas Eve	US
Dec 25 – Fri	Christmas	US / Zambian
Dec 31-Fri	New Year’s Eve	US

The Embassy will be closed in observance of the above holidays.

Revised – April 13, 2010 (EOE)

**EMBASSY OF THE REPUBLIC OF ZAMBIA**

2419 Massachusetts Avenue,
 NW Washington, DC 20008
 E-mail: consular@zambiaembassy.org

Telephone: (202) 265-9717
 Facsimile: (202) 332-0826

www.zambiaembassy.org

VISA APPLICATION FORM

1. Surname:		2. First Name:		Middle Name:			
3. Date of Birth:		Place of Birth:		4. Nationality:			
5. Profession:		Business Telephone No. ()		6. Nationality of Parents at time of Birth:			
7. Passport No. Date of Issue:		8. Place of Issue: Date of Expiration:					
9. If accompanied by your spouse or children, give the following particulars: (Note: Every applicant fills out an individual form)							
Full Name (s)		Date & Place of Birth		Relationship			
10. Present Address:							
Telephone No. ()		Email:					
11. Permanent Address:							
Telephone No. ()		Email:					
12. (a) Type of Visa Requested: Tourist () Business () Church Business () Visitor () Diplomatic () Official () Student () Transit () Volunteer () Courtesy () (b) Entry requested: Single () Double () Multiple () (c) Date of entry into Zambia: _____ (d) Length of Stay in Zambia: _____							
13. Final Destination of Journey in Zambia:			Address in Zambia:				
14. Expected Departure Date from Zambia:			Next Destination from Zambia:				
15. Duration and Particulars of any previous residence or visits in Zambia:							
16. If traveling on business, please list names and addresses of persons to be visited in Zambia:							
17. If visiting relatives or friends, please list names and addresses of persons to be visited in Zambia:							
18. Signature of Applicant: _____ Date: _____							
For official use only:							
Date	Tag #	Visa fee	Rush Fee	Payment	Visa #	Receipt#	Notations