



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 EXCEPT PEAK SEASON.** EXPEDITED AND RUSH SERVICES ARE 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 WINTER TIME/4:00PM TO 5:00PM SUMMER TIME, EXCEPT ON FRIDAYS WHEN PICK-UP WILL BE BETWEEN 12:00 A.M – 2:00 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 and Passport must be signed. 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 photocopy of both passport and resident permit or any other documents legalizing his/her stay.
 - e. Return Air ticket or Confirmed ticket booking and itinerary.
 - f. All the other nationals apart from the US Passport holders should apply for Visa one month ahead of time.

- 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 invitation and 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 air ticket. If available, include a copy of Tour itinerary.
- III. Immigrants applying for Visitors' Visa's should include "Letters of Invitation" from their hosts in Zambia and copy of flight itinerary or ticket. The "Invitation letter" should include the following:
 - i. Host's name and address
 - ii. Status of host – photocopy of NRC if Zambian or entry work permit as the case may be.
 - iii. Cover letter by applicant
 - iv. Applicant's name

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)

Antigua & Barbuda	Bahamas
Barbados	Belize
Botswana	Brunei Darussalam
Cyprus	Dominica
Fiji Island	The Gambia
Ireland	Grenada
Kenya	Jamaica
Lesotho	Kiribati
Maldives	Malawi
Malaysia	Malta
Mozambique	Mauritius
Namibia	Nauru
St. Kitts and Nevis	Romania
St Vincent & Grenadines	St. Lucia
Seychelles	Samoa
Solomon Islands	Singapore
Swaziland	South Africa
Tonga	Tanzania
Tuvalu	Trinidad & Tobago
Uganda	Vanuatu
Zimbabwe	

- II. The following Commonwealth member states require a visa to enter Zambia.

Australia	Britain
Canada	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:

Afghanistan	Bangladesh
China	Croatia
India	Hong Kong
Iran	Indonesia
Iraq	Jordan
Kuwait	Lebanon
Libya	Mauritania
Morocco	Oman
Pakistan	Papua New Guinea
Saudi Arabia	Sri Lanka
Somali	Sudan
Syria	Tunisia
Turkmenistan	United Arab Emirates
Uzbekistan	Yemen

- 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; if on business submit introductory letter from company.
- IV. An invitation letter from host; evidence of status i.e. photocopy of NRC or Passport and entry permit.
- 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 260-1-251725 / 260-1-252008 / 260-1-254393 or Email: immighq@zamnet.zm Tel: (260-1) 252622/252659/252650.
 - Note that approved Visa 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) OTHER PERSONS WHO MAY OBTAIN VISAS AT PORTS OF ENTRY OR MISSIONS ABROAD.

1. Nationals of the following COMESA and SADC countries can obtain entry visas at the ports of entry or Zambian Missions abroad.

- Angola
- Burundi
- Democratic Republic of Congo
- Djibouti
- Eritrea
- Ethiopia
- Madagascar
- Mozambique
- Rwanda

2.

Albania	Andorra
Angola	Argentina
Australia	Austria

Belarus	Belgium
Bolivia	Brazil
Brunel	Bulgaria
Burundi	Burma (Myanmar)
Canada	Cambodia
Chile	Colombia
Congo Dr,	Congo Brazzaville
Cook Islands	Costa Rica
Cuba	Czech Republic
Denmark	Djibouti
Ecuador	Egypt
Estonia	Ethiopia
France	Germany
Ghana	Greece
Guatemala	Guyana
Haiti	Herzegovina
Honduras	Hungary
Iceland	Israel
Italy	Japan
Kazakhstan	Laos
Latvia	Liechtenstein
Lithuania	Luxembourg
Madagascar	Macedonia
Mexico	Moldova
Monaco	Mongolia
Nauru	Nepal
Netherlands	New Caledonia
New Zealand	Nicaragua
Norway	Panama
Paraguay	Peru
Philippines	Poland
Portugal	Puerto Rico
Russia	Rwanda
Saotome and Prince	Serbia
Slovakia Republic	Slovenia Republic
South Korea	Spain
St Lucia	Sweden
Switzerland	Thailand
Turkey	Ukraine
Uruguay	Western Sahara
Vietnam	United State of America

For Mail Order Visa applications or multiple destination Visa requests you are required to send your application to:

Urgent Passport and Visa Services
 1050 17th Street, Suite 1000
 Washington DC 20036
 Office Ph No: 866-334-8472
 Mobile: 703 589 4795
 Or visit www.upvservices.com

- 8) **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.

9) VISA FEES

\$50.00 – Single Entry Visa

\$80.00 – Double Entry Visa

\$80.00 – Multiple Entry Visa – Additional application procedure listed in section 6, above

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: Visa fees are non-refundable.

- 10) PAYMENT: Money Order or Bank Certified Cheques ONLY.** No personal, company or foreign checks. Fees should be made payable to the [Embassy of the Republic of Zambia](#).

11) HEALTH REQUIREMENTS:

- I. Anti-Malaria vaccination is strongly recommended.
Consult your primary physician for details.
- II. Yellow fever vaccination certificate.

2011 ZAMBIAN & AMERICAN PUBLIC HOLIDAYS

Jan 1 st (sat)	New Years Day	USA/Zambian
Jan 17 – Mon	Martin Luther King	USA
Feb 21 – Mon	Presidents Day	USA
Mar 08 – Tue	Women’s Day	Zambian
Mar 12 – Sat	Youth Day	Zambian
Apr 22– Fri	Good Friday	Zambian
Apr 23 – Sat	Holy Saturday	Zambian
Apr 24 – Sun	Easter Sunday	Zambian
Apr 25 – Mon	Easter Monday	Zambian
May 01 - Sun	Labour Day	Zambian
May 02 – Mon	Day after labor day	Zambian
May 25 – Wed	Africa Freedom Day	Zambian
May 30 – Mon	Memorial Day	USA
Jul 04 – Mon	Heroes Day & US Independence	Zambian/USA
Jul 05 – Tue	Unity Day	Zambian
Aug 1 – Mon	Farmer’s Day	Zambian
Sep 5 – Mon	US Labor Day	USA
Oct 10 - Mon	Columbus Day	USA
Oct 24 - Mon	Independence	Zambia
Nov 11 - Fri	Veteran’s Day	USA
Nov 24 - Thurs	Thanksgiving Day	USA
Dec – 25 Sun	Christmas Day	Zambian
Dec -26 Mon	Day after Christmas	US/Zambian
Jan 1-sun 2012	New Year’s Day	Zambian
Jan 2 Mon ‘12	Day after New Year	US/Zambian

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

LL:

Revised – NOV, 2011 (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:		Sex:	
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 () Visitor () Diplomatic () Official () Study () 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:			Full Residential Address in Zambia:				
14. Expected date of Departure 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 Residential 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