



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. Incase 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 | | | |
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| 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 |
| | | | | | | | |