



Republic of Zambia

VISA APPLICATION INSTRUCTIONS

In order to avoid delays, it is absolutely essential for all applicants to answer all the questions and to adhere to all of the following: (note: the embassy is not obligated to inform the applicant if any of the requirements are not met. Your application and passport will be placed in the pending box or returned to you if a prepaid envelope was enclosed.) Visa hours are from 9:30a.m. to 12:30 p.m. Rush pick-ups are from 3:00pm to 4:00pm winter time and 4:00 to 5:00pm summer time. For same day processing a Rush Fee of \$50.00 in addition to the visa fee is required and a Fee of \$40.00 for next day processing in addition to the visa fee.

1) Before sending your individual **application** and **passport**, please ensure that your passport is valid for at least six (6) months and that there are sufficient blank visa pages in it marked with the words "**VISA**" or "**ENTRIES**". Please allow three (3) to five (5) business days for visa processing.

2) Application forms must be submitted in **two (2)** for each applicant together with two latest passport sized **photographs**. Please append your signature on the back of each photograph and staple one photo to each application form. Photocopies of application forms will be accepted. U.S. Applicants below the age of 16 years do not need visas but they do need passports as all travelers do.

3) Clients traveling on business contracts, seminars, church business or study-related trips should submit their applications with either a cover letter or copy of work permit from their authorizing sponsor or prospective employers specifying in brief detail the nature of their intended business transactions in Zambia. A Business Visitor is entitled to thirty- (30) days visit in a period of twelve (12) months. Travel Itinerary or copy of your air ticket should be attached.

4) Commonwealth Countries

I. Members of the Commonwealth countries listed below; and depending on reciprocity from countries such as Ireland, Romania and Yugoslavia are exempted from applying for visas to Zambia **except** when traveling for business (please refer to number 3 above)

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

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| Tuvalu | Uganda |
| Vanuatu | Zimbabwe |

II. The following commonwealth member states require a visa, which can be processed through the Embassy of Zambia Office in Washington, DC:

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| Australia | Britain |
| Canada | New Zealand |

5) All West African citizens as well as nationals from the countries listed below must obtain visas explicitly from Lusaka, unless traveling on confirmed Government Business with official letters:

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|--------------|----------------------|
| Afghanistan | Bangladesh |
| China | Egypt |
| Greece | Hong Kong |
| India | Indonesia |
| Iran | Iraq |
| Jordan | Kazakhstan |
| Kuwait | Korea (North) |
| Lebanon | Libya |
| Malaysia | 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, 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. Applications must be submitted at least one month before date of travel, together with a letter from host and the requirements listed in (2) above.
- V. Send all of the above documents to Chief Immigration Officer, P. O. Box 50300 Lusaka, Zambia. Fax to 260-1-251725 or Email: immighq@zamnet.zm or Tel: (260-1) 252622/252659/252650.
 - Note that Visa approval is sent to the Embassy of Zambia in Washington, DC.

- Follow-up with the DC office should be made at least 2 weeks after you submitted your application. Once approval is communicated, send your documentation to the Washington DC office for processing.
- In addition to the appropriate Visa fee, you are required to add \$5.00 for administrative costs.

7) **U.S. PASSPORT HOLDERS ONLY:** A Multiple Entry Visa valid for 3 years is issued for a processing fee of **\$100.00 effective July 18, 2005**. Diplomatic and Official Visas, valid for 3 years are Gratis. Note that only a multiple entry visa is issued.

8) **FOR BRITISH PASSPORT HOLDERS ONLY:** A Single Entry Visa valid for 6 months – US\$60.00. A Multiple Entry Visa valid for six (6) months – US\$80.00.

9) **FOR 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 and valid for six (6) months. Denmark – Gratis Visa to be issued at Mission **before** travel.

10) Visa processing fees/validity for most nationals **EXCEPT U.S., British and Scandinavian Nationals** are as follows:
\$25.00 for Single Entry Visa - Valid for (6) months;

\$40.00 for Double Entry Visa - Valid for (6) months;
\$80.00 for Multiple Entry Visa - Valid for (6) months

11) **Fees must be paid in CASH, MONEY ORDERS or BANK CERTIFIED CHEQUES ONLY. No personal or company checks will be accepted. Fees are payable to the Embassy of the Republic of Zambia.**

12) Applicants who wish to have their passports mailed to them after processing should include their **own pre-paid envelope (USPS Express/FedEx/UPS/DHL) ONLY. Ordinary Mail, Registered, Certified and Priority are not accepted.**

13) For precautionary measures, travelers to Zambia are advised to be immunized against Yellow Fever prior to their journey. This is compulsory for people traveling from yellow fever-infected countries. It's recommended that anti-Malaria course tablets commencing two weeks before travel is strongly advised.



EMBASSY OF THE REPUBLIC OF ZAMBIA

2419 Massachusetts Avenue,
NW Washington, DC 20008
E-mail: embzambia@aol.com

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 |
|-------------|--------------|-----------------|-----------------|----------------|---------------|-----------------|------------------|
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Revised July 2005