



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 FOUR (4) TO FIVE (5) BUSINESS DAYS FOR REGULAR PROCESSING EXCEPT PEAK SEASON (MARCH – AUGUST). 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 4:00PM TO 5:00PM / WINTER TIME 3:00PM TO 4:00PM EXCEPT ON FRIDAYS WHEN PICK-UP WILL BE BETWEEN 12:00 P.M – 1:30 P.M.

1) **PASSPORT** before sending your passport Ensure that your passport is Signed and 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) **VISA APPLICATION FORMS** must be submitted in **duplicate (two copies) per applicant** completed in full. Include
a. Photo copy of passport page containing personal details.
b. Incase of non-US Citizen applicants, include photo copy of both passport and resident permit or any other documents legalizing his/her stay.
c. Copy of Confirmed Return Air ticket or Itinerary.

3) **PASSPORT PHOTOGRAPH**
a. TWO recent Passport size of 2" X 2" photographs.
b. White background
c. Please SIGN the back of each photograph and staple one photo to each application form Upper Right corner.
d. Photographic Paper.

4) **SUPPORTING DOCUMENTS** for the following types of Visa's:
I. Clients traveling on, DIPLOMATIC and OFFICIAL Visa trips should submit their applications with an official cover letter specifying in brief detail the nature of their intended transactions in Zambia and a copy of flight itinerary.
II. Clients traveling on BUSINESS Visa should include a signed Letter of Invitation from their host in Zambia and a signed Cover letter on Official letterhead from the Sponsoring Organization in the United States. The letter should explain in brief detail the nature of your business transactions in Zambia. Attach a copy of flight itinerary and/or return airline ticket. A Business Visitor is entitled to Thirty (30) days visit in period of twelve (12) months.
III. Clients traveling on TOURIST and TRANSIT Visa need to attach a copy of their flight itinerary or a copy of ticket. If available, include a copy of Tour itinerary.
IV. Clients traveling on VISITOR Visa should include a "Signed Letter of Invitation" from their hosts in Zambia and copy of the hosts proof of residency in Zambia, e.g. National Registration Card (in the case of Zambians), copy of passport and valid visa or permit (in the case of foreigners) 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

5) **VISA FEES (General and Tourist)**

\$25.00 – Single Entry Visa
\$40.00 – Double Entry Visa
\$75.00 – Multiple Entry Visa

Expedited Visa Fees (Per Applicant)

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

Note: Fees are non-refundable.

Validity:

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

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

7) **MAIL IN PROCEDURE** Applicants who wish to have their passports mailed to them after processing should include their own pre-paid Shipping Label, self-addressed return envelopes. Use United States Postal Service (USPS) Express Mail or FedEx – with an established FedEx account number / UPS- MUST HAVE A TRACKING NO. Mail complete application package to:

EMBASSY OF ZAMBIA
ATTN: VISA DEPT.
2200 R Street NW
Washington, DC 20008

8) **HEALTH REQUIREMENTS**

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

CHECK LIST:

<u>BUSINESS</u>	<u>DIPLOMATIC/OFFICIAL</u>	<u>TOURIST</u>	<u>VISITOR</u>	<u>TRANSIT</u>
PASSPORT	PASSPORT	PASSPORT	PASSPORT	PASSPORT
PAYMENT	PAYMENT (RUSH FEE ONLY)	PAYMENT	PAYMENT	PAYMENT
PHOTOCOPY OF PASSPORT	PHOTOCOPY OF PASSPORT	PHOTOCOPY OF PASSPORT	PHOTOCOPY OF PASSPORT	PHOTOCOPY OF PASSPORT
(2) VISA APPLICATION w/ 2 PHOTOGRAPH STAPLED ON UPPER RIGHT CORNER	(2) VISA APPLICATION w/ 2 PHOTOGRAPH STAPLED ON UPPER RIGHT CORNER	(2) VISA APPLICATION w/ 2 PHOTOGRAPH STAPLED ON UPPER RIGHT CORNER	(2) VISA APPLICATION w/ 2 PHOTOGRAPH STAPLED ON UPPER RIGHT CORNER	(2) VISA APPLICATION w/ 2 PHOTOGRAPH STAPLED ON UPPER RIGHT CORNER
INVITATION LETTER FROM ZAMBIA	FLIGHT ITINERARY (CONFIRMED BOOKING)	FLIGHT ITINERARY (CONFIRMED BOOKING)	INVITATION LETTER FROM HOSTS IN ZAMBIA / PHOTOCOPY OF NRC IF ZAMBIAN OR WORK ,TEMP PERMIT IF FOREIGNERS	FLIGHT ITINERARY (CONFIRMED BOOKING)
OFFICIAL COVER LETTER			FLIGHT ITINERARY (CONFIRMED BOOKING)	
FLIGHT ITINERARY (CONFIRMED BOOKING)				

A. NATIONALS WHO DO NOT REQUIRE VISAS TO ENTER ZAMBIA

B. NATIONALS REQUIRING VISAS AT THE PORT OF ENTRY OR MISSION ABROAD

C. NATIONALS REQUIRED TO APPLY FOR VISAS PRIOR THEIR TRAVEL TO ZAMBIA

A / NATIONALS WHO DO NOT REQUIRE VISAS TO ENTER ZAMBIA

Anguilla	Falkland Island Dependencies	Mauritius	Seychelles
Antigua & Barbuda	Fiji Islands	Montserrat	Singapore
Australian and Antarctic Territory	Gibraltar	Mozambique	Solomon Islands
Bahamas	Grenada	Namibia	South Africa
Barbados	Hong Kong	Nauru	Swaziland
Belize	Ireland	Niue	Tanzania
Bermuda	Isle of Man	Norfolk island	Tokelau
Botswana	Jamaica	Pitcairn Islands	Tonga
British Antarctic Territory	Kenya	Romania	Trinidad and Tobago
British Indian Ocean Territory	Kiribati	Ross Dependencies	Tuvalu
British Virgin Islands	Lesotho	St. Helena	Turks and Caicos Island
Cayman Islands	Malawi	St. Kitts and Nevis	Uganda
Channel Islands	Malaysia	St. Lucia	Vanuatu
Cyprus	Maldives	St. Vincent and Grenadines	Western Samoa
Dominica	Malta	Samoa	Zimbabwe
Falkland Islands (Malvinas)	Marshall Island	Serbia-Montenegro	

B / NATIONALS REQUIRING VISAS AT THE PORT OF ENTRY OR MISSION ABROAD

Aaland Island	Croatia	Italy	Portugal
Albania	Cuba	Japan	Puerto Rico
American Samoa	Czech Republic	Kazakhstan	Russia
Andorra	Denmark	Korea (South)	Rwanda
Angola	Djibouti	Lao People's Democratic Republic	Saint Pierre and Miquelon
Argentina	Dominican Republic	Latvia	Sandwich Islands
Aruba	Ecuador	Liechtenstein	San Marino

Australia	El Salvador	Lithuania	Saotome and Principe
Austria	Eritrea	Luxembourg	Slovakia
Belarus	Estonia	Macedonia	Slovenia
Belgium	Faroe Islands	Madagascar	South Georgia and South Spain
Bhutan	Finland	Martinique	Spain
Bolivia	France	Mayotte	Suriname
Bosnia and Herzegovina	French Guiana	Mexico	Svalbard and Jan Mayen Island
Bouvet Island	French Polynesia	Micronesia Federal State of	Sweden
Brazil	French Southern Territories	Moldova	Switzerland
Brunei Darussalam	Georgia	Monaco	Thailand
Bulgaria	Germany	Mongolia	Turkey
Burundi	Ghana	Myanmar (Burma)	Ukraine
Cambodia	Greece	Netherlands	United Arab Emirates
Canada	Greenland	Netherlands Antilles	United Kingdom
Cape Verde	Guadeloupe	New Caledonia	United State Minor Outlying
Chile	Guam	New Zealand	United State of America
Christmas Island	Guatemala	Nicaragua	Uruguay
Cocos (Keeling) Islands	Guyana	Northern Mariana Islands	Islands
Colombia	Haiti	Norway	Vatican City State
Comoros	Heard and Mc Donald Islands	Palau	Venezuela
Congo (DRC)	Honduras	Panama	Vietnam
Congo (Brazzaville)	Hungary	Paraguay	Virgin Islands
Cook Island	Iceland	Peru	Wallis and Futuna Islands
Costa Rica	Israel	Poland	Western Sahara

C / NATIONALS REQUIRING VISAS PRIOR TO TRAVEL

Nationals whose applications for VISAS require approval from the Director General of Immigration

Afghanistan	Gabon	Libya	Senegal
Algeria	Gambia	Macau	Sierra Leone
Armenia	Guinea Bissau	Mali	Sri-Lanka
Azerbaijan	Guinea Conakry	Mauritania	Somalia
Bahrain	India	Morocco	South Sudan
Bangladesh	Indonesia	Nepal	Sudan
Benin	Iran	Niger	Syria
Burkina Faso	Iraq	Nigeria	Taiwan
Cameroon	Ivory Coast	Oman	Tajikistan
Central African Republic	Jordan	Pakistan	Timor-Leste (East Timor)
Chad	Korea North	Palestine	Togo
China	Kuwait	Papua New Guinea	Tunisia
Egypt	Kyrgyzstan	Philippines	Turkmenistan
Ethiopia	Lebanon	Qatar	Uzbekistan
Equatorial Guinea	Liberia	Saudi Arabia	Yemen

Zambian entry visas for Nationals whose countries fall under (C) category require special advance clearance by the Zambian Authorities. Applicants must apply for the visa through the Director General of Immigration prior to their arrival into Zambia. The applicant must receive a letter of Approval prior to his/her travel and present it to an Immigration Officer at a port of entry.

Applicants fall under category (C) are required to complete the following steps for e-Visa:

Visit the Official Website – www.zambiaimmigration.gov.zm or

<https://evisa.zambiaimmigration.gov.zm/#/>

- See Instruction for E-Visa Requirements
- Follow procedure for e-Visa



EMBASSY OF THE REPUBLIC OF ZAMBIA

2200 R Street NW
Washington, DC 20008
E-mail: consular@zambiaembassy.org

Telephone: (202) 234-4009
(202) 265-0123
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 () Volunteer () Courtesy () Transit ()							
(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