



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 –Friday 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 winter schedule and 4:00 to 4:30pm summer time.

- 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 TWO 2" X 2" recent passport size photographs. Please SIGN on the back of each photograph and staple one photo to each application form. One photocopy of an original application form will be accepted.

- 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 authorizing 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 a 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)

Antigua & Barbuda	The Bahamas
Barbados	Belize
Botswana	Brunei Darussalam
Cyprus	Dominica
Fiji Island	The Gambia
-	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
Tuvalu	Uganda
Vanuatu	Zimbabwe

- II. The following Commonwealth member states require a visa

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	Egypt
India	Hong Kong
Iran	Indonesia

Jordan	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 260-1-251725 / 260-1-252008 / 260-1-254393 or Email: immighq@zamnet.zm Tel: (260-1) 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.
 - In addition to the appropriate Visa fee, you are required to add \$5.00 for administrative costs.

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)

LL:

\$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 Service 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.

2009 ZAMBIAN & AMERICAN PUBLIC HOLIDAYS

Jan 01 – Thu	New Years Day	USA/Zambian
Jan 19 – Mon	Martin Luther King	USA
Feb 16 – Mon	Presidents Day	USA
Mar 09 – Tue	Women's Day	Zambian
Mar 12 – Thu	Youth Day	Zambian
Apr 10 – Fri	Good Friday	Zambian
Apr 11 – Sat	Holy Saturday	Zambian
Apr 12 – Sun	Easter	Zambian
Apr 13 – Mon	Holy Monday	Zambian
May 01 – Fri	Labour Day	Zambian
May 25 – Mon	Africa Freedom Day	Zambia
Jul 3 – Fri (actual day – 4)	Independence Day	USA
Jul 06 – Mon	Heroes Day	Zambian
Jul 07 – Tue	Unity Day	Zambian
Aug 03 – Mon	Farmer's Day	Zambian
Sep 07 – Mon	Labor Day	USA
Oct 12 – Mon	Columbus Day	USA
Oct 24 – Sat	Independence Day	Zambian
Nov 11 – Wed	Veterans Day	USA
Nov 26 – Thu	Thanksgiving	USA
Dec 25 – Fri	Christmas	US / Zambian

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

Revised – March 26, 2009 (EOE)

**EMBASSY OF THE REPUBLIC OF ZAMBIA**2419 Massachusetts Avenue,
NW Washington, DC 20008E-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:					
13. (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