



ORDER FORM/Formulaire

Call us for assistance.

Contactez-nous si vous avez besoin d'assistance

Account Number/Numéro de compte: _____

Travel Agency Name: _____

Nom de l'agence de voyage

IMPORTANT TRAVEL DATES/DATES IMPORTANT DE VOYAGE:

Date passport must be back in your possession**: _____ / _____ / _____
Date à laquelle votre passeport doit vous être retourné mm jj aaaa

Date of next international trip: _____ / _____ / _____
Date de votre prochain voyage à l'étranger : mm jj aaaa

**Rush/Emergency Fees: I understand that any visa request that is needed in seven business days or less, will be assessed a rush or emergency surcharge
Je comprends que toute demande de visa qui doit être traitée en sept jours ouvrables ou moins sera assujettie à des frais supplémentaires pour le traitement accéléré.

TRAVELER INFORMATION/INFORMATION SUR LE VOYAGEUR:

Traveler's Name: _____ Traveler's Date of Birth: _____ / _____ / _____
Nom du voyageur: Last First Date de naissance du voyageur: mm jj aaaa
nom de famille prénom

Phone (daytime): _____ Phone (mobile): _____ E-Mail: _____
Téléphone (Jour) Téléphone (cellulaire) Courriel

Name of Person Requesting This Order: _____ Phone: _____
Nom de la personne qui remplit le présent formulaire : téléphone

RETURN DOCUMENTS TO THIS ADDRESS/ADRESSE DE RETOUR:

Name: _____ Company: _____
Nom: Compagnie:

Street: _____ City: _____ Province: _____ Postal Code: _____
Rue: Ville: Province: Code Postal:
NO PO BOXES/Pas de boîte postale

Telephone Number: _____ The address listed above is: Residential: Business:
Numéro de téléphone L'adresse indiquée ci-dessus est: Résidentiel: Affaires:

RETURN SHIPPING METHOD/MÉTHODE D'EXPÉDITION POUR LE RETOUR DE DOCUMENTS

Fed Ex Priority Overnight/ Service prioritaire le lendemain de Fed Ex Same Day or Courier (Call for Rates)/ Le jour même ou par messenger (contactez nous pour les tarifs)

I Authorize Delivery Without Signature: **Signature:** _____
J'autorise de livraison sans signature: Signature:

SERVICES REQUESTED/SERVICES DEMANDÉS

Select the type of service you request by placing a check mark in the appropriate box for each service you are ordering. Please note that separate forms and requirements apply for each visa procedure.

Sélectionner le type de service que vous désirez en cochant la case appropriée pour chaque service demandé. Veuillez noter que vous devez remplir des formulaires distincts pour chaque pays pour lequel vous demandez un visa et répondre aux exigences de chacun d'entre eux.

Visa Services:

Services de visa:

	Entry/Exit Dates: Entrée/Sortie (Dates):	Tourist: Touriste:	Business: Affaires:	Transit: Transit:	Work: Travail:	Number of Entries: Nombre d'entrées:
Country 1: _____ Pays 1:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 2: _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 3: _____ Pays 3:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

PAYMENT METHOD FOR APPLICABLE FEES/MODE DE PAIEMENT POUR LES FRAIS EXIGIBLES:

American Express: Diners Club: Master Card: Visa: Discover: Money Order/Mandat: Check/Chèque:

Name on Card: _____
Nom qui apparaît sur la carte

Card Number: _____ Expiration Date: _____ / _____ Signature: _____
Numéro de la carte Date d'expiration: mm aa Signature:

Department #/Billing Reference: _____
Département / Référence pour la facturation:

Visa Processing Procedures and Requirements

Destination: Zambia
Purpose of Travel: Business
Nationality: Canada
Provided: Monday, July 05, 2010

The following is required for CIBT to process your request:

1. Passport / Passeport

Your signed passport (valid for at least six months and with at least one blank visa page) is required / Votre passeport signé (valide pendant au moins six mois) et avec au moins une (1) pages en blanc de visa est exigé

2. Application Forms / Formulaire de demande

2 (two) completed visa application form required ** 2 (deux) formulaires de demande visa complétés sont exigés

3. Photographs / Photographies

2 (two) front facing, passport sized, colour photographs are required (not scanned) // 2 (deux) photographies de passeport, de couleur, du revêtement sont exigés (non balayé)

4. Business Introduction Letter / Lettre d'introduction d'affaires

A letter of introduction from your Canada-based company on letterhead paper with a Canada address is required. The letter must have an original signature and a photocopy is not acceptable. Please include the number of entries being requested and the length of visa being requested. // Une lettre de l'introduction de votre compagnie basée au Canada sur le papier à en-tête avec une adresse du Canada est exigée. La lettre doit avoir une signature originale et une photocopie n'est pas acceptable. Veuillez inclure le nombre d'entrées étant demandées et de la longueur du visa étant demandé.

5. Letter of Invitation & Permit / Lettre d'invitation & Laiss

A letter of invitation from your sponsor/organizer in this destination is required // Une lettre d'invitation de votre commanditaire/organisateur dans cette destination est exigée

Copy of work permit from authorizing sponsor or prospective employer / Copie de permis de travail d'autoriser le commanditaire ou l'employeur éventuel.

6. Vaccinations / Vaccinations

** Anti-Malaria dosage is strongly recommended two weeks prior to departure.

** A copy of your Yellow Fever Certificate is required. Only if you are coming from an infected area.

** Le dosage Anti-Malaria est vivement recommandé pendant deux semaines avant le départ.

** Une copie de votre certificat de fièvre jaune est exigée. Seulement si vous venez d'un secteur infecté.

7. Itinerary / Itinéraire

A copy of the flight itinerary for this destination is required / Une copie de l'itinéraire de vol pour cette destination est exigée

8. Consular Fees / Honoraires Consulaires

Visa Fee: \$50.00 USD. We will bill in Canadian Dollars / Honoraires de visa : \$50.00 USD. Nous afficherons en les

dollars canadiens.

9. MINIMUM PROCESSING TIME: 2 weeks / DURÉE DE LA TRANSFORMATION MINIMUM : 2 semaines



High Commission of the 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: please provide the Mission with correct and valid contact information in order to be contacted if need be.) Visa hours are from 9:30 a.m. - 12:30 p.m. Monday – Friday.

- 1) **Before sending your Passport** - Ensure that your passport is valid for at least six (6) months beyond your intended stay in Zambia. **And have sufficient 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. Photocopies of application forms 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 a cover letter specifying in brief detail the nature of their intended business transactions in Zambia and 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 must attach a copy of their **flight and tour itinerary from the Tour Operator / travel agent**.
 - III. Clients traveling on Visitors' Visa's should include a "Letter of Invitation" from their hosts.
- 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 section 3 above for Supporting Documents and section 12 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 citizens as well as nationals from the countries listed below must obtain visas explicitly from Lusaka, unless traveling on confirmed Government Business with an official letter:

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. 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 Chief Immigration Officer, P. O. Box 50300 Lusaka, Zambia. 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 Mission in Ottawa, Ontario.
 - Follow-up with the Mission in Ottawa., Ontario should be made at least 2 weeks after you submitted your application. Once approval is communicated, send your documentation to the mission in Ottawa 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) ALL OTHER NATIONALS
US\$50.00 Single Entry ONLY

9) Payment: Money Order ONLY. Fees should be made payable to the [High Commission 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 envelopes. You may use **FedEx or UPS.** Mail complete application package to:
High Commission of the Republic of Zambia,
Suite 205,
151 Slater Street,
Ottawa, Ontario K1P 5H3

11) Health Requirements:

- I. Anti-Malaria dosage is strongly recommended two weeks prior to departure;
- II. Yellow Fever vaccination is not required unless entering Zambia from a Yellow Fever infected country. (For complete listing of infected countries refer to World Health Organization (WHO) listing.



HIGH COMMISSION OF THE REPUBLIC OF ZAMBIA

Suite 205,
151 Slater Street
Ottawa, Ont. K1P 5H3

Telephone: (613) 232-4400
Facsimile: (613) 232-4410
E-mail: zhc.ottawa@bellnet.ca

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 () 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

SERVICE FEE INFORMATION

Estimated processing charges are based on the following fee structure:

1. CIBT Service Fees:

The following prices are for CIBT's professional services per visa/passport per person. Final cost is determined by the number of business days given for processing your request and the CIBT services utilized to complete your request.

Service Fee:	\$80.00
Rush Fee:	\$50.00
Emergency Fee :	\$75.00

2. Consular Fees:

Consular and processing fees are determined by the foreign government issuing the visa and are subject to change beyond the control of CIBT. CIBT assesses a 2.49% processing fee on government agency fees only. Consular fees vary by consulate, please refer to requirements

3. Copy Fees:

Please submit a photocopy of your information page of your passport along with all supporting documents, letters, flight itineraries that support your visa request to avoid the photo copy fee. You will be charged a photocopy fee if all documents are not copied and submitted with your original submission.

4. Money Order Fees:

Embassies, Consulates and Government Offices require payment be made by Money Orders. A money order fee of \$8.50 is applied for each money order purchased.

5. Shipping Fees:

CIBT will return your completed documents to you via overnight mail. Additional charges will apply for weekend, same-day, after-hours delivery and shipping to/from USA. You may also provide your own account number for shipping. We utilize Federal Express and Purolator. We do not utilize XpressPoste.

FedEx Priority Overnight - Canada
\$40.00

6. GST tax applies to all fees, except consular fees

Please Note

Additional charges may apply for shipments to consulates that do not allow personal appearance or drop offs.



CIBT Inc, your Global Visa and Passport Professionals, is the world's leading travel document specialist and expediting service. CIBT can assist you with Canada and US based passport or visa processing, international passport or visa application forms and instructions, and other related services.

CIBT TERMS OF SERVICE

Feel free to contact our customer service team if you have questions about your request. Contact information for individual CIBT branch locations can be found on our website at <http://www.ca.cibt.com/contact.aspx>. You can now use our Online Status Check feature to automatically check the status of your documents, from the time we receive your documents to the time we ship them back to you. Simply go to our Website at <http://www.ca.cibt.com> and select Status Check from our menu to use this new feature.

Cancellation Fees:

Orders cancelled prior to submission to government office will be assessed standard processing fees. Orders cancelled after submission will be charged standard processing fees including consulate fees.

Hours of Operation:

Monday to Friday 830am to 530pm local time

Our offices are located in: Toronto and Vancouver

Where to send your documents:

Your CIBT Order form has the appropriate address for where to submit your documents.

Legal Disclaimer

CIBT makes every effort to provide you with accurate information and to obtain the passport or visa you require for your trip, for the dates requested, in a timely manner. However, please be aware that CIBT does not warrant any information that it provides, and you use and rely on CIBT at your own risk.

When CIBT returns your passport and documents, it is important that you verify that all the visas you require for your trip have been obtained, that the personal information on those visas and your passport are accurate, the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that CIBT cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees: (i) are estimated based upon CIBT's experience, (ii) may vary according to information you provide to CIBT, (iii) may vary according to the specific answers in your applications, and (iv) are subject to change without notice.

The issuance of a visa or passport is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. CIBT makes no guarantees that any issuing authority will approve the application(s) and/or issue any document in a timely manner and CIBT service fees only are for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not CIBT) are responsible for making sure that you have complied with all necessary visa requirements.

By sending applications to CIBT for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that neither CIBT nor your travel company shall be liable to you for any failure to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, CIBT's total liability to you for any and all claims, causes of action, liabilities and damages of any kind whether based in contract, tort, strict liability or any other theory of law shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or \$500. In no event shall CIBT be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, loss of business opportunity, or for punitive damages, and your sole and exclusive remedy against CIBT for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the CIBT service fees actually paid by you or \$500, whichever is less.