

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: www.vippassports.com Email: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

ELECTRONIC REQUESTS

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

BILLING INFORMATION

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN INFORMATION

PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED DOCUMENT IS TO BE SENT,
IF DIFFERENT FROM THE ONE LISTED ABOVE

EMAIL FOR RETURN OF DOCUMENT:

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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ZAMBIA (E-VISA)

IF YOU WILL BE TRAVELING TO ZAMBIA FOR BUSINESS OR TOURISM, YOU MAY QUALIFY TO APPLY FOR A SINGLE-ENTRY E-VISA PRIOR TO TRAVEL. BUSINESS TRAVELERS CAN STAY UP TO 30 DAYS PER VISIT, WHILE TOURIST APPLICANTS MAY STAY UP TO 90 DAYS PER VISIT. TO APPLY DIRECTLY FOR THE E-VISA, PLEASE [CLICK HERE](#) TO DO SO. IF YOU WOULD LIKE FOR VIP TO APPLY FOR THE E-VISA ON YOUR BEHALF, PLEASE SEND THE FOLLOWING DOCUMENTS:

E-VISA:

- 1.) ONE (1) COPY OF U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) ONE (1) PASSPORT-TYPE PHOTOGRAPH (2x2)
 - IF EMAILING DOCUMENTS, PLEASE BE SURE PHOTO IS IN .JPEG FORMAT
- 3.) ONE (1) COMPLETED APPLICATION
- 4.) DETAILED LETTER OF INTENT – MUST CONTAIN FULL ADDRESS AND CONTACT PHONE NUMBERS, ADDRESSED TO DIRECTOR GENERAL OF IMMIGRATION
- 5.) COPY OF HOTEL CONFIRMATION (**TOURIST APPLICANTS ONLY**)
- 6.) COPY OF TRAVEL ITINERARY
- 7.) CONSULATE FEE: \$ 50.00 – SINGLE ENTRY
 \$ 80.00 – DOUBLE/MULTIPLE ENTRY

INSTRUCTIONS: TO SUBMIT YOUR REQUEST FOR AN ELECTRONIC VISA, PLEASE EITHER EMAIL A COPY OF ALL REQUIRED DOCUMENTS TO OUR OFFICE, OR SEND THE COPIES WITH YOUR ORIGINAL PHOTO TO THE ADDRESS LISTED ABOVE. IF EMAILING THE COPIES FOR PROCESSING (SEND TO VIPINFO@VIPPASSPORTS.COM), PLEASE BE SURE TO CALL OUR OFFICE ONCE THE DOCUMENTS HAVE BEEN SENT TO ENSURE THE REQUEST HAS BEEN RECEIVED. ONCE THE VISA HAS BEEN SUBMITTED AND APPROVED, WE WILL EMAIL THE E-VISA TO THE EMAIL ADDRESS PROVIDED.

VALIDITY: TOURIST E-VISAS ARE VALID FOR A SINGLE, DOUBLE, OR MULTIPLE ENTRIES UP TO 90 DAYS PER CALENDAR YEAR. BUSINESS VISAS ARE FOR SINGLE, DOUBLE, OR MULTIPLE ENTRIES UP TO 30 DAYS PER CALENDAR YEAR. IF YOU WOULD LIKE A STANDARD VISA BY SUBMITTING ALL ORIGINAL DOCUMENTS TO THE CONSULATE FOR PROCESSING, PLEASE SEE OTHER INSTRUCTIONS FOR MORE INFORMATION.

REVISED 12-3-2018 JENN

ZAMBIA E-VISA REQUEST FORM

SURNAME.....

GIVEN NAME.....

PASSPORT TYPE.....

PASSPORT NUMBER.....

PASSPORT DATE OF ISSUE.....

PASSPORT DATE OF EXPIRY.....

GENDER.....

DATE OF BIRTH.....

PRESENT NATIONALITY.....

COUNTRY OF RESIDENCE.....

PREVIOUS NATIONALITY (IF ANY).....

FORMER NAMES (IF ANY).....

.....

STREET ADDRESS CITY/ STATE

ZIP CODE COUNTRY

EMAIL ADDRESS PHONE NUMBER

MARITAL STATUS GENDER

PRIMARY PURPOSE OF VISIT

PRIMARY OCCUPATION

LENGTH OF VALIDITY REQUESTED (MARK ONE BELOW)

<input type="checkbox"/>	TOURIST - SINGLE ENTRY
<input type="checkbox"/>	TOURIST - DOUBLE ENTRY
<input type="checkbox"/>	TOURIST - MULTIPLE ENTRY
<input type="checkbox"/>	BUSINESS - SINGLE ENTRY
<input type="checkbox"/>	BUSINESS - DOUBLE ENTRY
<input type="checkbox"/>	BUSINESS - MULTIPLE ENTRY

APPLICANTS SIGNATURE DATE