



# 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](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## WORK ORDER REQUEST FORM

**(RETURN THIS FORM WITH EACH REQUEST)**

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION:

CARD#: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

### BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$** \_\_\_\_\_

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

VIP RESERVATION/FILE LOCATOR NUMBER: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_





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## **ZAMBIA**

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

### **TOURIST VISA:**

- 1.) **U.S. PASSPORT** (*MINIMUM OF 6 MONTHS VALIDITY*)
- 2.) **TWO (2) PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **TWO (2) COMPLETE APPLICATIONS**
- 4.) **COPY OF TRAVEL ITINERARY**
- 5.) **LETTER OF INTENT FROM APPLICANT** (*MULTIPLE ENTRY REQUESTS ONLY*)
  - PLEASE BE SURE TO LIST IN THE LETTER WHY A MULTIPLE ENTRY VISA IS BEING REQUESTED
  - LETTER MUST EXPLAIN THE PURPOSE OF VISIT IN DETAIL

### 6.) **CONSULATE FEE:**

<b>NUMBER OF ENTRIES</b>	<b>PROCESS TIME</b>	<b>CONSULATE FEE</b>
<b>SINGLE</b>	4 TO 7 BUSINESS DAYS	\$50.00
	48 TO 72 HOURS	\$90.00
	24 HOURS	\$100.00
<b>DOUBLE OR MULTIPLE</b>	4 TO 7 BUSINESS DAYS	\$80.00
	48 TO 72 HOURS	\$120.00
	24 HOURS	\$130.00

**VALIDITY:** VISAS ARE VALID FOR A SINGLE, DOUBLE OR MULTIPLE ENTRIES UP TO THIRTY SIX MONTHS FROM THE DATE OF ISSUE. SINCE THE CONSULATE IS VERY SELECTIVE IN ISSUING MULTIPLE ENTRY VISAS, PLEASE BE SURE THAT THE LETTER OF INTENT IS VERY DETAILED. THE LENGTH OF STAY WILL BE DETERMINED ON AN INDIVIDUAL BASIS BY THE VISA OFFICER.

**REVISED: 4-22-2015 (JENN)**

**EMBASSY OF THE REPUBLIC OF ZAMBIA**2419 Massachusetts Avenue,  
NW Washington, DC 20008  
E-mail: embzambia@aol.comTelephone: (202) 265-9717  
Facsimile: (202) 332-0826  
[www.zambiaembassy.org](http://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 ( ) 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: _____							
<b>For official use only:</b>							
<b>Date</b>	<b>Tag #</b>	<b>Visa fee</b>	<b>Rush Fee</b>	<b>Payment</b>	<b>Visa #</b>	<b>Receipt#</b>	<b>Notations</b>