



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO CHARGE MY CREDIT CARD: US\$ _____

SIGNATURE OF CARD HOLDER REQUIRED: _____

VISA PROCESSING AND
LIST COUNTRIES AND

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CONSULATE FEES:
CONSULATE FEES:

\$ _____
\$ _____
\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY__ WALK-IN__



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: ZAMBIA TOURIST VISA

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER:	<u>N/A</u>	EXPIRED PASSPORT:	<u>N/A</u>
COPY OF INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (24 HOUR PROCESS)	_____
** <input type="checkbox"/> SPECIAL HANDLING FEE: (48 TO 72 HOUR PROCESS)	_____
OTHER FEES: <u>CONSULATE PROCESSING/OUTSOURCING FEE</u>	<u>\$35.00</u>
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 4 TO 7 DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED TO HAVE THE VISA ISSUED IN 24 HOURS FROM THE DATE THE APPLICATION HAS BEEN SUBMITTED (\$65.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED ON A 48 TO 72 HOUR RUSH PROCESS (\$35.00 SPECIAL HANDLING FEE).

COMMENTS: _____

REVISED: 10-18-2011 (KS-IM)

Specializing in Visas, Passports, Document Legalization and Translations



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ZAMBIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

TOURIST VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETE APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) CONSULATE PROCESSING/OUTSOURCING FEE: \$35.00
- 6.) CONSULATE FEE:
 - \$ 50.00 - SINGLE ENTRY (REGULAR PROCESS)
 - \$ 90.00 - SINGLE ENTRY (48-72 HOUR PROCESS)
 - \$100.00 - SINGLE ENTRY (24 HOUR PROCESS)
 - \$ 80.00 - DOUBLE ENTRY (REGULAR PROCESS)
 - \$120.00 - DOUBLE ENTRY (48-72 HOUR PROCESS)
 - \$130.00 - DOUBLE ENTRY (24 HOUR PROCESS)

BUSINESS VISA:

- 1.) U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) (2) TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) (2) TWO COMPLETE APPLICATIONS
- 4.) A COPY OF YOUR TRAVEL ITINERARY
- 5.) A COMPANY LETTER OF GUARANTEE
- 6.) CONSULATE PROCESSING/OUTSOURCING FEE: \$35.00
- 7.) CONSULATE FEE:
 - \$ 50.00 - SINGLE ENTRY (REGULAR PROCESS)
 - \$ 90.00 - SINGLE ENTRY (48-72 HOUR PROCESS)
 - \$100.00 - SINGLE ENTRY (24 HOUR PROCESS)
 - \$ 80.00 - DOUBLE ENTRY (REGULAR PROCESS)
 - \$120.00 - DOUBLE ENTRY (48-72 HOUR PROCESS)
 - \$130.00 - DOUBLE ENTRY (24 HOUR PROCESS)

SPECIAL NOTE: IF YOU ARE REQUESTING A MULTIPLE ENTRY VISA PLEASE BE ADVISED IT TAKES 2 TO 4 WEEKS AND CALL OUR OFFICE FOR FURTHER INSTRUCTIONS. FAILURE TO DO SO WILL RESULT IN DELAYS.

VALIDITY: VISAS ARE VALID FOR A SINGLE OR DOUBLE ENTRY UP TO (36)THIRTY SIX MONTHS FROM THE DATE OF ISSUE. THE LENGTH OF STAY WILL BE DETERMINED ON AN INDIVIDUAL BASIS BY THE VISA OFFICER.

REVISED: 10-18-2011 (KS-IM)

**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**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