

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

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

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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NAMIBIA TOURIST VISA ***NON-U.S. PASSPORT HOLDER***

TOURIST VISA, NON-U.S. PASSPORT:

- 1.) **ONE (1) PASSPORT**
 - MUST HAVE AT LEAST SIX (6) MONTHS REMAINING VALIDITY
 - MUST HAVE A MINIMUM OF THREE (3) BLANK VISA PAGES
- 2.) **ONE (1) COMPLETED APPLICATION**
- 3.) **TWO (2) PASSPORT-TYPE PHOTOS (COLOR, 2x2)**
- 4.) **ONE (1) COPY OF PROOF OF ACCOMODATIONS:**
(PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF HOTEL CONFIRMATION
 - COPY OF INVITATION FROM NAMIBIAN CITIZEN AS WELL AS A COPY OF THEIR PASSPORT AND PROOF OF NAMIBIAN PERMANENT RESIDENCY (VISA OR NAMIBIAN PASSPORT)
- 5.) **ONE (1) COPY OF MOST RECENT BANK STATEMENT**
- 6.) **PROOF OF U.S. STATUS** *(PLEASE SUBMIT ONE OF THE FOLLOWING)*
 - ONE (1) COPY OF U.S. VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/>)
 - COPY OF FRONT AND BACK OF PERMANENT RESIDENT CARD
- 7.) **ONE (1) COPY OF ROUND TRIP TICKET OR TRAVEL ITINERARY**
- 8.) **CONSULATE FEE:**

VALIDITY	PROCESS SPEED	CONSULATE FEE
THREE (3) MONTH SINGLE	5 – 7 DAYS	\$50.00
	4 DAYS OR LESS	\$100.00
THREE (3) MONTH MULTIPLE	5 – 7 DAYS	\$100.00
	4 DAYS OR LESS	\$150.00

REVISED: 11-1-2019 (SDL)

COUNTRIES WITH VISA EXEMPTION AGREEMENT WITH NAMIBIA

The following countries have VISA Exemption Agreements with Namibia:

Angola
Armenia
Australia
Austria
Azerbaijan
Belarus
Belgium
Benin**
Botswana
Brazil
Burkina Faso**
Burundi**
Cabo Verde**
Cameroon**
Canada
Central African Republic (CAR)**
Chad**
Comoros**
Congo Brazzaville*
Cote d'Ivoire**
Cuba
Denmark
Democratic Republic of Congo (DRC)**
Djibouti**
Egypt**
Equatorial Guinea**
Eritrea**
Ethiopia**
Finland
France
Gabon**
The Gambia**
Germany
Ghana*(90 days from date of entry)
Guinea**
Guinea-Bissau**
Hong Kong
Iceland
India**
Ireland
Italy
Jamaica
Japan
Kazakhstan
Kenya
Kyrgyzstan
Lesotho
Liberia**
Liechtenstein
Luxembourg
Macau (SAR)

Madagascar**
Malawi
Malaysia
Mauritania**
Mauritius
Moldova
Mozambique
Netherlands
New Zealand
Niger**
Norway
Portugal
Russian Federation
Rwanda**
Sao Tome and Principe**
Saharawi Arab Democratic Republic**
Senegal**
Seychelles
Sierra Leone**
Singapore
South Africa
Spain
Swaziland
Sweden
Switzerland
Tajikistan
Tanzania
Togo**
Tunisia**
Turkmenistan
Uganda**
Ukraine
United Kingdom
United States of America
Uzbekistan
Venezuela*
Zambia
Zimbabwe

* Only Diplomatic, Official and Service passports

** Only Official and Diplomatic passport holders for a maximum period of 90 days per calendar year

Kindly note: The passport should at least be valid for a period of not less than 6 months from the date of arrival and there should be enough pages for endorsement of visas, at least not less than 3 blank pages.

All citizens of countries whom we have VISA Exemption Agreements are not required to obtain a visa and will be allowed to enter into Namibia and get Visitor's Entry Permit (VEP) endorsement stamps at the Port of entry for the following reasons:

- Holiday/Vacation;
- Visiting friends or relatives;
- Attending workshops (Not as Facilitator);

- Attending meetings;
- Exploring of business opportunities;
- Medical treatment; and
- Any other purpose other than employment of any kind

NB!!All visitors travelling to Namibia for business to work at their subsidiary companies, for example, give training to local staff, conduct audits of their companies, volunteer work of any kind etc. are required to apply for employment permit/work visas in terms of section 27 of Immigration Control Act regardless of whether they are citizens of countries which are exempted.

Work/Study/Research visas must be applied at the Ministry of Home Affairs. Check their website for more information www.mha.gov.na.

Here are the guidelines when [travelling to and from Namibia with children](#).

COUNTRIES QUALIFIED FOR VISAS ON ARRIVAL

The following countries are qualified for visas on arrival for all three categories of passports, being ordinary, diplomatic and official/service passports.

African countries

Benin
 Burkina Faso
 Burundi
 Cabo Verde
 Cameroon
 Central Africa Republic (CAR)
 Chad
 Comoros
 Cote d' Ivore
 Djibouti
 Equatorial Guinea
 Eritrea
 Gabon
 The Gambia
 Guinea
 Guinea Bissau
 Liberia
 Madagascar
 Mauritania
 Niger
 Rwanda
 Sao Tome and Principe
 Sierra Leone
 Togo
 Tunisia
 Western Sahara Republic
 Uganda

Other countries are as follows:

Belarus
Bulgaria
Cambodia
Chile
Czech Republic
Hungary
Mexico
Moldova
Nicaragua
Poland
Romania
Slovakia
South Korea
Venezuela
Vietnam
Thailand
Turkey
United Arab Emirates
Singapore
Ukraine

Visa on arrival will benefit the following categories of visitors:

- Bona fide tourists (excluding tour guides who are required to obtain employment permit/work visa in advance)
- Potential investors to explore business opportunities
- Visitors to attend meetings, seminars and workshops (excluding those going to perform pay related jobs which still requires one to obtain an employment permit/work visas)
- Friendships and family related visits
- Medical related visits

NOTE: VISAS ON ARRIVAL EXCLUDES PEOPLE GOING TO NAMIBIA FOR EMPLOYMENT PURPOSES THAT OBLIGATE ONE TO APPLY AND ACQUIRE EMPLOYMENT PERMIT IN ADVANCE.



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
 DEPARTMENT OF CIVIC AFFAIRS
 IMMIGRATION CONTROL ACT, 1993
APPLICATION FOR VISA
 (Sections 12 and 13 / Regulation 11)

<p>FOR OFFICIAL USE ONLY Approved / Not Approved Single / Multiple Entry</p> <p>File No: _____</p> <p>Date of Issue: _____</p> <p>Date of Expiry: _____</p> <p>Remarks: _____</p> <p>Signature: _____</p> <p>Date: _____</p>

- Surname: _____
- First Names: _____
- Maiden name (if applicant is or was a married woman): _____

ITEMS 4 TO 10 TO BE COMPLETED BY INSERTING AN "X" IN THE APPROPRIATE BOX

- Sex: Male Female
- Marital Status: Never Married Married Divorced Widow/Widower
- Have you at any time applied for a permit to settle permanently in Namibia? Yes No
- Have you ever been restricted or refused entry to Namibia? Yes No
- Have you ever been deported or ordered to leave Namibia? Yes No
- Have you ever been convicted of any crime in any country? Yes No
- Are you suffering from tuberculosis, or any other contagious lung disease; trachoma, or any other chronic eye infection, frambesia, yaws, scabies or any other contagious bacterial or other skin disease; syphilis or any other venereal disease; or leprosy or acquired immune deficiency syndrome virus (AIDS virus), or any mental illness or affliction? Yes No
- If the reply to any one of the questions 6 to 19 is in the affirmative, attach full particulars
- Birth: (a) Date: _____ (b) Place: _____ Country: _____
- Citizenship: _____ (if acquired by naturalization, state original citizenship)
- Passport: (a) Number _____ (b) Place of issue: _____
 (c) Date of issue _____ (d) Date of expiry: _____
 (e) Is passport valid for travel to Namibia? Yes No
- (a) Present residential address: _____
 (b) Telephone number: (Code: _____) No: _____
- Address and period of residence in country of which you are a permanent resident:
 (a) Residential address: _____
 (b) Telephone number: (Code: _____) No: _____
 (c) Period: _____
- Occupation or profession: _____
- Firm, company, university, etc., to which you are attached or which you represent: _____
 (a) Name and address of employer: _____
 (b) Telephone number: (Code: _____) No: _____
 (c) Nature of business: _____
 (d) If a student, name of university to which you are attached and the course pursued: _____
- If accompanied by your wife and children, state:

	FIRST NAMES		DATE OF BIRTH		PLACE OF BIRTH
(a)	_____	(a)	_____	(a)	_____
(b)	_____	(b)	_____	(b)	_____
(c)	_____	(c)	_____	(c)	_____

- (a) What amount of money will you have on arrival in Namibia for your own use? N\$ _____
 (b) Will you be in possession of an onward/return ticket? Yes No

(N.B. Separate applications have to be completed in respect of your spouse or children over the age of 16 years and children travelling with their own passports.)

NOTE: COMPLETE ONLY PART A OR B

(A) HOLIDAY / BUSINESS / WORK / TRANSIT VISA

1. Intended date and port of arrival in Namibia: _____
2. (a) What is the purpose of your visit? _____
(b) If it is for business, explain in detail the nature of business: _____

- (c) Duration of intended visit (number of days, weeks or months): _____
3. Places to be visited in Namibia (full address, including telephone number must be provided): _____

4. If the purpose of your visit is for medical treatment, please provide the following information:
(a) Name of doctor, hospital or clinic you will visit: _____
(b) Who will pay your medical expenses and hospital fees: _____
(c) If you are liable for the expenses and fees above, state amount of funds available: _____
5. Proposed residential address in Namibia: _____ Telephone number: _____
6. Name and addresses of relatives in Namibia:

NAME	ADDRESS AND TELEPHONE NUMBER	RELATIONSHIP
(a) _____	_____	_____
(b) _____	_____	_____
7. Date of last visit, if any to Namibia: _____
8. Do you contribute professionally or otherwise to publications, radio, television or films? If so, please give details: _____

9. (a) Destination after leaving Namibia: _____
(b) Mode of travel to destination: _____
(c) Intended date and port of departure: _____
(d) Is your entry to that destination assured, e.g. do you hold visa or permit for permanent or temporary residence? (Proof to be submitted) _____
10. Reasons for travelling through Namibia: _____

(B) RETURN VISA

IMPORTANT

An applicant has to:

- (i) produce his or her passport or travel document; and
- (ii) submit proof of his or her right of residence in Namibia if not endorsed in his or her passport.

1. (a) Kind of Permit and number: _____
(b) Date of departure: _____
(c) Expected date of return: _____
2. Particulars of residence in Namibia:

DATE OF FIRST ENTRY	PORT OF ENTRY	PERIODS OF RESIDENCE IN NAMIBIA	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
3. Countries to which you will be travelling:
(a) _____ (b) _____ (c) _____ (d) _____
4. Purpose of journey (explain fully): _____

I solemnly declare that the above particulars given by me are true in substance and in fact and that I fully understand the meaning thereof.

Date: _____ Signature: _____

(N.B. Only the signature of the applicant will be accepted)