



# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002  
713-659-8472

Website: [www.vippassports.com](http://www.vippassports.com)

Email: [info@vippassports.com](mailto:info@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 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

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

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: \_\_\_\_\_



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## NAMIBIA TOURIST VISA U.S. PASSPORT HOLDER

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

### PROCESSING FEES (PER APPLICANT)

|                                        |                             |
|----------------------------------------|-----------------------------|
| VIP SERVICE FEE: (REGULAR PROCESS)     | <u>\$150.00</u>             |
| CONSULATE FEE: (SEE NEXT PAGE)         | <u>                    </u> |
| MONEY ORDER:                           | <u>\$6.00</u>               |
| OTHER FEES: _____                      | <u>                    </u> |
| ADD RETURN SHIPPING FEE: (SEE * BELOW) | <u>                    </u> |
| TOTAL: (NO PERSONAL CHECKS PLEASE)     | <u>                    </u> |

| FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)            |         |
|-----------------------------------------------------------|---------|
| <input type="checkbox"/> PRIORITY OVERNIGHT               | \$65.00 |
| <input type="checkbox"/> 2-DAY                            | \$57.50 |
| <input type="checkbox"/> 3-DAY                            | \$47.50 |
| <input type="checkbox"/> SATURDAY                         | \$95.00 |
| <input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT - CALL |         |
| <input type="checkbox"/> LOCAL DELIVERY- CALL             |         |

|                                                                                   |             |
|-----------------------------------------------------------------------------------|-------------|
| REGULAR<br>PROCESS TIME:                                                          | 3 TO 5 DAYS |
| THE PROCESSING TIME STARTS WHEN<br>THE EMBASSY/CONSULATE RECEIVES<br>THE REQUEST. |             |
|                                                                                   |             |

\*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES. ALL SHIPPING FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

COMMENTS: THERE WILL BE AN ADDITIONAL \$125.00 FEDEX (TO/FROM) FEE IF  
THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.

REVISED: 9-24-2025 (EL)



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## **NAMIBIA TOURIST VISA**

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **VALID SIGNED PASSPORT**
  - MINIMUM OF 6 MONTHS VALIDITY
  - AT LEAST 3 BLANK VISA PAGES
- 2.) **TWO (2) COMPLETED VISA APPLICATIONS**
- 3.) **TWO (2) RECENT (TAKEN WITHIN THE LAST 90 DAYS) PASSPORT TYPE PHOTOS** – NO GLASSES, NO EARRINGS
- 4.) **COPY OF TRAVEL ITINERARY**
- 5.) **HOTEL CONFIRMATION**
- 6.) **THE YELLOW FEVER VACCINATION IS REQUIRED IF YOU HAVE TRAVELED TO THESE COUNTRIES (SEE LIST BELOW) PRIOR TO TRAVELING TO NAMIBIA**
- 7.) **COPY OF MOST RECENT BANK STATEMENT** – FOR THE LAST 6 MONTHS
- 8.) **CONSULATE FEES:** **\$ 90.00** – SINGLE ENTRY – 3 MONTHS VALIDITY  
**\$180.00** – MULTIPLE ENTRY – 3 MONTHS VALIDITY

**VALIDITY:** THE VALIDITY AND THE LENGTH OF STAY IS DETERMINED BY THE VISA OFFICER ON A CASE BY CASE SITUATION.

**NOTE:** DO NOT APPLY FOR THE VISA MORE THAN 3 MONTHS IN ADVANCE OF THE PLANNED TRAVEL DATE.

**REVISED:** 9-24-2025 (EL)

## YELLOW FEVER ENDEMIC ZONE

| AFRICA                           | CENTRAL AND SOUTH AMERICA |
|----------------------------------|---------------------------|
| Angola                           | Ecuador                   |
| Benin                            | Guiana                    |
| Burkina Faso                     | Panama                    |
| Burundi                          | Paraguay                  |
| Cameroon                         | Peru                      |
| Central Africa Republic          | Suriname                  |
| Chad                             | Trinidad and Tobago       |
| Congo                            | Brazil                    |
| Côte d'Ivoire                    | Venezuela                 |
| Colombia                         | Argentina                 |
| Democratic Republic of the Congo | Colombia                  |
| Equatorial Guinea                | Bolivia                   |
| Ethiopia                         | French Guyana             |
| Gabon                            | Guyana                    |
| Gambia                           |                           |
| Ghana                            |                           |
| Guinea                           |                           |
| Guinea-Bissau                    |                           |
| Kenya                            |                           |
| Liberia                          |                           |
| Mali                             |                           |
| Mauritania                       |                           |
| Niger                            |                           |
| Nigeria                          |                           |
| Rwanda                           |                           |
| Senegal                          |                           |
| Sierra Leone                     |                           |
| Sudan                            |                           |
| Togo                             |                           |
| Uganda                           |                           |



# REPUBLIC OF NAMIBIA

Ministry of Home Affairs and Immigration

Immigration Control Act, 1993

## APPLICATION FOR VISA (Sections 12 and 13 / Regulation 11)

### FOR OFFICIAL USE ONLY

Approved / Not Approved  
Single / Multiple entry

File No.: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Date of expiry: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Items 4 to 10 to be completed by inserting an "X" in the appropriate box.

1. Surname: \_\_\_\_\_

2. First names: \_\_\_\_\_

3. Maiden name (if applicant is or was a married woman): \_\_\_\_\_

4. Sex: ☐ Male ☐ Female 5. Marital status: ☐ Never Married ☐ Married ☐ Divorced ☐ Widow/Widower ☐

6. Have you at any time applied for a permit to settle permanently in Namibia? ☐ Yes ☐ No

7. Have you ever been restricted or refused entry to Namibia? ☐ Yes ☐ No

8. Have you ever been deported or ordered to leave Namibia? ☐ Yes ☐ No

9. Have you ever been convicted of any crime in any country? ☐ Yes ☐ No

10. 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 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

11. If the reply to any one of the questions 6 to 10 is in the affirmative, attach full particulars.

12. Birth (a) Date: \_\_\_\_\_ (b) Place: \_\_\_\_\_ Country \_\_\_\_\_

13. Citizenship: \_\_\_\_\_ (if acquired by naturalization, state original citizenship)

14. 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

15. (a) Present residential address: \_\_\_\_\_

(b) Telephone no.: ( \_\_\_\_\_ ) \_\_\_\_\_

16. Address and period of residence in country of which you are a permanent resident:

(a) Residential address: \_\_\_\_\_

(b) Telephone no.: ( \_\_\_\_\_ ) \_\_\_\_\_ (c) Period: \_\_\_\_\_

17. Occupation or Profession: \_\_\_\_\_

18. Firm, company, university, etc., to which you are attached or which you represent:

(a) Name and address of employer: \_\_\_\_\_

(b) Telephone no.: ( \_\_\_\_\_ ) \_\_\_\_\_

(c) Nature of business: \_\_\_\_\_

(d) If a student, name of university to which you are attached and the course pursued: \_\_\_\_\_

19. If accompanied by your wife and children state:

| First Names | Date of Birth | Place of Birth |
|-------------|---------------|----------------|
| (a) .....   | .....         | .....          |
| (b) .....   | .....         | .....          |
| (c) .....   | .....         | .....          |

20. (a) What amount of money will you have available 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 purposes, 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 no.: (\_\_\_\_\_) \_\_\_\_\_
6. Names 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, 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 a visa or a 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)