



VIP PASSPORT SERVICES, INC.

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

Website: www.vippassports.com

Email: 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:

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

P.O. OR BILLING REF#:

PLEASE LIST THE EMAIL ADDRESS WHERE THE COMPLETED E-VISA IS TO BE
EMAILED, IF DIFFERENT FROM THE ONE LIST ABOVE:

EMAIL ADDRESS

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 E-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)	\$150.00
CONSULATE FEE: (SEE NEXT PAGE)	
MONEY ORDER:	\$6.00
OTHER FEES: _____	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

THE COMPLETED EVISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON WORK ORDER REQUEST FORM. PLEASE BE SURE THE CORRECT EMAIL(S) ARE LISTED TO ENSURE NO DELAYS IN THE RETURN OF THE COMPLETED EVISA.

REGULAR PROCESS TIME: 2 TO 5 DAYS

COMMENTS:

REVISED: 9-24-2025 (EL)

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations



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NAMIBIA E-VISA

U.S. PASSPORT HOLDER

PLEASE SEND THE REQUIRED DOCUMENTS BELOW TO OUR OFFICE, VIA EITHER EMAIL OR COURIER/SHIPPING. ONCE PROCESSED AND COMPLETED, WE WILL SEND A CONFIRMATION EMAIL CONTAINING THE ELECTRONIC VISA TO THE EMAIL LISTED ON THE WORK ORDER.

1.) COPY OF VALID PASSPORT JPEG

- MINIMUM OF 6 MONTHS VALIDITY

2.) ONE (1) APPLICATION

3.) ONE (1) RECENT PHOTO – TAKEN WITH-IN THE LAST 90 DAYS - JPEG

4.) COPY OF TRAVEL ITINERARY

5.) HOTEL CONFIRMATION

6.) CONSULATE FEES: \$100.86 – *SUBJECT TO CHANGE WITHOUT NOTICE*

VALIDITY: E-VISAS ARE VALID UP FOR 30 - 90 DAYS WITH A SINGLE OR MULTIPLE ENTRIES, FROM DATE OF ISSUE.

SPECIAL NOTES:

- DOCUMENTS CAN BE SENT TO OUR OFFICE EITHER ELECTRONICALLY (INFO@VIPPASSPORTS.COM) OR BY SHIPPING TO OUR OFFICE.

REVISED: 7-16-2026 (EL)

**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/Widower6. Have you at any time applied for a permit to settle permanently in Namibia? ☐ Yes ☐ No7. Have you ever been restricted or refused entry to Namibia? ☐ Yes ☐ No8. Have you ever been deported or ordered to leave Namibia? ☐ Yes ☐ No9. Have you ever been convicted of any crime in any country? ☐ Yes ☐ No10. 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)