



Dear Valued Client,

Thank you for choosing CVSC for your passport and travel visa need. The following visa application kit provides information ensuring that your visa application is smoothly processed. Please go through the information carefully and make sure all instructions are followed. Included in this application kit are:

- Visa application requirements;
- Instructions for shipping your application to CVSC;
- CVSC Order Form;
- Visa Application Form for your destination country;
- Other required documents.

If you have any questions during your application process, please call **1-800-799-6560** to speak with a customer service representative.

CVSC is a member of the Better Business Bureau with an A+ rating. You can rest assured that your passport is always handled by highly reliable professionals. We are committed to providing you with an easy and fast visa application experience. We appreciate your business and look forward to helping you with your travel visa application.

Sincerely,

Anthony Varner
Customer Service Manager

You need to provide the following documents for a Zambian Visa:

Your Passport

You must send your actual passport, not a copy of it. Your passport must be valid for at least 6 months beyond the validity of your requested visa, and at least two blank visa pages (amendments and endorsement pages cannot be used for a visa). Passports must also be in good condition and not altered in any way.

If your passport does not meet these requirements, please contact CVSC for further instructions.

Photograph

You must provide TWO color, passport-type photographs. The photos must be 2 inches by 2 inches and printed on photo paper, with a white background. Photos printed on regular papers are not accepted and may cause delay in processing your order.

Zambian Visa Application Form

You must provide TWO completed **Visa Application Forms for Zambia**, which must be completely filled, signed and dated. Do not leave any areas blank but instead write "N/A".

Hotel Confirmation

A copy of confirmed hotel and/or cruise reservation(s) is required. If staying in various hotels, please provide copies of each reservation. A letter from inviting family member or friend is required if they are providing accommodations to the applicant.

Business Letter (For Business Visa Only)

You must provide a Business Letter that is printed on your company's letterhead. The letter must:

- Display your full name, nationality and job title
- Display your company's US address
- Specify the exact purpose of your trip
- Specify the number of entries requested and the length of each stay
- Include your specific entry and exit dates
- Indicate the sponsorship and other financial arrangements

[Click here](#) to see a sample business letter.

Invitation Letter from Zambia (For Business Visa Only)

You must provide a letter from host company or organization in Zambia on company letterhead indicating the nature of visit, probable duration of stay, validity of visa requested, places and organizations to visit and a guarantee to meet maintenance expenses.



Zambian Visa Requirements

CVSC Order Form

Fill out the attached CVSC Order Form, one form per group. You must include payment information and provide an email address and a day-time phone number where you can be easily reached. Your order will be delayed if you cannot be reached by phone in case we need to contact you with any application issues.

Special Requirements That May Apply to You:

For Non-U.S. Citizens

You must have a green card or long term US visa (B1/B2 visa is not accepted). If you have dual citizenship and wish to apply for a travel visa in the US, you must use your US passport. If you have a green card, you must send a copy of your green card.

Processing Fees:

CVSC Service Fees:

The following fees are for CVSC's professional services. Service fees are charged one per item. Final costs are determined by the level of service requested.

- | | |
|--|-------------------|
| • Standard Service (11+ business days) | \$59.00 per visa |
| • Express Service (5 - 10 business days) | \$99.00 per visa |
| • Rush Service (1 - 4 business days) | \$129.00 per visa |

Consular Fees:

- | | |
|--|------------------|
| • Single- entry Tourist/ Business Visa | \$50.00 per visa |
| • Double or Multiple-entry Visa | \$80.00 per visa |
| • 2-Day Expedited Processing Fee | \$40.00 per visa |
| • Same-Day Expedited Processing Fee | \$50.00 per visa |

Payment Method:

CVSC service fees can be paid with credit card only.

Consular fees must be paid in money order payable to Embassy of Zambia. If you choose to have CVSC submit payment for the consular fees on your behalf, an additional \$15 will be charged to your credit card, and your application may be delayed.

Customer Service:

If you need any assistance with your application, please contact us by email: service@passportcenter.net, or by phone at 1-800-799-6560 during our normal business hours. For detailed information and to view our Terms & Conditions, please visit www.passportcenter.net.

We recommend that applications be sent to a designated CVSC office via a secure and traceable courier, such as FedEx, UPS or USPS Express Mail or Certified Mail. DO NOT send important documents such as your passport through regular mail.

Please send your Visa Application to the following address:

CVSC
2233 Wisconsin Avenue NW Suite 301
Washington, DC 20007
202-333-0100





TRAVEL INFORMATION

Need Passport Back By Departure Date

Expedite My Visa with **Standard Service** **Express Service** **Rush Service**

APPLICANT INFORMATION (Use separate piece of paper to list more names if necessary.)

Name	Phone Number	Passport Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

MAIN CONTACT INFORMATION (Whom do we contact for this order?)

Name Phone Number Email

VISA SERVICE

Country #1	Country #2	Country #3
Visa Type	Tourist <input type="checkbox"/>	Business <input type="checkbox"/> Other (please specify)
Number of Entries	Single <input type="checkbox"/>	Double <input type="checkbox"/> Multiple <input type="checkbox"/>

PASSPORT RETURN METHOD

Ship documents to the address below Pick up at CVSC office

Name Phone Number

Address

Address

City/State /Zip Country

Choose a FedEx Service:

- \$26.00: Overnight
- \$38.00: To AK, HI and PR
- \$38.00: Saturday Delivery
- \$68.00: First Overnight
- \$75.00: International Priority

Delivery Option:

- Deliver Without Signature
- Signature Required (\$3)

The above address is **Business** **Residential**

PAYMENT METHOD

Card Number Exp. Date Name on Card

Billing Address Signature



EMBASSY OF THE REPUBLIC OF ZAMBIA

2419 Massachusetts Avenue,
NW Washington, DC 20008
E-mail: embzambia@aol.com

Telephone: (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:					
1. 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:					
1. Permanent Address:							
Telephone No. ()		Email:					
2. (a) Type of Visa Requested: Tourist <input type="checkbox"/> Business <input type="checkbox"/> Church Business <input type="checkbox"/> Visitor <input type="checkbox"/> Diplomatic <input type="checkbox"/> Official <input type="checkbox"/> Student <input type="checkbox"/> Transit <input type="checkbox"/> Volunteer <input type="checkbox"/> Courtesy <input type="checkbox"/>							
(b) Entry requested: Single <input type="checkbox"/> Double <input type="checkbox"/> Multiple <input type="checkbox"/>							
(a) Date of entry into Zambia: _____							
(b) Length of Stay in Zambia: _____							
13. Final Destination of Journey in Zambia:			Address in Zambia:				
1. Expected Departure Date from Zambia:			Next Destination from Zambia:				
1. Duration and Particulars of any previous residence or visits in Zambia:							
2. If traveling on business, please list names and addresses of persons to be visited in Zambia:							
3. 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