



A division of RCTC Corporation

1000 Finch Ave West, Suite 900  
Toronto, ON, M3J 2V5  
Ph: 1-866-334-0811  
Fax: 416-352-1794

**1. Please provide your contact information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**2. Returning documents**

- FedEx Priority Overnight (\$25 to Canada; \$35 to continental US)
- Use my pre-paid courier. Self-address waybill & envelope are attached (FedEx, DHL, Purolator & UPS only)
- I will pick up my passport from your office

Name : \_\_\_\_\_ Street address : \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Suite : \_\_\_\_\_

City : \_\_\_\_\_

Prov/State : \_\_ Postal Code/Zip: \_\_\_\_\_

**3. Payment**

Service cost \$ \_\_\_\_\_ + 5% GST \$ \_\_\_\_\_ + Courier \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

**Method of Payment :**

- I enclose a certified cheque / money order made out to "RCTC Corporation"
- Charge my credit card (Charges on your statement will appear as "RCTC Corporation")

**I authorize RCTC Corp to charge my card the above TOTAL amount.**

\_\_\_\_\_ signature here

- Visa
- MasterCard
- AMEX

Card Number:

Exp. Date (mm/yy):

\_\_\_\_\_ / \_\_\_\_\_

CCard Billing Address: \_\_\_\_\_ street address

Cardholder Signature:

\_\_\_\_\_ city state/province zip/postal code

\_\_\_\_\_

**4. Terms and Conditions:**

By using the services of RCTC Corp., I authorize the company to handle my personal information and my passport and to hand over such passport and information to a foreign diplomatic mission in Canada or the USA for the purpose of acquiring a visa. By using the services of RCTC Corp I am accepting in whole the following terms and conditions and limitations: RCTC Corp. cannot and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. RCTC Corp. is not responsible for the safety or security of your passport once the passport has entered the diplomatic grounds or passed into the control of the courier. RCTC Corp. is not liable for any stolen or lost passport, and has no liability for late delivery of passports and visas, and RCTC Corp. does not bear any financial, legal or other obligations whatsoever for client ticket or other purchases, down payments, bookings or any kind of travel or other arrangements that were done prior to the issuance of visa or that may be affected by processing times or denial of visa. Likewise, RCTC Corp. does not bear any financial (or otherwise) responsibility from issues arising from errors and improper issuance of visas by the consulates; for losses resulting from, and does not compensate for travel expenses arising from any of the above. RCTC Corp. will charge \$50.00 per passport for cancelled visa applications. **I understand and fully accept the abovementioned.**

Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major credit cards accepted





**HIGH COMMISSION OF THE REPUBLIC OF ZAMBIA**

Suite 205,  
151 Slater Street  
Ottawa, Ont. K1P 5H3

Telephone: (613) 232-4400  
Facsimile: (613) 232-4410  
E-mail: [zhc.ottawa@bellnet.ca](mailto:zhc.ottawa@bellnet.ca)

**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: <b>(Note: Every applicant fills out an individual form)</b>							
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: _____							
<b>For official use only:</b>							
<b>Date</b>	<b>Tag #</b>	<b>Visa fee</b>	<b>Rush Fee</b>	<b>Payment</b>	<b>Visa #</b>	<b>Receipt#</b>	<b>Notations</b>

## CHECK-LIST (ZAMBIA VISA)

- Passport valid more than 6 months from return date with enough blank visa pages marked with words "Visa" or "Entries"
- Filled out and signed **2 (two) application forms**
- Two (2) passport size photos affixed to the application forms
- For tourist visa - copy of itinerary from travel agent;  
For business visa - cover letter describing the purpose of business travel, copy of work permit if visitor intends to work in Zambia  
For private visa - letter of invitation from the host in Zambia
- A prepaid courier waybill, if you want your visa mailed to you
- Payment: request to charge your credit card, or certified cheque, or money order payable to ***RCTC Corp*** for the specified amount, depending on visa type and delivery.
- Filled-out and signed informational sheet and credit card authorization (if paying by credit card)
- Check-List

**OUR MAILING ADDRESS: ->**

We recommend to use FedEx, UPS, DHL, Purolator

**RCTC Corp. (VisaCenter.ca)**  
**1000 Finch Ave. West, Suite 900**  
**Toronto, ON, M3J 2V5,**  
**Canada**  
**Toll-Free: 1-866-334-0811**