

APPLICATION FOR ZAMBIAN PASSPORT

ADULTS APPLICANTS

1. A duly completed form 'A'
2. A duly completed form 'N'
3. Two (2) recent passport sized photographs one of which must be signed by a Guarantor as a true likeness of the applicant.
4. A photocopy of birth certificate or affidavit of birth
5. A photocopy of the national registration card
6. Photocopies of passport, pages 1-4 and last page

APPLICANTS UNDER 16 YEARS

1. A duly completed Form 'B'
2. Two (2) recent passport sized photographs one of which must be signed by a Guarantor as a true likeness of the applicant
3. A duly completed Form 'M'
4. A photocopy of birth certificate
5. A letter of consent from either Parent

TRAVEL DOCUMENTS OF IDENTITY

All Zambian nationals in the Canada are required to be in possession of valid Zambian passports and their periods of stay must also be valid.

Travel documents of identity will only be issued under the following conditions by the High Commission of Zambia in Ottawa:

- 1 Applicants should produce letters of confirmation by Citizenship and Immigration Canada that their stay in Canada is valid.
- 2 Applicants should also produce police reports to confirm that they have lost their passports in Canada.

Fees for travel documents of identity are (____) after fulfilling the above conditions.

REPLACEMENT OF PASSPORT

1. A duly completed Form 'A' for adults and Form 'B' for those below 16 years
2. Two (2) recent passport sized photographs one of which must be signed by a Guarantor as a true likeness of the applicant.
3. A duly completed Lost Passport Description Form 'L'
4. A lost report from the Police
5. Lost passport - Affidavit
6. A photocopy of National Registration Card, birth certificate or affidavit of birth

CHANGE OF NAMES

1. A photocopy of any of the following: marriage certificate, Divorce certificate or deed poll
2. A duly completed Form 'E'

FEES

1. 32 Pages Machine Readable Passport – (___)
2. Replacement of lost, stolen, misplaced passport – (___)
3. Travel Document of Identity – (___)
4. Applications Forms 'A' and 'B' – (___)

NOTES

MODE OF SUBMISSION

1. All photocopies must be authenticated as true copies of the original documents by the commissioner of Oaths
2. The validity of new passports for adults will be for ten (10) years and five (5) years for those below 16 years.

MODE OF PAYMENT

1. Bank draft only
2. Postal Orders or International Bank drafts - made payable to High Commission of the Republic of Zambia

PROCESSING TIME

A minimum of 30 days will be required from receipt of the application.

***N.B. Zambian passports are issued in Zambia at the following centers: Lusaka, Ndola and Livingstone.**

PASSPORT PRACTISE AND PROCEDURES

Requirements on Applications for Zambia Passport:

1. Form A and N for applicants above 21 years of age
2. Form A and M for applicants above 16 but below 21 years of age
3. Form B and M for applicants below 16 years of age Copies of applicant's or parent's/guardian national registration card (NRC) both sides
4. Copies of pages 1,2,3, and 32 of old passports (Handwritten ones)
5. Copies of pages Data page (prayer page) and page 31 of the previous machine readable passport of the guardian
6. Front and last pages (page 1 and 4 of the form G) of previous or guardian's travel document of identity form 'G'
7. Two (2) full recent photocopies without hat and should not be mounted one of which must be endorsed by a recommender.
8. Copies of birth certificates of children or affidavits in support of children to be endorsed/included on the passport
9. Copy of marriage certificate for married applicants
10. For persons born in Zambia of foreign parents, they should produce proof of residential status of their status of their parents/guardians in Zambia at the time of birth of the applicants
11. Any other person claiming legal custody of the children under 21 years other than biological parents should produce court orders or relevant legal documents committing the child to that person's custody
12. Persons born of foreign parent should produce documentary proof to show that one of the parent is a Zambian citizenship (copies of N.R.C and passport)
13. Travel documents of identity should be issued in cases of emergency travel only valid not exceeding six (6) months of the one way validity clause to persons returning to Zambia
14. All photo copies must be authenticated as true copies of the original relevant documents by a commissioner of oaths.
15. A change of the name other than by marriage or adoption must be substantiated by the production of evidence showing that, A bona fide change has been made for all purposes