APPLICATION REQUIREMENTS FOR A ZAMBIAN PASSPORT OR TRAVEL DOCUMENT OF IDENTITY

Passport Application Procedure

Submit your request for passport application forms by email to zhc.ottawa@bellnet.ca or by ordinary mail to the following address:-

High Commission of the Republic of Zambia,
130 Albert Street, suite 900
Ottawa, Ontario, K1P 5G4
CANADA

The applicant should include the following details;- 
> Full names; 
> Date of Birth; 
> Copy of National Registration Card; 
> Copy of photo page of the expired, lost or damaged passport; 
> Copy of a valid Study, Work Permit or Permanent Resident Permit 
> Mailing address and self-addressed prepaid envelope; and 
> Applicant to indicate whether it is new application, renewal/replacement.

Upon receipt of your request for passport application/renewal forms, the High Commission will mail you the Passport Application Package by ordinary mail. Scanned copies are NOT ACCEPTED.

Applicants Above Sixteen (16) Years of Age Requirements

➢ To complete Application for Passport Bar Code Form. 
➢ Applicant to complete Form A. 
➢ Applicant to complete Affidavit Form N. 
➢ Enclose two (2) RECENT Passport Size Photos of dimensions 38 x 51 mm or 51 mm 64 mm (Any other dimensions are not acceptable). Note that Passport Size Photos MUST be taken in white background not to be mounted. For female applicants, NO artificial or plaited hair and ear rings. 
➢ To attach photo copy of National Registration Card. 
➢ Copy of a Marriage Certificate for a female married applicant or Affidavit of Marriage in the absence of a Marriage Certificate.
➢ To attach copy of the Birth Certificate.
➢ To attach copies of pages 2, 3 and 4 of the previous Passport.

Other Requirements

➢ Copy of Deed Poll for change of names.
➢ Police Report on the loss of the previous passport.
➢ Sworn Affidavit Form on the reasons for the lost passport.
➢ Copy of the Order Form from the Department of Social Welfare Services in the Ministry of Community Development, Mother and Child Health for adopted applicants.
➢ Copy of the Court Order.
➢ Copy of the Adoption Certificate.
➢ Copy of the Short Form of the Birth Certificate of the adoptee.

Applicants Below the Age of Sixteen (16) Years of Age

Requirements

➢ Biological Parents, or Legal Guardian to complete Application for Passport Bar Code Form.
➢ Biological Parents, or Legal Guardian to complete Application for Passport Form B.
➢ Biological Parents, or Legal Guardian to complete Affidavit Affirmation Form M.
➢ Enclose two (2) RECENT Passport Size Photos of dimensions 38 x 51 mm or 51 mm x 64 mm (Any other dimensions are not acceptable). Note that Passport Size Photos MUST be taken in white background not mounted. For female applicants, NO artificial or plaited hair and ear rings.
➢ To attach photo copies of National Registration Identity Cards of Biological Parents or Legal Guardian.
➢ Photo copies of passport of Parents or Guardian.
➢ Copy of Marriage Certificate of Parents Guardians (where necessary).
➢ To attach copy of Birth Certificate.
➢ To attach copies of pages 2, 3 and 4 of the previous passport for the applicant.

NOTE: Item Number 7 (RECOMMENDER) and Number 6 (WITNESS) for Passport Forms A & B as well as Item Number 9 (COMMISSIONER OF OATHS) on the Affidavit Form N and Affidavit Affirmation Form M should be left BLANK for endorsement by the High Commission.
SERVICE FEES FOR PASSPORT AND TRAVEL DOCUMENT OF IDENTITY

D Applicants for a passport should enclose a Money Order in the sum of One Hundred United States Dollars (US$100.00).
D Applicants for a Travel Document of Identity should enclose a Money Order in the sum of Fifteen United States Dollars (US$15.00).
D Penalty fee for loss of passport is Thirty United States Dollars (US$30.00). D

The Money Order should be payable to the High Commission of the Republic of Zambia.
D Applicant must enclose a postage paid self-addressed envelope for return of processed documents.

NOTE: The High Commission only accepts payments in United States Dollars and NOT Canadian Dollars.

DULY completed forms and ORIGINAL forms and all the relevant documents must be sent to the following address:

High Commission of the Republic of Zambia,

130 Albert Street, Suite 900
Ottawa, ON, K1P 5G4
CANADA
REQUIREMENTS FOR A ZAMBIAN PASSPORT OR TRAVEL DOCUMENT

1. Complete all relevant parts of the Passport Application Forms

2. Enclose two passport size photos of dimensions 35 x 45mm (Any other dimensions are not acceptable) Passport photos MUST BE TAKEN IN WHITE BACKGROUND.

3. A photocopy of your Green National Registration Card (NRC). Copies of NRCs for both parents if below 16 years of age

4. A photocopy of your Birth Certificate (Where available)

5. Photocopies of relevant Passport pages 1,2,3 and page 4(for the digitized passport) and pages 1,2,3 and 31 for the old non-digitized passport (When renewing)

6. Plaited hair is NOT ACCEPTABLE on passport photographs

7. If applying for a Passport, enclose a Money Order to the sum of one hundred US dollars (US$ 100) for the Passport Application processing. An additional Thirty US dollars (US$ 30) will be charged as PENALTY FEE for any LOST passport when applying for a replacement. If applying for a Travel Document, enclose a Money Order to the sum of fifteen US dollars (US$ 15) for the Travel Document Application processing. The Money Order should be payable to:

   The High Commission for the Republic of Zambia
   130 Albert Street, Suite 205
   Ottawa, Ontario, K1P 5G4

   NOTE: The High Commission only accepts payment in US Dollars and NOT Canadian Dollars.

8. Send all the above documents to the High Commission at the above address and enclosing a postage paid self-addressed COURIER envelope for return of processed documents. The High Commission DOES NOT PAY postage for processed documents.

NOTE: Item number 7 (RECOMMENDER) and number 6 (WITNESS) on the Passport Form A and Passport Form B respectively, as well as number 9 (COMMISSIONER FOR OATHS) on the Affidavit of Birth Form/Affidavit-Affirmation Forms should be left BLANK as the High Commission will endorse these ON YOUR BEHALF.
VERIFICATION OF ZAMBIAN DRIVER'S LICENCE REQUIREMENTS

1. Write a letter requesting verification of the Zambian Driver's Licence addressed to;

   The Director
   Road Transport and Safety Agency
   P. O. Box 32167
   LUSAKA

2. Attach copy of the Zambian Driver's Licence (both sides)

3. Attach a copy of your Green National Registration Card, (both sides)
   Identity Card and/or Passport (relevant 2 pages showing details)

4. Send these by post to;

   The High Commissioner
   High Commission of the Republic of Zambia
   130 Albert Street, Suite 900
   Ottawa
   ON K1P 5G4

   Or by email to;

   zhc.ottawa@bellnet.ca

5. The documents will be transmitted, by the Mission, to RTSA, Lusaka, Zambia for processing.

6. When processed, the Verification Letter from RTSA will be sent to the Mission and this will be promptly be forwarded to the applicant.