

# VISA CENTER ORDER FORM

**TORONTO**  
4646 DUFFERIN ST., UNIT 6  
TORONTO, ON  
M3H 5S4  
MON-FRI: 9AM-6PM

**CALGARY**  
400 5TH AVENUE SW  
SUITE 300, CALGARY, AB  
T2P 0L6  
MON-FRI: 9AM-5PM

**VANCOUVER**  
1285 WEST BROADWAY SUITE 600,  
VANCOUVER, BC  
V6H 3X8  
MON-FRI: 9AM-5PM

## 1. PERSONAL INFORMATION (PERSON SUBMITTING MAY NOT BE THE APPLICANT)

LAST NAME	<input type="text"/>	FIRST NAME	<input type="text"/>
E-MAIL	<input type="text"/>	TELEPHONE	<input type="text"/>
TRAVEL AGENT	<input type="text"/>	MAIN APPLICANT NAME IF DIFERENT FROM ABOVE	<input type="text"/>

## 2. SERVICE DESCRIPTION (INDICATE TYPE OF SERVICE YOU ARE APPLYING FOR AND PRICE)

SERVICE 1	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
	LIST COUNTRY AND TYPE OF VISA ALONG WITH SERVICE LEVEL / OTHER SERVICE		+
SERVICE 2	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
	LIST COUNTRY AND TYPE OF VISA ALONG WITH SERVICE LEVEL / OTHER SERVICE		+
SERVICE 3	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
	LIST COUNTRY AND TYPE OF VISA ALONG WITH SERVICE LEVEL / OTHER SERVICE		=

THIS BOX IS FOR INTERNAL OFFICE USE ONLY

SERVICE TOTAL

## 3. OPTIONS FOR RETURNING YOUR DOCUMENTS TO YOU

- |   |   |
|---|---|
| <input type="checkbox"/> 0.00 PICK-UP AT OFFICE                                   | <input type="checkbox"/> \$40 OVERNIGHT DELIVERY CANADA       |
| <input type="checkbox"/> \$100 LOCAL SAME-DAY RUSH COURIER (TORONTO, VANCOUVER)   | <input type="checkbox"/> \$65 OVERNIGHT DELIVERY (9AM) CANADA |
| <input type="checkbox"/> \$150 LOCAL CITY SAME-DAY EVENING COURIER (TORONTO ONLY) | <input type="checkbox"/> \$70 SATURDAY DELIVERY CANADA        |
| <input type="checkbox"/> \$175 AIRPORT TERMINAL DELIVERY (TORONTO, VANCOUVER)     | <input type="checkbox"/> \$350 CANADA SAME DAY DELIVERY       |
|   | <input type="checkbox"/> \$155 INTERNATIONAL COURIER          |

**IMPORTANT!**  
Absolute latest date by which you  
must have your passport(s) back

RETURN SHIPPING

RECIPIENT'S NAME (MUST BE OVER 18 OR OLDER)

COURIER TOTAL

BUILDING NUMBER	STREET NAME	
CITY/TOWN	PROVINCE	COUNTRY
		POSTAL CODE

## 4. PAYMENT

- E-MAIL TRANSFER
- MONEY ORDER BANK DRAFT

**E-TRANSFER PAYMENTS MUST BE SENT TO [PAYMENTS@VISACENTER.CA](mailto:PAYMENTS@VISACENTER.CA)  
CHEQUES MUST BE ISSUED TO VISA CENTER.**

TOTAL AMOUNT

ADD ABOVE BOXES FOR GRAND  
TOTAL FOR CREDIT CARD PAYMENTS  
ADD 2.5% FOR TO WHOLE AMOUNT

ADD SERVICE TOTAL TO COURIER TOTAL

By using the services of Visa Center, I authorize it to handle my personal information and my passport/other documents and particulars to a foreign diplomatic/consular missions in Canada & US for the purpose of acquiring a visa or other consular documents as well as to receive information on my application from foreign diplomatic/consular missions and sign on my behalf whenever and wherever it is required for the purpose of obtaining visa. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center does not issue visas and can not and does not guarantee a visa will be issued by a diplomatic/diplomatic/consular office, as this is the sole prerogative of the foreign government. Issuance of visa, processing timing, visa type, its validity term, number of entries and other details are determined exclusively by the embassy/consulate on case by case basis. Once the application file has been submitted to the embassy/consulate, no changes of any kind, including the trip dates and/or processing timing, are possible or allowed. Processing timings and requirements mentioned on Visa Center web site is a general guide-line only. Embassy/consulate has the right to request additional documentation and increase the processing timing. Visa Center does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic/consular or other authority grounds or passed into the control of a courier company for delivery. Visa Center is not liable for any stolen or lost passports, while out of our hands, and holds no liability for late delivery of passports and visas, and Visa Center does not bear any financial, legal or other obligations whatsoever for client travel bookings or other purchases, down payments, or any kind of travel or other arrangements that were done prior to the issuance of visa that may be affected by processing times, visa details or denial of visa. Visa Center does not bear any financial (or otherwise) responsibility from issues and losses arising from errors and improper issuance of visas by the consulates and does not compensate for travel expenses arising from any of the above. Even when visa is issued, a traveler may be denied entry since in each country the local immigration officials make the final decision to grant the entry. Client with visa application form submitted in any other than the required format will be charged \$35+HST. Visa Center will charge \$85+HST per passport, per country, for canceled visa applications for whatever reasons after the documents have been received for processing. No refund is possible once the documents submitted to foreign diplomatic/consular mission for processing. I understand and fully accept the above mentioned. BY SIGNING BELOW YOU AGREE ON ABOVE CONDITIONS & CHARGES. UNSIGNED FORMS WILL NOT BE PROCESSED.

SIGNATURE OF APPLICANT  
OR ACTING AGENT

DATE

# SMS (Text) Notifications to You Cell Phone Application Form

<b>Last Name</b>	
<b>First Name</b>	
<b>Cell Phone Number</b>	
<b>Name of the provider (Bell, Fido, etc.)</b>	

**In some cases email notifications might be categorized as “junk” or “spam” and sent to these folders right away without you checking them and thus missing the important update on your visa file. To avoid this unfortunate situation we offer you to have our notifications being sent to your mobile phone as text messages.**

**Price for this service is: 1.00 +HST, and it will be added to the total service charge.**

We shall be using the data provided by you in your SMS application form solely and exclusively to send your application status by SMS to your registered mobile number, and to send you these details also by e-mail at the indicated e-mail address. We may also provide your information to any government or government agency in connection with the processing of your application. **BY SIGNING THIS FORM YOU ARE NOTIFYING US THAT YOU CONSENT TO RECEIVING THIS INFORMATION BY SMS AND EMAIL.** Please note that if you give your consent, you have the right at any time to withdraw this consent by notifying us at **VisaCenter by email [info@visacenter.ca](mailto:info@visacenter.ca).**

## Disclaimer and Terms and Conditions

1. The Short Messaging Service (“SMS”) provided to Visa Applicants is to update on current status to the applicant with regards to Visa Application Process. The information provided by SMS is based among others on the information provided by the Embassy/Consulate. While VisaCenter ensures that information is made available to the visa applicant promptly and accurately, the Visa Applicant shall at all times be responsible for providing and maintaining an SMS text compatible mobile phone number where VisaCenter can send text messages regarding the status of the Visa Application to the Visa Applicant. The Visa Applicant is responsible for ensuring connection to a mobile network capable of receiving the SMS Services. The Visa Applicant understands that if The Visa Applicant’s mobile phone is switched off, disconnected for any reasons or is out of coverage for a period of 24 hours or more, The Visa Applicant’s mobile network provider may delete any SMS messages to be received by The Visa Applicant.
2. The Visa Applicant confirms that the Visa Applicant has provided the accurate mobile number for receiving SMS and that the Visa Applicant is the owner or its legitimate user, or that the Visa Applicant has the consent of the owner or legitimate user, of the mobile phone using for the Services. The Visa Applicant acknowledges that using another person’s mobile phone/providing inaccurate mobile phone number/unauthorized use of mobile phone number for receiving the SMS may entail disclosure of Visa Applicant’s confidential information which disclosure shall be at the sole risk of the Visa Applicant
3. The Services, once obtained, will be available to the Visa Applicant from the time of application till complete processing of the application or such other period as VisaCenter may advise via our website located at [www.VisaCenter.ca](http://www.VisaCenter.ca) . VisaCenter reserves the right to withdraw this service at any time and without notice.
4. The Visa Applicant must not use (or permit any third party to use) the SMS Service to send any message or communication which is Spam, illegal, offensive, abusive, indecent, obscene or menacing or causes annoyance, inconvenience or needless anxiety or infringes the rights of third parties. VisaCenter reserves the right to withdraw the SMS service to such Visa Applicant if The Visa Applicant is in breach of this paragraph 4. VisaCenter may also withdraw the Services if VisaCenter in its sole discretion apprehends that the SMS service is being used for such purposes.
5. For operational reasons VisaCenter may vary the technical specification of the Services with or without notice. In the event of any change to the Service these Terms and Conditions is to be treated as varied accordingly.
6. The time to deliver the SMS is dependent on several factors such as upon the traffic on the mobile network and whether The Visa Applicant mobile phone is within reach and switched on and cannot therefore be guaranteed by VisaCenter. VisaCenter is not a mobile network operator and does not guarantee the delivery of SMS text messages.
7. The Visa Applicant acknowledges that the SMS Services may, at any time, be adversely affected by problems with The Visa Applicant mobile phone network, type of mobile account, force majeure events including, without limitation, interference to the network coverage. VisaCenter is not responsible or liable to The Visa Applicant for any loss, damage or expenses incurred directly or indirectly by The Visa Applicant as a result of any difficulties experienced by the Visa Applicant’s mobile phone service provider. Subject to the constraints described within this paragraph 7, VisaCenter shall carry out the services with reasonable care and skill.
8. If The Visa Applicant does not receive SMS relating to these Services, the Visa Applicant should inform VisaCenter through email.
9. The SMS service delivers the Visa Application Status based on the information received by VisaCenter from Embassy/Consulate.
10. The Visa Applicant agrees to comply with all instructions we may give concerning the Services, including any security instructions. We will be entitled to treat any failure by Visa Applicant themselves to comply with these instructions as a breach of these Terms and Conditions, which will entitle us to deny Visa Applicant access to the Services.
11. The Visa Applicant is responsible for paying charges for the message origination. Charges once paid for SMS service will not be refunded under any circumstances.
12. The Visa Applicant shall at its sole risk be responsible for taking all reasonable steps to prevent unauthorized persons gaining access to the Services.
13. While VisaCenter takes every precaution transmission of information to transmit information. VisaCenter shall not be responsible or liable for any unforeseen events and circumstances beyond the reasonable control of VisaCenter.
14. VisaCenter may in its sole discretion temporarily suspend the provision of the Services if such provision could materially affect the quality of any telecommunications service, including the Services, provided by VisaCenter.
15. VisaCenter specifically excludes all liability of any kind (including negligence) in respect of any third party information or other material made available on, or which can be accessed using SMS text services.

**I have read and understood the Disclaimer, the terms and conditions and the price contained therein and agree to abide by the same.**

**Signature of the Visa Applicant:** \_\_\_\_\_

## **Registration with Canadian Embassies**

The world unfortunately is not a safe place. When you travel abroad and surrounded by foreign environment many situations, in some cases hostile may arise, like terrorist attacks, banditry or even war. Plus there are natural disasters and catastrophes.

Visacenter.ca can help you to make your contact information in the country where you are traveling available to Canadian Embassy/Consular officials responsible for helping Canadians abroad.

### **What is the registration?**

Upon your request the Department of Foreign Affairs in Ottawa (DFAIT) will be provided with your major contact information in the country of your travel as well as your emergency contact in Canada. In the event there is a need to contact Canadians to offer urgent advice or evacuation during a natural disaster or civil unrest, or to inform them of a family emergency at home, Canadian Embassy/Consulate contacts all registered Canadian citizens in that country.

**OFFICIAL REGISTRATION IS RECOMMENDED** for **ALL** Canadians traveling abroad for business or pleasure, or residing abroad, irrespectively of the length of travel.

It is best to register **BEFORE** leaving Canada.

### **What should I do to register?**

To register, you are required to fill-out short Registration of Canadians Abroad Form with your basic contact information.

### **What is the cost?**

The cost of peace of mind is just CAD16.95 (HST included) per person.

***I agree that Visacenter.ca submits on my behalf my data for Registration of Canadians Abroad service provided by DFAIT and agree that for this act the charge of CAD 16.95 be added to the total payment for my visa services order.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Next step:**

→ **Please, fill-out the following Registration of Canadians Abroad Form**

# Registration of Canadians Abroad

Note: The \* denotes a mandatory field

## MY PERSONAL INFORMATION

*First name:	<input type="text"/>		
*Last name:	<input type="text"/>		
*Date of birth:	<input type="text"/> DAY	<input type="text"/> MONTH	<input type="text"/> YEAR
Gender	<input type="checkbox"/> M / <input type="checkbox"/> F		
Passport number:	<input type="text"/>		*Preferred language: <input type="checkbox"/> English <input type="checkbox"/> French

## MY DESTINATION DETAILS

*Destination country:	<input type="text"/>	Region:	<input type="text"/>
*Additional information: ADDRESS, HOTEL, TRIP DETAILS	<input type="text"/>		
*Arrival date at destination:	<input type="text"/> DAY	<input type="text"/> MONTH	<input type="text"/> YEAR
*Departure date:	<input type="text"/> DAY	<input type="text"/> MONTH	<input type="text"/> YEAR

## HOW TO CONTACT ME DURING MY TRIP

*\*You must provide at least one way of contacting you outside Canada*

Email:	<input type="text"/>		
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>

## WHOM TO CONTACT IN CASE OF AN EMERGENCY

*First name of emergency contact:	<input type="text"/>		
*Last name of emergency contact:	<input type="text"/>		
*You must provide at least one means of contact:	Email:	<input type="text"/>	
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>

## ADDITIONAL DESTINATION

*Destination country:	<input type="text"/>	Region:	<input type="text"/>
*Additional information: ADDRESS, HOTEL, TRIP DETAILS	<input type="text"/>		
*Arrival date at destination:	<input type="text"/> DAY	<input type="text"/> MONTH	<input type="text"/> YEAR
*Departure date:	<input type="text"/> DAY	<input type="text"/> MONTH	<input type="text"/> YEAR

## ADDITIONAL TRAVELLER

*First name:	<input type="text"/>		
*Last name:	<input type="text"/>		
Passport number:	<input type="text"/>		

Signature:	<input type="text"/>	Date:	<input type="text"/> DAY	<input type="text"/> MONTH	<input type="text"/> YEAR
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## ZAMBIA Visa Pricing (includes Embassy and handling fee)

Visa Type / Processing Time	7 days
E-Visa Single Entry - Tourist or Private valid for 90 days with max 90 days stay	\$ 270.00 (+TAX \$26.00)
E-Visa Single Entry - Business valid for 90 days with max 90 days stay	\$ 370.00 (+TAX \$39.00)

\*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added.

## INCLUDE THE FOLLOWING DOCUMENTS:

### Zambia Visa Requirements

- **Canadians can obtain Zambia tourist or business visas (single or double entry) at any port of entry into Zambia.**

**Visa Center is unable to provide Zambia visa services to passport holders of certain countries. Check the list [HERE](#).**

- Original valid passport (Valid at least for 6 months from departure date & min. 2 empty pages)
- **[Applicants for Zambia E-Visa may fill out the form on-line by going to - https://zambia.visacenter.ca/eform](https://zambia.visacenter.ca/eform)**

Two filled out and signed Zambia visa application forms.

- Two passport size color photos signed at the back. (Photo facility is available on-site - TORONTO, MARKHAM & VANCOUVER). Please note that photos from photo booth or home-shot photos are not acceptable.
- **Tourism:** copy of return air ticket, hotel booking, cover letter from the applicant.  
**Private:** cover letter from host in Zambia addressed to the director general of immigration (must include full address and phone number of the host and must be signed by the host), status of host (copy of NRC/Zambia immigration permit. Persons on student or temporary visit permit can not be an inviters), copy of return air ticket.  
**Student:** Acceptance letter, cover letter on school letterhead with full address and contact numbers addressed to the Director General of the Immigration.  
**Religious:** LOI from the host religious institution, cover letter on religious institution letterhead with full address and contact numbers addressed to the Director General of Immigration, copy of return air ticket
- Persons WITH DUAL citizenship, ONE of which IS Canadian, must apply WITH their Canadian passports only. Applicants WITH other THAN Canadian passports must provide the copy of the document confirming their current resident STATUS IN Canada (PR Card, Landed Document, WORK Permit)
- **NOTE:** Want to check if you prepared your Zambia visa application documents correctly? Click on the following link: [http://www.visacenter.ca/pdf/additional\\_visa\\_pre-screen\\_service\\_form.pdf](http://www.visacenter.ca/pdf/additional_visa_pre-screen_service_form.pdf) and send us your file for quick evaluation.
- **[Emergency medical insurance is strongly recommended for all travellers and may be purchased by clicking on this link](#)**

## **Zambia Business Visa Requirements (additionally to the requirements above)**

- A cover letter from a sending company or organization/institution specifying the nature of the applicant's business transactions in Zambia.
- An introductory letter from the host company/organization confirming the nature of business.



**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>