



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

Private Bag 13344
Windhoek,
NAMIBIA

Tel: (264-61) 2832668
Fax: (264-61) 230170

**IMPORTANT INFORMATION FOR FOREIGN MEDIA
PRACTITIONERS ON WORKING VISITS TO NAMIBIA**

1. You need a temporary work permit, issued by the Ministry of Home Affairs and Immigration to do any kind of media work in Namibia. The Division Media Liaison Services in the Ministry of Information and Communication Technology can assist you in obtaining a temporary work permit.
2. The processing of a temporary work permit that is valid for three months (on request) costs N\$390 per person+ N\$80 handling fee.
3. Payment must be transferred into the bank account of the Ministry of Home Affairs and Immigration at:
 - Bank of Namibia
 - Account number 165003
 - Branch code 980172
 - Swift code CBKNNANX
4. The application form for a temporary work permit is attached. Please complete the form and return it together with:
 - proof of employment
 - a letter of consent from interviewee
 - interview schedule
 - completed media accreditation form;
 - copies of your passport indicating your name, passport number, date and place of issue and expiry date
 - a list of equipment with serial numbers

To:

Nicolene McNab or Asteria Ndjendja-Akuunda

Directorate Media Affairs

Ministry of Information and Communication Technology

Fax: ++264-61-230170

Tel: ++264-61-2832668

e-mail: nicolene.mcnab@mict.gov.na

Asteria.Ndjendja@mict.gov.na

5. Payment should only be done upon approval from the Permanent Secretary in the Ministry of Information and Communication.
6. **To facilitate the temporary importation of equipment into Namibia, media practitioners are advised to obtain an ATA Carnet from their country of origin. Your local Chamber of Commerce and Industry should be able to assist you.**
7. Kindly note that nationals from certain countries need visas to travel to Namibia. A TEMPORARY WORK PERMIT DOES NOT REPLACE A NORMAL VISA. Visas can be obtained from any Namibian mission abroad.
8. The Ministry of Information and Communication Technology can facilitate and assist with setting up interviews with senior Government officials.
9. MICT will require a maximum of 3 weeks prior to traveling to Namibia, in order to assess applications and submit to the Ministry of Home Affairs.
10. Please submit the forms at your earliest convenience. The Ministry of Home Affairs and Immigration requires at least five (5) working days to process temporary work permits.
11. A copy of the temporary work permit will be emailed or faxed to you as soon as we receive it from the Ministry of Home Affairs and Immigration. Please make sure that the correct fax number is reflected on your media accreditation form.
12. Any enquiries can be directed to Nicolene and Asteria at the numbers above. In their absence, enquiries can be directed to Monika Shifotoka at telephone number ++264-61-2832664



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
 DEPARTMENT OF CIVIC AFFAIRS
 IMMIGRATION CONTROL ACT, 1993
APPLICATION FOR VISA
 (Sections 12 AND 13 / Regulation 11)

FOR OFFICIAL USE ONLY
Approved / Not Approved
Single / Multiple Entry

File No.: _____

Date of Issue: _____

Date of expiry: _____

Remarks: _____

Signature: _____

Date: _____

1. Surname: _____

2. First Names: _____

3. Maiden name (if applicant is or was a married woman): _____

ITEMS 4 TO 10 TO BE COMPLETED BY INSERTING AN "X" IN THE APPROPRIATE BOX

4. Sex: Male Female

5. Marital Status: Never Married Married Divorced Widow/Widower

6. Have you at any time applied for a permit to settle permanently in Namibia? Yes No

7. Have you ever been restricted or refused entry to Namibia? Yes No

8. Have you ever been deported or ordered to leave Namibia? Yes No

9. Have you ever been convicted of any crime in any country? Yes No

10. Are you suffering from tuberculosis, or any other contagious lung disease; trachoma, or any other chronic eye infection, frambesia, yaws, scabies or any other contagious bacterial other skin disease; syphilis or any other venereal disease; or leprosy or acquired immune deficiency syndrome virus (aids virus), or ant mental illness or affliction? Yes No

11. If the reply to any one of the questions 6 to 19 is in the affirmative, attach full particulars

12. Birth: (a) Date: _____ (b) Place: _____ Country: _____

13. Citizenship: _____ (if acquired by naturalization, state original citizenship)

14. Passport: (a) Number: _____ (b) Place of issue: _____

(c) Date of issue: _____ (d) Date of expiry: _____

(e) Is passport valid for travel to Namibia: Yes No

15. (a) Present residential address: _____

(b) Telephone number: (Code: _____) No: _____

16. Address and period of residence in country of which you are a permanent resident: _____

(a) Residential address: _____

(b) Telephone number: (Code: _____) No: _____

(c) Period: _____

17. Occupation or profession: _____

18. Firm, company, university, etc., to which you are attached or which you represent: _____

(a) Name and address of employer: _____

(b) Telephone number (Code: _____) No: _____

(c) Nature of business: _____

(d) If a student, name of university to which you are attached and the course pursued: _____

19. If accompanied by your wife and children, state:

FIRST NAMES

DATE OF BIRTH

PLACE OF BIRTH

(a) _____ (a) _____ (a) _____

(b) _____ (b) _____ (b) _____

(c) _____ (c) _____ (c) _____

20. (a) What amount of money will you have available on arrival in Namibia for your own use? N\$

(b) Will you be in possession of an onward / return ticket? Yes No

(N.B. Separate applications have to be completed in respect of your spouse or children over the age of 16 years and children travelling with their own passports.)

NOTE: COMPLETE ONLY PART A OR B
(A) HOLIDAY / BUSINESS / WORK / TRANSIT / VISA

1. Intended date and port of arrival in Namibia: _____
2. (a) What is the purpose of your visit? _____
(b) If it is for business purposes, explain in detail the nature of business: _____

(c) Duration of intended visit (Number of days, weeks or months) _____
3. Places to be visited in Namibia (full address, including telephone number must be provided): _____

4. If the purpose of your visit is for medical treatment, please provide the following information:
(a) Name of doctor, hospital or clinic you will visit: _____
(b) Who will pay your medical expenses and hospital fees: _____
(c) If you are liable for the expenses and fees above, state amount of funds available: _____
5. Proposed residential address in Namibia: _____
_____ Tel. No. _____
6. Names and addresses of relatives in Namibia:

NAME	ADDRESS AND TELEPHONE NUMBER	RELATIONSHIP
(a) _____	_____	_____
(b) _____	_____	_____
7. Date of last visit, if any, to Namibia: _____
8. Do you contribute professionally or otherwise to publications, radio, television or films? If so, please give details: _____

9. (a) Destination after leaving Namibia: _____
(b) Mode of travel to destination: _____
(c) Intended date and port of departure: _____
(d) Is your entry to that destination assured, e.g. do you hold visa or a permit for permanent or temporary residence? (Proof to be submitted)

10. Reasons for travelling through Namibia: _____

(B) RETURN VISA

IMPORTANT

An applicant has to:

- (i) produce his or her passport or travel document; and
- (ii) submit proof of his or her right of residence in Namibia if not endorsed in his or her passport.

1. (a) Kind of Permit and number: _____
(b) Date of departure: _____
(c) Expected date of return: _____
2. Particulars of residence in Namibia:

DATE OF FIRST ENTRY	PORT OF ENTRY	PERIODS OF RESIDENCE IN NAMIBIA	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
3. Countries to which you will be travelling:
(a) _____ (b) _____ (c) _____ (d) _____
4. Purpose of journey (explain fully): _____

I solemnly declare that the above particulars given by me are true in substance and in fact and that I fully understand the meaning thereof.

Date _____ Signature: _____

(N.B. Only the signature of the applicant will be accepted)