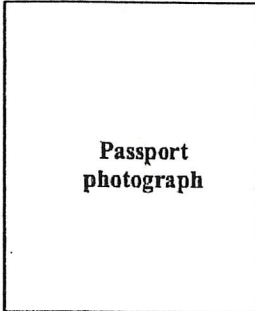




**Republic of Namibia**  
**Ministry of Information and Communication Technology**  
 Government Offices, Private Bag 13344, Windhoek  
 Tel: ++264-61-2839111, Fax: ++264-61-230170



**Application for Media Accreditation for local media practitioners**

**SECTION 1: To be completed by all applicants. Provide two passport photographs together with your application.**

1. Surname.....Maiden name.....
2. First names.....
3. Date of birth.....Place of birth.....
4. Nationality.....ID/Passport No.....Sex.....
5. Employer (if not freelance).....
6. Business address.....  
 Tel:.....Fax:.....Email:.....
8. Residential address.....  
 Tel:.....Cell.....Email:.....
9. In which capacity are you employed (political correspondent, sports writing, photographer etc)  
 .....
10. If freelancing or acting as a stringer, provide the following information:  
 Name of institution.....  
 Postal address.....City/town.....Country.....  
 Contact person.....Tel.....Email.....
11. **Details of visa/residence/work permit:** to be completed by all media representatives who are not citizens of the Republic of Namibia (circle relevant document):  
 Visa number:.....Issued at.....  
 Date issued.....Expiry date.....

**12. All applicants:**

I hereby apply for media accreditation with the Ministry of Information and Communication Technology

.....  
**SIGNATURE OF APPLICANT** **DATE**

**SECTION 2: DECLARATION BY EDITOR-IN-CHIEF, PUBLISHER, HEAD OF DEPARTMENT**

I.....in my capacity as.....at  
 .....have known the applicant.....  
 for.....years/months as employed by.....  
 Postal address.....Tel:.....Fax:.....

**SIGNATURE**.....**DATE**.....



REPUBLIC OF NAMIBIA

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MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

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Private Bag 13344  
WINDHOEK  
NAMIBIA

OFFICE OF THE EXECUTIVE DIRECTOR

Tel: (+264-61) 283 2386/7  
Fax: (+264-61) 251297  
Email: ED-Office@mict.gov.na

Reference: 2/3/2/1  
Enquiries: H. Filippus 0811459849 / L. Kozosi 0811602155

**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, Immigration, Safety and Security (MHAISS) to do any kind of media work in Namibia. The Ministry of Information and Communication Technology (MICT) 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\$1100 per person (upon approval by MHAISS).
3. Visa Fee must be paid into the bank account of the Ministry of Home Affairs, Immigration, Safety and Security with clear references at:  
**Bank of Namibia**  
**Account number 165003**  
**Branch code 980172**  
**Swift code CBKNNANX,**
4. **Checklist:** The following required documents must be in English and

All official correspondence must be addressed to the Executive Director.



attached to the Temporary Work Permit Application:

- certified copies of your passport indicating your name, passport number, date and place of issue and expiry date;
- proof of employment / motivation letter from employer
- proof of payment with a bank stamp
- letter of consent from interviewee(s), places you wish to film or take photos from;
- interview schedule(s);
- certified copies of academic qualifications;
- filming application must be accompanied by a filming permit from Namibia Filming Commission (NFC);
- a list of equipment with serial numbers.

**5. Power of Attorney**

This Power of Attorney should be completed by the applicant. In addition, the Power of Attorney must be signed by two witnesses.

6. Once all documents are in order as indicated within the Checklist, they should be sent to the Directorate: Print Media Affairs, Ministry of Information and Communication Technology, to the following Information Officers:

Ms. Lynette Kozosi

Tel: +264 61 283 2664

Cellphone: +264 811 602155

E-mail: [Lynette.Kozosi@mict.gov.na](mailto:Lynette.Kozosi@mict.gov.na)

OR

Ms. Hendrina Filippus

Tel: +264 61 283 2055

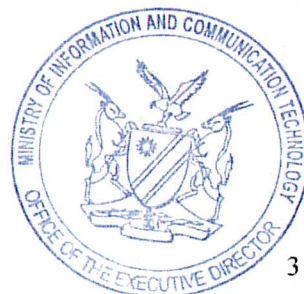
Cellphone: +264 811 459849

Email: [Hendrina.Filippus@mict.gov.na](mailto:Hendrina.Filippus@mict.gov.na)

7. 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.
8. Kindly note that nationals from certain countries need visas to travel to Namibia. **A TEMPORARY WORK PERMIT DOES NOT REPLACE A NORMAL VISA.** Normal Visas can be obtained from any Namibian Mission abroad.
9. Please submit the forms at your earliest convenience. MICT will require one **(1) week** in order to assess applications and submit to the MHAISS.  
MHAISS will require a maximum of three **(3) weeks** to process temporary work permits.
10. A copy of the temporary work permit will be emailed to you as soon as MICT receive it from MHAISS. Please make sure that the correct email address is reflected on your application form.
11. Any inquiries can be directed to **Lynette OR Hendrina** or at the numbers above. In their absence, enquiries can be directed to Ms. Brumelda English at telephone number +264 61 283 2667 / +264 811660358, Email: [Brumelda.English@mict.gov.na](mailto:Brumelda.English@mict.gov.na)



AUDRIN MATHE  
EXECUTIVE DIRECTOR





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?
7. Have you ever been restricted or refused entry to Namibia?
8. Have you ever been deported or ordered to leave Namibia?
9. Have you ever been convicted of any crime in any country?
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 or other skin disease; syphilis or any other venereal disease; or leprosy or acquired immune deficiency syndrome virus (AIDS virus), or any mental illness or affliction?

- 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 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, 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: \_\_\_\_\_  
\_\_\_\_\_  
Telephone number: \_\_\_\_\_
6. Name 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 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)**