

## **Requirements for tourist/holiday/business visa.**

- Completion of a visa Application form number 3-1/0033 in duplicate signed and dated.
- Attach a certified copy of your passport/travel document (bio information page).
- Two recent passport photos clear background (size 45mm×35mm).
- Passport must be 6months valid from the date of entry and at least three clean pages.
- Travel Medical /Health insurance.
- Proof of substance funds for the duration of stay in Namibia
- Copy of round trip intermarry indicating your trip in and out of Namibia ( Confirmed return air ticket)
- Hotel Reservations.
- Letter of invitation proof that they will be supported by a person who is a permanent resident of Namibia or is a Namibian if such a case applies with proper contact details and street address of the invitee.
- A non refundable fee of €30.00 shall be charged on all applications while the normal visa fee will be paid upon aproval respectively depending on which visa is applied

for.

- The applicant must complete the application forms in full and make sure each and every question is answered. Failure to do so will delay or negatively affect the outcome of the application.
- Health requirement: visitors travelling to Namibia through a yellow fever area of Africa need to be inoculated against yellow fever.
- No change of condition shall be allowed while on holiday or tourist visa.
- Motivation letter of invitation and business contact in Namibia is required for a business travel explaining briefly the purpose of the visit .

The processing period for visa is 2-3 working for normal application days and 1 working day for urgent visas (express)

**Definition of a business visa:** Business visa in Namibia is defined as a visa issued to people looking for prospect to set up formal business in Namibia ,exploration of busines oportunities,business people attending meetings at subsidiaries of their parent companes,official government visits,attendingconferences,coporate events,(not working)and meetings for which no remuneration is received,attending short training course(not more than 90 days),sports events and trade fairs.



**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 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? 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) _____	(a) _____
(b) _____	(b) _____	(b) _____	(b) _____
(c) _____	(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 you 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)



## REPUBLIC OF NAMIBIA APPLICATION FOR VISA INSTRUCTIONS AND INFORMATION

### IMPORTANT

(i) Failure to complete the visa application in detail may result in the delay or rejection of a visa.

(ii) A separate application form must be completed by each applicant over the age of 16 years and by each applicant under the age of 16 years who is in possession of his / her own passport.

(iii) Visas granted will be subject to the laws and regulations governing the admission of persons to the Republic of Namibia. A temporary visitor must, inter alia, be in possession of a valid passport which must bear a valid visa, if required, for entry into the Republic of Namibia; be of sound mind and body; have a clear record as far as certain criminal offences are concerned; and must satisfy the Immigration Officer at the port of arrival that he/she has sufficient means to support him/her for a reasonable period after his/her arrival, and for his/her return passage, if he/she is not in possession of a return ticket. The Immigration Officer may require from the temporary visitor to make a cash deposit if he/she cannot comply with any of the above-mentioned requirements.

### OFFICES AT WHICH VISAS ARE ISSUED

Diplomatic or consular representatives of the Republic of Namibia abroad. (See overleaf.) The Ministry of Home Affairs, Cohen Building, c/o Independence Avenue and Casino Streets, Windhoek (Postal Address: Private Bag 13200, Windhoek) and in the case of holders of official or diplomatic passport or Laissez Passer, the Ministry of Foreign Affairs, Windhoek.

### HOW TO OBTAIN VISA

Applicants must submit their completed applications to the nearest Namibian diplomatic or consular Representative at least 60 days prior to their proposed date of departure. Applicants in countries where Namibia is not represented may also send their applications directly to the Ministry of Home Affairs, Windhoek. Applications may also be transmitted through the various airlines, shipping companies or travel agencies arranging the applicant's visit to the Republic of Namibia.

If the request for visa is approved, the visa will be stamped in the passport and the passport returned. If the applicant's passport is not available, a loose leaf visa (i.e. a visa not endorsed in a passport) will be issued and forwarded to the applicant or his agent by airmail. If the date and place of arrival and the flight number are available, the Immigration Officer at the port of arrival in the Republic of Namibia will be advised accordingly, if necessary. In the case of urgency, the Ministry of Home Affairs will be prepared to advise the applicant or the agent who has submitted the application, by telegram, telex or facsimile of the outcome of the visa application. The visa or other document authorising the applicant's entry into the Republic of Namibia must be produced to the Immigration Officer at the port of arrival in the Republic of Namibia.

### PHOTOGRAPHS

An applicant who cannot submit his passport for a visa must attach two passport-type photographs, measuring 37 x 52 mm, to his/her visa application, and in the case where an applicant has to be forwarded by fax a copy of his/her photograph should accompany the application. The reverse side of the photographs must bear the applicant's name and signature.

### PASSPORT

A valid passport (valid for at least 6 months longer than the intended stay) must accompany the visa application except in the case of the passport not being available.

### HEALTH REQUIREMENTS

(1) Yellow fever - Inoculation is a requirement only if the journey to the Republic of Namibia entails passing through the yellow fever area of Africa by any other means than by a scheduled air service.

The validity of yellow fever certificates begins 10 days after the date of vaccination.

### PERSONS IN TRANSIT

Persons in applying for a transit visa must submit proof (if required) that they will be admitted to the country of their destination.

(This page must be retained by the applicant)