

VISA Application Information

Citizens of countries who qualify for visa upon arrival may apply for their visas upon entry at a cost of N\$1200.00 or U\$71.00 (depending on the exchange rate).

Citizens of countries who do not qualify for visa upon arrival may apply through Conference Link CC at a rate of N\$750.00 per visa per person.

Visas are valid for 90 days after date of entry in Namibia.

Visa applications should be done 2 months prior to arriving in Namibia.

Kindly see more information regarding countries exempted versus countries who require visas:

<https://mha.gov.na/immigration-control>

Requirements:

- Letter of Endorsement from MET
- Invitation letter to participant from IPBES
- Visa Application Form completed and signed by the applicant himself/herself
- Indemnity Form signed by applicant
- Copy of Passport certified by a **Commissioner of Oaths** (must be valid for 6 months after entry into Namibia and must have sufficient pages for entry and exit stamps)

NOTE:

A **Commissioner for Oaths** is a person who is authorized to witness the signing of important legal documents, including affidavits and statutory declarations. They are appointed by the Chief Justice and are usually, though not always, a solicitor.



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: AS PER YOUR PASSPORT
- 2. First Names: AS PER YOUR PASSPORT
- 3. Maiden name (if applicant is or was a married woman):
ONLY FOR MARRIED FEMALES

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 10 is in the affirmative, attach full particulars

- 12. Birth: (a) Date: YOUR DATE OF BIRTH (b) Place: YOUR PLACE OF BIRTH Country: THE COUNTRY OF BIRTH
- 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 ***VALID FOR 6 MONTHS AFTER ENTRY.**

- 15. (a) Present residential address: YOUR CURRENT ADDRESS
NOT YOUR ADDRESS WHERE YOU WILL BE STAYING IN NAMIBIA
- (b) Telephone number: (Code: _____) No: _____

- 16. Address and period of residence in country of which you are a permanent resident:
- (a) Residential address: ONLY IF YOU ARE A PERMANENT RESIDENT
IN A COUNTRY, WHICH IS NOT YOUR COUNTRY OF BIRTH
- (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: YOUR EMPLOYER

- (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: ONLY FOR
STUDENTS

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): NAME & ADDRESS OF VENUE WHERE CONFERENCE WILL BE HELD.
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: WHERE YOU WILL BE STAYING IN NAMIBIA Telephone number: _____
6. Name and addresses of relatives in Namibia: IF ANY

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 traveling through Namibia: ONLY IF YOU TRAVEL THROUGH NAMIBIA TO ANOTHER COUNTRY.

(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 full understand the meaning thereof

Date: _____ Signature: YOUR SIGNATURE

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



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

Ministerial Head Quarters
Private Bag 13200
Windhoek

Tel: (061) 2922111
Fax: (061) 2922185

POWER OF ATTORNEY

PLEASE NOTE:

- This Power of Attorney will only be valid for one application; it shall immediately terminate upon the completion of the requested procedure.
If submitting the application in person, the Agent must present his/her original identity document and an uncertified copy of the same.
If submitting the application via e-mail or post, the Agent must submit a certified copy of his or her ID.
The certification of the ID must not be older than 3 months.

DEFINITIONS:

- a) Agent, for this Power of Attorney, means someone who concludes a legally binding act on behalf of another (the Principal), having been so authorised by the Principal.
b) Principal means the person on whose behalf an Agent acts.
c) Ministry means the Ministry of Home Affairs, Immigration, Safety and Security.
d) Staff Member means a staff member of the Ministry, appointed in terms of the Public Service Act, 1995.

I, the undersigned YOUR NAME & SURNAME [First Names & Surname] a YOUR NATIONALITY [nationality] citizen with ID or passport number YOUR PASSPORT NO. of YOUR CURRENT ADDRESS [address] and YOUR TELEPHONE No. [telephone number], hereinafter referred to as "the Principal", in my personal capacity, do hereby nominate and appoint LEAVE BLANK [First Names & Surname], a LEAVE BLANK [nationality] citizen with ID No. / Passport No.: LEAVE BLANK of LEAVE BLANK [Address] and LEAVE BLANK [telephone number] hereinafter referred to as "the Agent" with no power of substitution, to be my lawful representative and Agent in my name, place and stead, to complete one of the following processes on my behalf at the Ministry: APPLICATION FOR VISA [SPECIFY APPLICATION TYPE]

UNDERTAKING:

- (a) The Principal has acquainted himself / herself with the gazetted fees charged by the Ministry for the service mentioned above, compared it to the fees charged by the Agent and accept the fees charged by the Agents;
(b) The Agent and Principal undertake to be bound by the laws of the Republic of Namibia and shall refrain from any corrupt practice or conduct in respect of the applications for services submitted by virtue of this Power of Attorney in particular and in relation to any conduct with the officials of the Ministry in general;
(c) The Agent shall, on behalf of the Principal, do or cause to be done whatsoever shall be required to be done by the Principal and shall be liable as if he or she was the Principal for any wrongdoing;



- (d) The Agent shall ratify, confirm, sign, or do whatever is required to be done by the Principal in accordance with the laws of the Republic of Namibia and shall be liable for any injury, loss, or damage that might be caused to the property of the Ministry or its staff members on the premises of the Ministry or through electronic transaction;
- (e) The Agent shall be treated equally with other members of the public by joining queues and shall not be permitted to conduct his or her business in the offices of staff members, as such, he or she shall not be accorded preferential treatment;
- (f) The Agent shall not use any staff member of the Ministry to conduct the business of the Agent whether or not it is for payment or for any other advantage; and
- (g) The Agent and the Principal shall indemnify and hold the Ministry and the Government of the Republic of Namibia harmless from and against all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation, attorney's fees and costs) which may arise out of, related to or resulting from any violation of the power of attorney by the nominated Agent.

Signed by the Principal at <u>PLACE</u> this <u>DATE</u> day of <u>MONTH</u> 202 <u>4</u> Signature: <u>YOUR SIGNATURE</u> In the presence of the following witnesses: 1. Full names: <u>NAME & SURNAME OF WITNESS</u> Signature: <u>SIGNATURE OF WITNESS</u> 2. Full names: <u>NAME & SURNAME OF WITNESS</u> Signature: <u>SIGNATURE OF WITNESS</u>	<u>LEAVE BLANK</u> Signed by the Agent at _____ this _____ day of _____ 202_____ Signature: _____ In the presence of the following witnesses: 1. Full names: _____ Signature: _____ 2. Full names: _____ Signature: _____
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