



EMBASSY OF THE REPUBLIC OF NAMIBIA

OFFICE OF THE COMMERCIAL COUNSELLOR

DOCUMENTS REQUIRED WHEN APPLYING FOR PERMANENT RESIDENCE

**TO BE COMPLETED AND SUBMITTED BY THE APPLICANT
(VOM ANTRAGSTELLER AUSZUFÜLLEN UND VORZULEGEN)**

1. Application form
(Antragsformular)
2. Questionnaire – Training Experience (3-1/0006)
(Fragebogen – Ausbildung)
3. Radiological Report (3-1/0004)
(Röntgenbericht)
4. Medical Certificate (3-1/0003)
(Ärztliches Attest)
5. Persons not applying for Permanent Residence (3-1/0010)
(Personen, die keine Daueraufenthaltsgenehmigung beantragen)
6. Declaration form (3-1/0007)
(Erklärung)
7. Questionnaire (3-1/0009)
Fragebogen
8. Proof of pension
(Rentennachweis)
9. Proof of real estate
(Nachweis über Grundstücks- und Hausbesitz in Namibia)

**FURTHER DOCUMENTS TO BE ATTACHED
(WEITERE DOKUMENTE, DIE BEIZUFÜGEN SIND)**

10. Passport copy
(Kopie des Reisepasses)
11. Two (2) passport photographs of each person
(2 Passfotos von jeder Person)
12. Original Police Clearance Certificate
(polizeiliches Führungszeugnis im Original)
13. Letter of Motivation
(Begründung, warum Daueraufenthaltsgenehmigung beantragt wird)

Note:

1. Incomplete forms and outstanding documents will cause unnecessary delays.
(Unvollständig ausgefüllte Formulare und fehlende Dokumente verursachen unnötige Verzögerungen.)
2. All documents must be in English or translated into English.
(Alle Dokumente sollten in Englisch abgegeben oder ins Englische übersetzt werden.)



**MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS**
APPLICATION FOR A PERMANENT RESIDENCE PERMIT

FOR OFFICIAL USE ONLY

Interviewed by
on
APPROVED: Signature
Date
Previous correspondence

Please read and comply with the instructions on page 4 and 5

- Note (a) Read all items careful and complete them in detail. A mere dash (-) is not acceptable.
(b) The completed form MUST be accompanied by the documents listed on page 4.
(c) In the case of married couples both the husband and the wife must sign and date this form.

1. Details of Applicant (Block letters):

		SURNAME		FIRST NAME(S)				
Sex	Marital status (never married/married/ widowed/divorced)	Date of birth	Country and place (town/city) of birth	Highest educational and vocational qualifications (or number of the years of schooling completed successfully)	Present nationality	Religion	Denomination of your church	For official use Permit numbers

PRESENT RESIDENTIAL ADDRESS: No:

2. (a) Details of: (i) husband if the wife is the applicant: (ii) unmarried children under the age of 21 of both husband and wife including those born out of previous marriages or out of wedlock: (iv) children, if any, of unmarried applicants. Full Details are required whether the person concerned intend to proceed to Namibia or not or are already in Namibia. If the applicant is a child details of parents, brothers and sisters under 21 years must be furnished.

Suburb and town/city:

Surname	First Name(s)	Relationship to applicant, e.g. wife, husband, son, daughter	Date of birth	Country and place (town/city) of birth	Highest educational and vocational qualifications (or number of years of schooling completed successfully)	Occupation	Present nationality	Religion	Denomina- tion of your church

- (b) Wife's maiden name and (c) any other former surnames
(d) Names of the persons mentioned under paragraph 2 (a) who do not wish to apply for permanent residence and the reasons therefor:

If a wife and children wish to join a husband who is already in Namibia or if a husband who in Namibia wishes his wife and children to join him the address of husband or wife must be furnished below:

<p style="text-align: center;">Present address</p>	<p style="text-align: right;">For:</p>
<p>4. DETAILS REGARDING APPLICANT AND (IF APPLICABLE) WIFE AND CHILDREN</p> <p>The following questions relate to you (the applicant) as well as to any person mentioned under paragraph 2 (a), and must be answered "YES" or "NO"</p> <p>(a) Have you or any of the persons concerned ever been</p> <p style="padding-left: 20px;">(i) convicted of a criminal offence even if such conviction is no longer on record against you or the person concerned?</p> <p style="padding-left: 20px;">(ii) declared insolvent?</p> <p style="padding-left: 20px;">(iii) the subject of civil action?</p> <p>(b) Will you or any of the persons concerned leave any debts behind on you departure or, if you already in Namibia, leave any debts behind abroad?</p> <p>(c) Is there a civil or criminal enquiry pending against you or any of the persons concerned?</p> <p>(d) Have you or any of the person concerned previously applied to immigrate to or to settle permanently in Namibia?</p> <p>(e) Have you or any of the persons concerned ever been refused permanent residence in or entry to or been repatriated or deported from Namibia or any other country?</p> <p>(f) Have you or any of the persons concerned ever previously been to Namibia for longer than three months?</p> <p>(g) Do you or any of the persons concerned suffer, or have any of you ever suffered from or been treated for any physical or mental disability?</p>	<p>N.B. If the answer to any of the questions 4(a) to (g) above is "YES" give FULL details below. In connection with question (a) (ii) state whether or not you or the persons concerned have been rehabilitated. In respect of question (f) actual period and addresses of residence must be furnished</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>5. Have you or any of the persons concerned ever emigrated to another country? If so, please state which person(s), the countries of previous immigration, and the year in each case</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

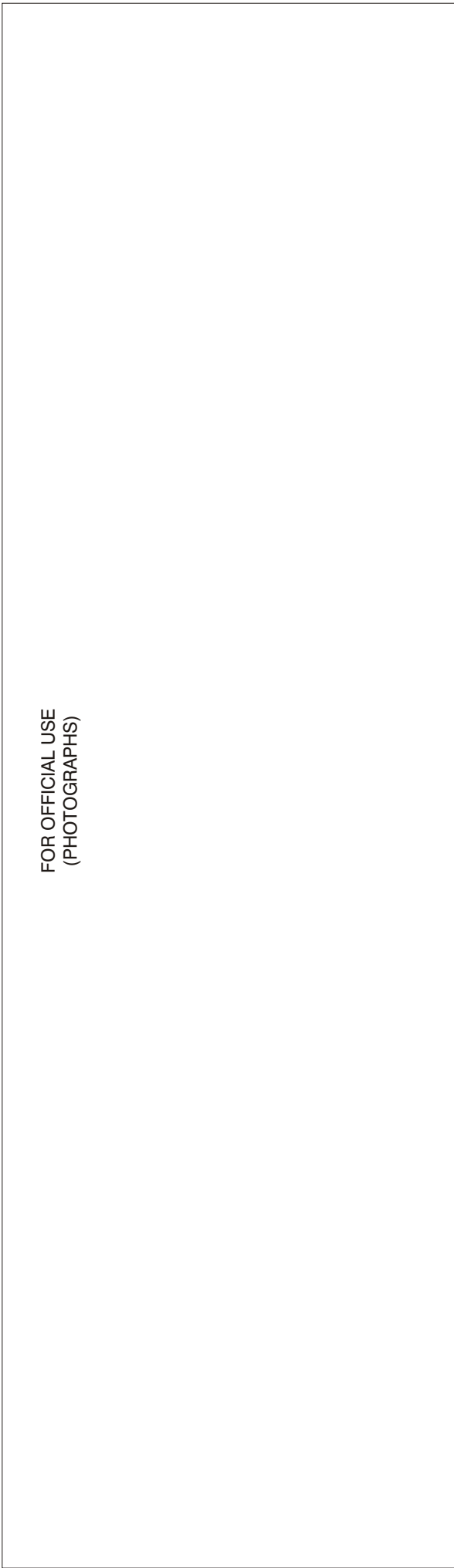
- 6. (a) What is your present occupation?
- (b) What occupation do you intend following in Namibia?
- 7. Name and address of present employer
- 8. Address at which you can be contacted in Namibia:

Note: Any incorrect information or false documents furnished in support of this application may result in the applicant and his/her dependants being refused permission to enter into or to remain in Namibia

9. We, the undersigned, declare that the photograph(s) submitted in support of this application are a true likeness of the person(s) whose address appear on the reverse side thereof and that the details reflected in this application and supporting documents are true and correct, that it is my/our firm intention to reside permanently in Namibia and that neither I/we nor any of the persons mentioned under paragraph 2(a) have ever received any financial assistance from the Namibian Government, or any agency acting on ist behalf, for the purpose of proceeding to and settling in Namibia.

Signature of applicant Date

Signature of legal spouse Date



PLEASE READ THE FOLLOWING IN CONJUNCTION WITH THE ACCOMPANYING INSTRUCTIONS:

- IMPORTANT:**
- (a) The documents listed below must be submitted by the persons indicated.
 - (b) "Applicants" on this page includes all persons whose names appear under paragraph 1 and 2 (a) on page: 1 and who intend to apply for a permanent residence permit.
 - (c) Documents which are not in English, must be accompanied by certified translations into English.
 - (d) The applicant and his/her spouse must sign this form. Where the applicant is a child both parents must sign this form.

1.	Photograph, not less than 3,80 cm x 3,80 cm x 3,80 cm	All applicants	A recent, passport – type, full-face photograph bearing the names of the applicants on the reverse side thereof. Machine-type instant photographs are not acceptable.
2.	Birth certificate, or extract from birth record	All applicants	Only original documents are acceptable.
2.1.	Change of name document i.e. Statutory Declaration or Deed Poll.	All applicants, where applicable	
3.	Medical report	All applicants	Must not older than six months at time of submission.
4.	Radiological report	All applicants 12 years of age and older	The report must not be more than six months old at time of submission. ("Mass X-ray" cards and separate radiological reports acceptable.)
5.	Questionnaire	All applicants 18 years of age and older who will not be employed	
6.	Police certificate(s)	All applicants 18 years of age and older in respect of all counties of residence in excess of 12 months	
7.	Marriage certificate, or extract from marriage record.	All married applicants.	
8.	Final divorce decree(s) and all relevant court orders regarding custody of children and maintenance	All applicants who have been divorced	Required irrespective of whether or not the person concerned has since re-married.
9.	Death certificate of late spouse	All widows and widowers.	

10. Questionnaire, if not already submitted (training and experience)	All applicants who will be employed in Namibia	<p>N.B. (a) Full details of both training and experience are essential to confirm an applicant's ability to perform the occupation in Namibia. (b) Documents submitted in support of this section must indicate the actual dates of training and/or employment and also the capacity or occupation in which trained and/or employed. (c) Present employer's work reference may be submitted at a later date is so desired.</p>
11. Highest educational, trade and/or professional certificates	All applicants who will be employed in Namibia	
12. Work references or certificates of service covering at least the last five years	All applicants proceeding to pre-arranged employment	
13. Offer of employment	All applicants proceeding to prearranged employment	
14. Proof of financial resources	All applicants who are retiring to Namibia, who will be entering into a business partnership.	
15. Consent of both parents or guardian	All single applicants under the age of 21.	The job offer must state clearly the occupation to be followed and must not be older than six months at time of submission.



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS
QUESTIONNAIRE – TRAINING AND EXPERIENCE
(PERMANENT RESIDENCE)

REF:

Persons who intend to apply for a residence permit in the Republic of Namibia are requested to fill in this questionnaire and return it to the Under Secretary, Department of Civic Affairs, Private Bag 13200, WINDHOEK

	Mr				
Name and First Name(s)	Mrs				
	Miss			
Present Address:				
	(All First Names as reflected on birth certificate)				
.....					
Nationality at present:	At birth:	Religion:
Date of birth:	Birthplace:	Country:
			Age	
Marital Status	Never married	married	widowed	divorced	estranged

Do you or any of your dependents suffer or have any of you ever suffered from any physical or mental disability? Yes No

If "yes", please give full details

Will your wife and child(ren) accompany you to Namibia? Yes No

If "no", please state reasons therefore

Number and age of all your children

Details regarding children over the age of 15 years but not older than 21 years

Name:	Date and place of birth:	School and professional qualifications:
.....
.....
.....

Have you ever been to or resided in Namibia?

Is so, please state type of visa and exact dates (from/to) of stay:

IMPORTANT:
 Questions (A) and (D) to (L) must be completed by all applicants in detail:

(A) SCHOOL EDUCATION

Number of year in schooling:

Primary School: Years Secondary School Years

High School: Years Professional School..... Years

Year in which passed:

Highest examination passed:

(L) LANGUAGE PROFICIENCY

(i) What is your mother language?

(ii) What is your proficiency in other languages? (Answer "A" = very good; "B" = good; "C" = fair or "D" = nil under the different headings)

Speak	Read	Write
(a) English		
(b)		
(c)		

(M) Details of relatives/friends resident in Namibia

NAME	ADDRESS	RELATIONSHIP
.....
.....
.....

(N) All addresses where you resided from the age of 18 years:

No. and Street	City	Country
.....
.....
.....
.....
.....
.....
.....
.....
.....

Name of your father:.....
 Surname First Name(s) Date of birth Place of birth

Maiden Name of your Mother:.....
 Maiden Name First Name(s) Date of birth Place of birth

.....
 Signature of Applicant Date

(O) IF MARRIED OR INTEND MARRYING BEFORE LEAVING, THE FOLLOWING DETAILS ARE REQUIRED IN RESPECT OF YOUR SPOUSE:

Surname, christian name(s) and maiden name:

Place of birth: Country: Date of birth:

Nationality: At birth: Religion:



**REPUBLIC OF NAMIBIA
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MEDICAL CERTIFICATE

CONDITIONS OF A RECCURENT NATURE

Although the person(s) may be generally in a good state of health at the time of the examination, it would be appreciated of the medical officer/practitioner could furnish any details of any disease, condition or defect the person(s) has/have suffered and which might recur.

I hereby certify that I have examined the following person(s)

- | | |
|---------|---------|
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |
| 7 | 8 |

and find him/her:

- (a) not mentally disordered* or physically defective in any way;
- (b) not suffering from leprosy, venereal disease, trachoma, tuberculosis or other infectious or contagious diseases;
- (c) generally in a good state of health;

except for the following defects observed:

Name of person(s) (Please type or print)

.....
.....
.....
.....

Signature of medical officer/practitioner

Official stamp and address of medical officer/
practitioner/hospital

Date:

Int. Code	* "Mental disorders" includes the following:
290-299	All psychoses
300	Neurosis
301	Personality disorders
303-304	Addictions
308	Behaviour disturbances of childhood
310-315	All forms of mental retardation
320-349	Epilepsy and all other forms of degeneration of the central nervous system



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RADIOLOGICAL REPORT

Note:

- (1) A radiological report of the chest is required in respect of every prospective immigrant 12 years of age and over.
- (2) The radiologist must insert the names of the prospective immigrants examined by him in the space provided for that purpose on the form. Unused space must be crossed out.
- (3) A separate report is required in respect of every applicant suffering or suspected to be suffering from tuberculosis.

I hereby certify that I have radiologically examined the chest(s) of the following person(s) and that I could not find any signs of active pulmonary tuberculosis.

- Name:
- (1)
 - (2)
 - (3)
 - (4)
 - (5)
 - (6)

Official stamp and address of Radiologist/Hospital:

.....
Radiologist

.....
.....

Date:

.....
.....



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PERSONS NOT APPLYING FOR PERMANENT RESIDENCE

1. If any member of the family (i. c. husband, wife or children under 21 years of age) are not applying for permanent residence because they (a) obtained permanent residence on a previous occasion or (b) their birth were registered in Namibia or (c) they are naturalised Namibian citizens or (d) they are exempt from applying for permanent residence for any reason whatsoever, it is essential that the following information be furnished:

Present surname	Surname at birth and previous surname	First names	Date of birth	Place of birth (Country)	Permit for Permanent Residence number	Namibian Identity Number	Number and date of Naturalisation Certificate
1.							
2.							
3.							

2. Details of parents of the abovementioned persons:

Full names	Father of 1	Mother of 1	Father of 2	Mother of 2	Father of 3	Mother of 3
	Place of birth					
Date of birth						

I certify that I have verified the above information form (state documents scrutinized)

Additional comments/General remarks:

Rank:

Office Stamp

Designation:

Date:



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS

DECLARATION FORM

To be submitted in conjunction with Application for Permanent Residence for completion in respect of every person who entered the Republic of Namibia

FOR OFFICIAL USE ONLY
P/R granted on
Permit(s) Not(s)
Entered by
Date

1. Mode of travel Place of departure

2. The following particulars are to be furnished in respect of yourself, your wife and children which accompanied you:

Name (Blockletters)	Sex	Date of birth	Citizenship (state country of which you are a citizen)	Passport No.	Details of arrival	
					Place	Date
Self						
Wife						
1st Child						
2nd Child						
3rd Child						
4th Child						
5th Child						
6th Child						

3. Marital status (mark with a cross)	Single	Married	4. Reason for coming to Namibia (mark with a cross)	Business Holiday	Intransit	Permanent residence	Fonner resident returning after permanent residence abroad
	Widowed	Divorced		Study	Permanent residence		

5. State (a) country where you were permanently resident prior to your departure from Namibia
 and (b) your present occupation/occupation as specified on immigration permit

I have scrutinized the passport(s) and certify that the particulars therefore entered on this form are correct.

Place: Commissioner of Oaths
 Date: Designation:
 Signature of head of Family



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS

DEPARTMENT OF CIVIC AFFAIRS

QUESTIONNAIRE

(ALL APPLICANTS (18 YEARS AND OLDER) WHO WILL NOT BE EMPLOYED

TO PREVENT DELAY, THIS FORM BE COMPLETED IN DETAIL (PLEASE PRINT OR TYPE)

A. Name of applicant: MR/Mrs/Miss (Surname) (First) (Middle) (Maiden)
B. Other names/ Former names C. Marital status
D. Occupation
E. Birthplace: City/Town State/Province Country F. Birth date (Day Mth Yr)
G. Nationality at birth H. Present nationality
I. Passport (Number) (Issued by) (Expiry date)
J. Present residence: No. and street City/Town Country Since (Mth Yr)

K. Name of your spouse (Surname) (First) (Middle) (Maiden)
L. Name of your father (Surname) (First) (Middle) (Maiden)
M. Father's birthplace (City/Town) (State/Province) (Country)
N. Date of birth (Day Mth Yr) His nationality at birth
O. Maiden name of your mother (Surname) (First) (Middle)
P. Mother's birthplace (City/Town) (State/Province) (Country)
Q. Date of birth (Day Mth Yr) Her nationality at birth

R. Employment record (to cover full period of employment)
From Mth/Yr To Mth/Yr Name and address of employer
(i)
(ii)
(iii)
(iv)
(v)
(vi)
(vii)
(viii)

Signature of Applicant

Date

OFFICES AT WHICH VISAS ARE ISSUED

A

1. The Ministry of Home Affairs
Cohen Building
c/o Independence and Casino Streets
Private Bag 13200
Windhoek

2. The Ministry of Foreign Affairs
(In the case of official & Diplomatic
Passports or Liassez Passer)

7. Nigeria
High Commissioner: Mr N. Amagulu
PMB 800015, Victoria Island, Lagos
Fax (0690) 619 323
C/O The Embassy of Angola
P.O. Box 50437 IKOYI, Victoria Island
Lagos
Tel (0690) 615 000
Telex 5090 522 650 EKOHTL

B Namibian Diplomatic Missions Abroad

1. Angola
Ambassador: Mr J. Ya Otto
Rua Rei Katyavala 6
P.O. Box 953, Luanda
Tel (09244) 339 234 / 339 235

2. Belgium
Ambassador: Mr Shapua Kaukungua
Stephanie Square, Business Centre SA.,
65 Avenue Louise, 1050 Brussels
Tel (09322) 535 7801
Fax (09322) 535 7766

3. Cuba
Ambassador: Mr E. Akwaake
Quinta Avenida 11004, Esq 110, Miramar
Havana
Tel (09537) ask Havana 45816
Fax (09537) 328 772

4. Ethiopia
Ambassador: Mr Pius Asheeke
Higher 17, Kebel 19, House no 002
P.O. Box 1164, Addis Ababa
Tel (092511) 611 966 / 612 055
Fax (092511) 612 677

5. France
Ambassador: Nangolo Leonard Lipumbu
224/226, rue de Faubourg, Saint Antoine Paris
Tel (09331) 4265 2424
Fax (09331) 4348 3047

6. Germany
Ambassador: Ms Nora Schimming Chase
Haus Berlin, Rheinallee 40, D-5300, Bonn 2
Tel (0949 228) 353 175
Fax (0949 228) 361 833

8. Sweden
Ambassador: Mrs Tonata Emvula
Luntmakargatan 86-88, 111 22 Stockholm
Tel (09468) 612 7788
Fax (09468) 612 6655

9. United Kingdom
High Commissioner: Mr Veiccoh Nghiwete
34 South Molton Street, London W1Y 2BP
Tel (094471) 408 2333
Fax (094471) 495 6157

10. United Nations
Representative: Dr. T. Huarak
135 East 36 Street, New York
Tel (091212) 685 2003
Fax (091212) 685 1561

11. United States of America
Ambassador: Mr T. Kalomoh
7th Floor, 1413 K Street, N.W.
Washington D.C. 2005
Tel (091202) 234 6047
Fax (091202) 286 0443

12. Union of Soviet Socialist Republics
Ambassador: Mr N. Nashandi
Str. Konyushkovskaya, 28, Moscow
Tel (07095) 252 2471
Fax (07095) 253 9610

13. Zambia
High Commissioner: Mr Charles Shihepo
6968 Kabanga Road
Rhodes Park, Lusaka
Tel (092601) 252 497
Fax (092601) 252 497



EMBASSY OF THE REPUBLIC OF NAMIBIA

OFFICE OF THE COMMERCIAL COUNSELLOR

Wichmannstrasse 5
10787 Berlin

Tel.: (030) 263 9000
Fax.: (030) 2540 9555

<u>VISA GEBÜHREN</u>	<u>VISA FEES</u>	<u>€</u>
Einfaches Einreisevisum	Single Entry Visa	40.00
Zweifache Einreise	Dual Entry	60.00
Express-Visum	Express Visa	70.00
Geschäftsvisum	Business Visa	60.00
Arbeitsvisum für weniger als 3 Monate	Work Visa for less than 3 months	45.00
Durchreisevisum	Transit Visa	30.00
Wiedereinreisevisum	Re-Entry Vis	30.00
Arbeits-/Studienerlaubnis	Work/Study Permit	95.00
<p>Jedem Antrag für einen Studien-, bzw. Arbeitsaufenthalt oder eine Aufenthaltsgenehmigung muß eine Gebühr von € 30.- beigefügt werden (Rückersatzung nicht möglich). Die restliche Summe ist bei Genehmigung des Antrags bei der Einreise in Namibia zu entrichten.</p>	<p>Every application for a Study, Work, and Residence permit should be accompanied by € 30.- processing fee (not refundable) and the rest to be paid if the application is approved.</p>	
Vorläufige Aufenthaltsgenehmigung	Temporary Residence Permit	55.00
Daueraufenthaltsgenehmigung	Permanent Residence	1410.00

Jeder Antragsteller sollte sein Antragsformular und die nötigen Gebühren rechtzeitig einreichen, damit genügend Zeit für die Bearbeitung bleibt, und sollte dem Antrag Briefmarken/ das Porto für das Zurücksenden der Dokumente beilegen.

Every applicant should send the application forms and the required fees in good time to allow enough time for processing and should enclose with the application stamps or postage fees for returning the document.

Gültig ab November 2003 /Valid from November 2003