

**Angaben zum Reisenden / Traveler data** (pro Auftrag ist nur ein Auftragsformular nötig/Per order only one visa request form is required)

Reiseland/Country to Visit

Anzahl Einreisen/Nombre of Entries

Business - Tourist - Technical

Nachname/Last Name

Vorname/First Name

Nationalität/Nationality

Email

Telefon/Phone

**Angaben AssistentIn/Assitant data** (falls zutreffend/if available)

Nachname/Last Name

Vorname/First Name

Email

Telefon/Phone

Handy Nr./Cell phone

**Rechnungsadresse / Billing address**

Firmenname/Company Name

z.Hd./Attention to

**Rücksendeadresse / Passport return address**

Firmenname/Company Name

z.Hd./Attention to

*falls zutreffend/if available*

Genaue Adresse/Exact Address

Genaue Adresse/Exact Address






**Auftragsnummer/Kostenstelle/PO-Number/Cost Center**

**Rücksendung Pass/Return address for passport**

☐ Gleiche Adresse wie Rechnungsadresse/Same address as billing address

**Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.**  
**For administrative reasons we require credit card payment for private persons.**

**Zahlung/Payment**

☐ Rechnung/Invoice

☐ Kreditkarte/Credit Card

**Kreditkarten-Nummer**

*Creditcard number*

**MM/JJ**

*Expiry Date*

**Datum des Auftrags/Date of Request**

**Pass zurück bis/Passport returned until:**

*please avoid sunday as returning date*

**Wählen Sie die Rücksendung/Select Return Shipment** (gilt nicht für eVisas/not valid for eVisas)

☐ Swiss Post Registered A-Post next working day (Monday-Friday)

☐ Swiss Post Registered EXPRESS next day (Monday-Saturday)

☐ DHL Courier Standard next working day (Monday-Friday)

☐ DHL Courier Rapid next working day (Monday-Friday)

☐ Courier - price on request

☐ Courier International - price on request

**Required documents:**

**Namibia - Business**

**Validity of Visa:**

90 days

**Max. Duration of stay:**

90 days

**Permitted entries:**

1x/multiple

- Our Visa Request Form
- Application form PDF - please fill in the application form
- Original passport, valid at least 6 months beyond return date
- If non-Swiss - Copy Swiss residence permit B, C or G
- 2 passport photos 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)
- Flight ticket
- Hotel reservation for the entire stay
- Invitation letter: With company stamp, signature, indication of place of activity - Copy/scan sufficient (colored, good quality) - required language: english
- Employer's letter (letter of assignment with cost coverage and confirmation of employment) - Copy/scan sufficient (colored, good quality) - required language: english
- Additional documents: passport should have minimum 3 blank pages.
- Additional documents 2: employer letter should mention full coverage of medical insurance in Namibia.

**Submission procedure: The application/passport is submitted and collected by us. Personal appearance by the applicant is generally not necessary. Send us all necessary documents by swiss post registered letter to our P.O. Box address.**

Processing time standard application      1 working week

Processing time express application      not available

Processing time urgent application      not available



**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**

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) _____      |
| (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)**