



Filming in Namibia - Important Information

All film and photography crew that intend to film or take professional Photographs in Namibia are required to adhere to the following procedures:

Permission to film in Namibia

Production companies coming to film or photograph are requested to complete a filming permit application form which is made available by the Namibia Film Commission (NFC), it can be downloaded from the website: www.nfc.com.na otherwise it can also be requested by email at info@nfc.com.na can be downloaded from the website: www.nfc.com.na

The Contact details of the **Namibia Film Commission** are as follows:

The Executive Secretary
Namibia Film Commission
P.O. Box 40715
Ausspannplatz
Windhoek, Namibia
Tel: +264 61 381900 | Fax: +264 61 256054
Email: info@nfc.com.na | website: www.nfc.com.na

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A filming permit application fee or administration fee of **N\$ 500.00** or **N\$55.00 Euros** should be paid to the Namibia Film Commission: Issuing of a permit takes up to three working days.

Account Name Namibia Film Commission

Bank Name First National Bank Namibia

Acc. Number 62086706515

Branch Windhoek Commercial Suite

Branch code 281-972

Swift code FIRNNANX

Application for Work Visa

All foreign crew and professional photographers intending to work in Namibia should have a valid temporary work visa. The applicants should complete a form from the Ministry of Home Affairs and Immigration entitled "APPLICATION FOR VISA" which is also available on our Website. The completed forms together with the Permission letter to film in Namibia

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The amount required for a visa to be processed is **N\$1080.00 [64.59 Euros]** for a three month visa and **N\$2160.00 [129.17 Euros]** for a six month visa [**non- refundable**]. These amounts should be deposited into the bank account of the Ministry of Home Affairs. Issuing of a temporary working visa takes up to 14 working days.

The Bank details for the Ministry of Home Affairs are as follows:

Bank Name: Bank of Namibia

Branch Code 980172

Acc Holder Ministry of Home Affairs

Acc Number 165003

Swift code CBKNNANX

Local Facilitation

If local facilitators, who may be individuals, tour operators or production companies require the NFC to process visa applications on behalf of their clients, a fee of **N\$500.00** per visa application is payable.

Filming in National Parks

All filming and professional photo shoots in National Parks requires permission from the Ministry of Environment and Tourism. If a film or photography crew wishes to film in a national park, they have to fill out a form entitled "APPLICATIONS FOR THE CREATION OF VISUAL, AUDIO OR AUDIO VISUAL RECORDINGS AND PROFESSIONAL PHOTOGRAPHY IN PARKS OF THE MINISTRY".

Ministry of Environment and Tourism

The Director

Mr Cogar Sikopo

Parks and Wildlife Management

Tel: +264 61 284 2518 | Fax: + 264 245 160

Website: www.met.gov.na

Heritage sites

When carrying out filming and photography activities at National Heritage sites, a production company must apply for a permit at the Department of Heritage Research of the National Heritage Council of Namibia.

National Heritage Council of Namibia

obtained from the NFC as well as proof of payment and copy of the passport of applicants should reach our offices by fax or email.

52 Robert Mugabe Avenue

Private Bag 12043. Ausspannplatz

Windhoek

Tel: +264 61 244375 | Fax: +264 61 246872

Email: alma@nhc-nam.org

Mining areas

For filming in mining areas, contact:

The Ministry of Mines and Energy

Commissioner of Mines

Mr. Erasmus Shivolo

Tel: 264 61 284 8167

Email: eshivolo@mme.gov.na | Website: www.mme.gov.na

Cape Cross or Seal Island

A permission letter must be addressed to the office of the Permanent Secretary for filming in protected or restricted areas. Please contact:

The Ministry of Fisheries and Marine Resources

The Permanent Secretary

Ms. Ulitala Hiveluah

+264 61 205 3007

Email: uhiveluah@mfmr.gov.na | Website: www.mfmr.gov.na

For General information, contact:

Ministry of Fisheries and Marine Resources

The Public Relations Office

Mr. Albert Mbanga

Tel: + 264 61 205 3084

Email: ambanga@mfmr.gov.na

Namibian Airports

For filming at Namibia's various airports, contact:

Namibia Airports Company

General Manager: Commercial Department

Ms. Toska Sem

Tel: + 264 61 295 5120 | Fax: + 264 61 295 5053

Email: tsem@airports.com.na | Website: www.airports.com.na

Filming in Windhoek

Windhoek is the capital city of Namibia with a population of over 250-thousand inhabitants. For filming within the boundaries of the City of Windhoek, a permission letter must be written to the Windhoek City Police. Please contact:

Head of Windhoek City Police

Mr. Abraham Kanime

Tel: + 264 61 290 2700

Email: kan@windhoekcc.org.na | website: www.cityofwindhoek.org.na

For General information about the City of Windhoek, contact:

Manager: Corporate Communications, Customer Care, Marketing and Tourism

Mr. Joshua Amukugo

Tel: + 264 61 290 2044

Email: jam@windhoekcc.org.na

Filming in Swakopmund

The Town of Swakopmund is the most sought after location in the west with its beautiful dunes and coastline. For filming in the City of Swakopmund, contact:

Chief Executive Officer

Mr. Eckardt Demasius

Tel: 264 64 410 4100 | Fax: + 264 64 410 4629

Email: swkmun@swkmun.com.na | Website: www.swkmun.com.na

For General Information on Swakopmund

The Public Relations Office

Immaculata Ortner

Tel: +264 64 410 4103

Fax: + 264 64 4104 120

Email: iortner@swkmun.com.na

Filming of Minority Groups

When filming or taking professional photographs of the minority groups in Namibia, specifically referring to the San or Himba tribes:

Kindly contact the **Legal Assistance Centre (Mr. Willem Odendaal)** on Tel: + 264 61 2233 56 / +264 81 2880877 or email: wodendaal@lac.org.na

Completion of Location Production Expenditure Report

All film production companies are requested to complete a Location Production Expenditure Report after completion of filming. This report provides valuable information about the impact of the said production that will be used to support the work of the Commission

Carnet

Film production or photography companies should obtain an ATA Carnet for their Filming equipment before departure from their country of residence. However, if carried as part of luggage, you will only need to complete an inventory list of the equipment for presentation at Customs.

Copies of Film

After completion of filming activities, production companies are requested to provide the NFC with two edited copies of their product, in whatever format for our archives and records.

We welcome you to Namibia, Africa's best kept secret...