

## **REQUIREMENTS FOR THE TEMPORARY WORK PERMIT**

1. Representation by Employer form (3-1/002)
2. Application Form (3-1/0001)
3. Radiological Report (3-1/0004)
4. Medical Certificate
5. Two (2) Passport size photos of applicant and accompanying spouse
6. Highest Educational Qualifications and/or Certificates
7. Previous Work Reference or Certificates of Service
8. Police Clearance Certificate from Country of Origin For applicants 18 and older)
9. If married to a Namibian Citizen, Marriage Contract
10. If position was advertised, a copy of Advertisement
11. A letter from Namibian Company/Institution
12. A letter from Company/Institution from which you are presently employed with
13. Copy of valid Passport
14. Deed of Surety
15. Payment of US\$ 150.00 in the form of cash, money order or certified check (personal checks are not accepted) for the processing of the entry permit. *\* Additional charges may be applied by the different line Ministries or Institutions.*

### NOTE:

- ❖ An official translator *must* translate all documents or certificates into English.
- ❖ All forms must be duly filled (clearly and legibly).
- ❖ Submission of incomplete requirements will result to delay in application.
- ❖ **All permits are subject to the approval of the Ministry of Home Affairs before entering Namibia; therefore applicants who acquired permits from the other Namibian Ministries or Institutions are still required to get an approval from the Ministry of Home Affairs for it to be acknowledged.**