

TEMPORARY RESIDENCE PERMIT FOR WORK PURPOSES

FORMS AND DOCUMENTS REQUIRED

- NOTE:
1. Incomplete forms and outstanding documents will cause unnecessary delays.
 2. All documents must be in English or translated into English

TO BE COMPLETED AND SUBMITTED BY THE APPLICANT

- Application form (form3-1/001) (Please read directives carefully)
- Copy of marriage/divorce certificate (par.6) if married to a Namibian citizen, proof of citizenship
- Copy of travel document or passport (only those pages reflecting the particulars of the passport/applicant) (par.8).
- Two passport type photos of each applicant.
- Copy of educational and/or training certificate (par. 18b)
- Copies of certificates of service (par. 18d)
- Medical certificate and radiological report
- Police clearance certificate

TO BE COMPLETED AND SUBMITTED BY THE EMPLOYER

- Work offer (representation by employer) (Directives must be carefully followed).
- Motivational letter from prospective employer.
- Deed of Surety (see instruction for completion at bottom of document).
- Proof of advertisement of vacancy in local newspaper/s.
- If applicant is applying for a vacancy in the Government Service a letter of recommendation signed by the Permanent Secretary of that Ministry is required.
- A handling fee of N\$80-00 must accompany your application.
- If applicant is a medical officer, proof of registration with the Medical Board of Namibia.
- If applicant is an engineer, proof of registration with the Namibia Engineering Council.



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS

APPLICATION FOR TEMPORARY WORK OR STUDY PERMIT

DIRECTIVES:

1. This form must be completed in BLOCK Letters.
2. All items must be completed in detail. A mere dash is not acceptable.
3. Failure to complete in detail will cause unnecessary delay.
4. The completed form must be forwarded to the Under-Secretary, Department of Civic Affairs, Private bag 13200, Windhoek, Namibia.

PARTICULARS OF THE APPLICANT

1. Surname: _____
2. Maiden Name (if applicable): _____
3. First Names (in full): _____
4. Particulars of birth:
 - (a) Date of birth: _____
 - (b) Place of birth: _____
(District) (Country)
5. Sex:

MALE	<input type="checkbox"/>
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FEMALE	<input type="checkbox"/>
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6. Marital status (Indicate by means of an "X" whatever is applicable and attach copy of marriage certificate)
Single ☐ Married ☐ Window/Windower ☐ Seperated ☐ Divorced ☐
*If seperated, state whether divorce proceedings have been instituted and when final divorce is expected:

(Copy of document to be attached)
7. Identity number: (if available) _____
8. Passport or other travel document:
 - (a) Number: _____ (b) Date of expiry _____
 - (c) Issuing Authority (attach document) _____
 - (d) Nationality: _____
 - (e) Immigration Permit Number?: _____ (f) Date of issue: _____
9. Particulars of residence in Namibia (if any): (If not, complete paragraph 13)
 - (a) date of entry: _____
 - (b) Postal address in Namibia: _____
 - (c) Residential Address: _____

Telephone Number: _____
 - (d) If you are already working Namibia or on a visit, state number and date of your temporary residence permit:

 - (e) If you have no permit explain circumstances under which you find yourself in Namibia:

10. (a) If married, state full name of spouse (including maiden name, where applicable): _____
 - (b) Place and date of birth of spouse: _____
 - (c) Name and address of employer of spouse (if employed): _____

11. Particulars of children:

Full name and registered surname of each child	Date of birth	Place (district) of birth	Sex
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

12. Present permanent residential address of the spouse and children outside Namibia (if not accompanied by applicant):

13. Present address outside Namibia:

(a) Residential: _____

(b) Postal: _____ Telephone number _____

14 (a) Will your dependants accompany you:

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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(b) If not, state reason: _____

15. Occupation of applicant: _____

16. Contemplated period of residence in Namibia: _____

17. If purpose of entry is to accept employment state:

(a) Nature of employment: _____

(b) Name and address of firm/person offering employment or sponsoring applicant. (If you have an offer of employment in Namibia, attach copy):

18. Details of training and experience: _____

(a) School education	From	To
Primary School: _____	_____	_____
Secondary school: _____	_____	_____
Highest Examination Passed: _____	_____	_____
Major subjects: _____	_____	_____

(b) Higher education or special training (Copies of relevant documents to be attached)

Name of College, University or institution attended: _____

Prescribe duration of course: _____

Period attended: From: _____ To: _____

Major subjects: _____

Degree, Diploma or Certificate obtained: _____

(c) Trade qualifications: _____

Duration of apprenticeship training: From: _____ To: _____

Trade in which qualified: _____

(d) Record of employment: (The details furnished must be in date order including periods of employment for the last 5 years)

(Submit documentary proof)

Name of Firm/Employer	Address where located	From	To	Nature of work

(e) Describe briefly your last duties: _____

(f) What is the trade or business of your last employer? _____

(g) What was your last monthly salary or income per month? _____

(h) What amount of money will you transfer to Namibia? _____

(j) Do you receive a pension or do you have a private income? If so, please give details:

(k) Language proficiency:

(i) What is your mother tongue? _____

(ii) What is your proficiency in other languages (Answer YES or NO)

	Speak	Read	Write
(aa) English	_____	_____	_____
(bb)	_____	_____	_____
(cc)	_____	_____	_____
(dd)	_____	_____	_____

19. If purpose of entry is to study, state:

(a) Reason for study in Namibia: _____

(b) Nature of course: _____

(c) Intended period of study: _____

(d) Name of educational institution (attach copy of registration certificate)

20. Have you any time applied for a permit to reside in Namibia?

YES ☐

NO ☐

21. Have you ever been restricted, or refused entry into Namibia?

YES ☐

NO ☐

22. Have you ever been deported from or ordered to leave Namibia or any other country?

YES ☐

NO ☐

23. Have you ever been convicted of any crime in any country?

YES ☐

NO ☐

24. Are you suffering from any infectious or contagious diseases?

YES ☐

NO ☐

25. Particulars if the reply to one or more of the questions 20 to 24 is in the affirmative: _____

26. If your spouse was born outside Namibia and resides in Namibia, state whether permanent residence has been granted to him/her or his/her parents and, if so give the number of residence permit: _____

27. If you reside outside Namibia at the time of this application, a medical certificate from a doctor in that country to the effect that you are free from infectious disease and physically fit for the type of work which you will perform in Namibia, must be attached to this application.
28. I clearly understand that if the application is approved, the work permit will not entitle me to reside permanently in Namibia and on expiration of the validity or the cancellation of the permit or the termination of my service or whenever the Ministry of Home Affairs so decides, I will leave the country forthwith. My employer or myself will be solely responsible for my accommodation. I realise that my spouse and children may not enter Namibia unless they acquire residence rights in Namibia
29. I solemnly declare that I understand the aforesaid conditions and that the information furnished in this form is true and correct.

SIGNED at _____ in the presence of the undersigned two
witnesses on this _____ day of _____ 20____

SIGNATURE OF APPLICANT

AS WITNESSES:

1. _____
2. _____



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS
MEDICAL CERTIFICATE

CONDITIONS OF A RECURRENT NATURE

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

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

- | | |
|---------|--------|
| 1 | 5..... |
| 2 | 6..... |
| 3 | 7..... |
| 4 | 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 infection or contagious deseases;
(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

.....

Date:.....

.....

Int. Code * “ Mental disorders” includes the following:	
290-299	All psychoses
300	Neurosis
301	Persoality 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.



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS
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 spaces 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 find no signs of active pulmonary tuberculosis.**

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

Official stamp and address of Radiologist/Hospital:

..... Radiologist
Date:



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS

DEED OF SURETY

WHEREAS (1)
.....

is an intended visitor/employee to Namibia and (1).....
.....

may be repatriated or deported from Namibia by the Government of the Republic of Namibia which may involve certain expenses and costs.

NOW THEREFORE, I

(2)

do hereby bind myself as surety and co-principal debtor to the said

GOVERNMENT OF THE REPUBLIC OF NAMIBIA
(hereinafter called 'the Government')

- (a) of all expenses and costs to be incurred for the repatriation or deportation:
- (b) the care, treatment and maintenance of the said person by the Government and/or a local authority and/or any other public body of

(1)

and the amount thereof (not exceeding N\$.....) shall be in the sole discretion of the Ministry of Home Affairs on behalf of the Government, and I hereby renounce all benefits arising out of the legal exceptions ordinis seu excussionis et divisionis with the full force and effect with which I acknowledge myself to be acquired.

I choose my domicilium citande et executandi for all purposes of and in connection with this deed as follows:

.....

SIGNED AT this day of 20 in the presence of the undersigned witnesses.

.....
(Signature)

AS WITNESSES:

1.

2.

REVENUE
STAMP

(3)

* (1) Full name of visitor/employee, in block letters
(2) Full name of employer, guardian, relative or bank giving surety, in block letters.
(3) Under item 20 of the first Schedule of Act 77 of 1968 5c for every N\$100 or part thereof.



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS

IMMIGRATION CONTROL ACT, 1993
ANNEXURE TO APPLICATION FOR EMPLOYMENT PERMIT
(Section 27(1)/Regulation 17)

REPRESENTATION BY PROSPECTIVE EMPLOYER

1. Surname and full first names of applicant (prospective employee):

PARTICULARS RELATING TO THE PERSPECTIVE EMPLOYER

2. Name of employer:
3. Street address (head-office):
4. Postal address:
5. Telephone number:
6. Address(es) of branch(es):
7. Name(s) and citizenship of owner(s) of employer-undertaking, or if a company or close corporation, name(s) and citizenship of director(s) or member(s):
.....
.....
.....
8. Date of establishment of the business of the employer:
9. Main activities of employer:
10. Employees at present employed by the employer:
- (a) total number:
- (b) Namibian citizens: (number):
- (c) non-citizens:
- (i) permanent residents (number)
- (ii) holders of employment permits (number)
- (iii) others

PARTICULARS OF THE VACANCY CONCERNED

11. Job title:
12. Brief job description:
13. Date on which vacancy occurred:
14. Details of enquiries made at Trade Unions:
15. Details of enquiries made at private employment agencies (attach proof):
16. Details of advertisements relating to vacancy in local newspapers (attach proof):
17. Why is the filling of the post essential (attach motivation, if necessary)
18. Reasons why Namibian citizens or persons in possession of permanent residence permits
are not considered suitable or cannot be considered suitable for the position
(attach motivation, if necessary):

19. Reasons why the position cannot be filled by promoting any of the other employees of the employer:
20. Will the employer be prepared to employ a suitable Namibian citizen, if available?
21. If the reply to paragraph 20 is "No", give reasons:

Yes	
-----	--

No	
----	--
22. Are Namibian citizens being trained to fill the position?
23. If the reply to paragraph 22 is "YES", give details. If "NO", motivate (attach details of motivation, if necessary):

Yes	
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No	
----	--
24. Employer's requirements for an appointment to the position (qualifications, training, experience etc.)
25. Place in Namibia where employee will be employed (town/district/farm):
26. Proposed date of commencement of employment:
27. Conditions of service agreed upon:
- (a) remuneration per week/month/year: N\$
- (b) other benefits:
- (c) period of employment:

PARTICULARS RELATING TO THE APPLICANT

28. Reasons why the applicant is considered to be a suitable candidate for the position (in respect of the following)
- (a) qualifications and training:
- (b) experience:
- (c) other reasons (be specific):
29. Is the applicant in possession of any qualification or training or experience not obtainable or available in Namibia?

Yes	
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No	
----	--
30. If the reply to paragraph 29 is "Yes", give details (attach details, if necessary):
31. Will the applicant train other employees?

Yes	
-----	--

No	
----	--
32. Reasons for your reply to the question in paragraph 31:
33. Details of training programmes for local inhabitants (attach details, if necessary):

UNDERTAKING BY PROSPECTIVE EMPLOYER

I/We

acting in my/our personal capacity/capacities acting for and on behalf of

duly authorized thereto, hereby accept full responsibility for all costs pertaining to the return of the applicant and his or her spouse and his or her dependent children to his or her or their respective countries of domicile at the expiration of applicant's period of employment in Namibia referred to in paragraph 27(c), or any extension of such period.

Signed at..... on this.....day of.....20.....

AS WITNESSES:

1.

2.

PROSPECTIVE EMPLOYER/FOR ON BEHALF
OF PROSPECTIVE EMPLOYER.