

**REPUBLIC OF BOTSWANA**

**APPLICATION FOR A FILMING PERMIT**

**APPLICATION FORM**

Two copies of this form should be completed and signed by the applicant who wish to obtain a filming permit, and sent to the Permanent Secretary, Ministry of Labour and Home Affairs, Private Bag 002, Gaborone, Botswana. The application should be accompanied by a fully detailed proposal. Applicants from foreign countries are advised not to leave for Botswana before obtaining a filming permit from the Ministry of Labour and Home Affairs.

**1. Title of Research of the proposed film or documentary**

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**2. Name and address of Applicant:**

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**Tel.:** ..... **Fax:** .....

**3. Give a synopsis of the proposed film and a detailed script.**

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**4. Give a breakdown of the proposed filming time schedule.**

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**5. What are the proposed place(s) area(s) where filming will take place? Give exact locations.**

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**6. What is the purpose of the proposed filming i.e. How will it be used in the home country.**

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7. Give passport particulars of the applicant and crew members as follows.

Name:

Nationality:

Passport number:

Place of Issue:

Date of Birth:

Date of Expiry:

8. Any other information

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9. Signature of the applicant .....

Date .....

## GENERAL INFORMATION

Applicants are advised to retain the following information for future correspondence.

1. For any correspondence pertaining to a filming permit issued, always quote the permit reference number.
2. Statutory deposit of resulting videos:

Resulting videos should be deposited directly with the following institutions and any other department as may be specified in the permit:

- i) Permanent Secretary  
Ministry of Labour and Home Affairs  
Private Bag 002,  
Gaborone, Botswana
- ii) Clerk of the National Assembly  
P.O. Box 240  
Gaborone, Botswana
- iii) General Manager  
Botswana Television  
Private Bag 0060  
Gaborone, Botswana
- iv) Director  
National Institute of Research  
Private Bag 0022  
Gaborone, Botswana
- v) Director  
National Archives  
P.O. Box 239  
Gaborone, Botswana
- vi) Director  
National Library Services  
Private Bag 0036  
Gaborone, Botswana