



# Official and Diplomatic passport holders

Last update: December 2022

## General information:

- **Namibian Diplomatic passport holders** (red passport) do not require a visa for Germany for up to 90 days within the 180 day period. Should the passport holder be required to travel to or have a flight connection via any other Schengen-country please contact the respective Embassy to find out if a visa is required.
- **Namibian Official passport holders** (blue passport) do require a visa for Germany, even if the passport holder only has a flight connection to another Schengen-country.
- The Embassy of Germany in Windhoek is responsible if the **main destination is Germany and numerous other Schengen members**. Please view the updated information on our website.
- Please note that the application has to be submitted **by the MIRCO**. It cannot be submitted earlier than 6 months before the date of travel.
- Visa applications for official purposes need to be accompanied by a **Verbal Note from MIRCO** stating names, passport details of all travelers and official functions. It should be clearly mentioned, which persons are members of an officially invited delegation and which persons are accompanying the delegation.
- The application (accompanied by a Verbal Note) will usually be **processed within 3 days** upon submission of the complete visa application. Therefore, applicants are strongly encouraged to apply well in advance of their actual travel dates.
- If the travel date is imminent or lies within three days of the application date, please postpone the trip. In general, the German Embassy is not able to expedite the process.
- Each applicant must submit a **separate and complete** set of the documents.
- **Original** documents must be submitted with **1 simple copy**.
- Further documentation may be requested in each individual case.
- Applications can be handed in **Monday to Thursday** from **10:00h to 10:30h** on a first come first serve walk-in basis. Please note: maximum of three applications per day only.
- Please see our website for additional information: [Website of the German Embassy Windhoek \(www.windhoek.diplo.de\)](http://www.windhoek.diplo.de)

**Please read the following checklist, fill in the application form completely and provide the original documents plus 1 simple copy (only complete applications can be processed!)**

Please sort the documents exactly in the following order:

- 1 duly completed **visa application form**
  - please open the online application form [Videx \(www.videx.diplo.de\)](http://www.videx.diplo.de)
  - fill it in fully and correctly in English or German
  - download the completed form as a PDF-file, then
  - print it
  - date and sign it
- 1 **recent passport photograph** according to biometric specifications
- **Original Official/Diplomatic passport** valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport/travel document must contain at least two blank pages and must have been issued within the last 10 years.
- Provide a copy of a) the passport data page, b) previous Schengen visas within last 3 years and c) valid USA/UK visas if available.
- A **reservation** for a round-trip airline ticket with the applicant's name (no final booking needed).
- A **travel itinerary** including hotel accommodation reservation or similar confirmation of accommodation for the entire trip in the Schengen area, reservation receipts, vouchers, tour description.
- A **Verbal Note from MIRCO**, which should include:
  - the reason for travel (copy of invitation letter)
  - a cost responsibility declaration for all travelers from the Ministry

In case the cost responsibility declaration cannot be given, travelers must additionally to the above provide:

- **Travel/medical insurance** (coverage for medical expenses/repatriation/pre-existing: EUR 30,000, valid for the entire Schengen area for the duration of the applicant's planned stay). It is a requirement that claims against the insurance company must be recoverable in a Member State. The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned in the policy schedule/certificate.