



# Official and Diplomatic passport holders

Last update: June 2024

## 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.
- 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 Friday 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** for a Schengen visa (short-term visa)
  - 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** (should be 7 pages including a barcode on the last page)
  - 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 **quotation** 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
- **Travel/medical insurance with policy wording** (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.