



Diplomatic and Official Passport holders

General Information:

- According to the Schengen Visa Code, the German Embassy in Namibia is responsible for processing your application if your main destination is Germany, Netherlands, Belgium, Luxembourg, Malta, Switzerland and Hungary.
- Namibian Diplomatic passport holders (red passports) do not require a visa for up to 90 days within the 180-day period for Germany.
- Namibian Official passport holders (blue passports) do require a visa for Germany, even if the passport holder only transits through Germany.
- **Important to all Diplomatic and Official Passport holders:**
Should the passport holder be required to travel to **or** has a flight connection via any other Schengen-country, a visa might be required. The respective list can be found [here](#) (“What are the main elements of EU visa policy? → Countries whose nationals require a visa”)
- Duly completed application forms may be submitted six months prior to the intended travel date.
- It may take an average of up to 15 working days to process the Schengen visa application for Diplomatic and Official Passport holders at the German Embassy. Any courier transit times should be added to those days.
- The relevant information pertaining to the application process can be found on the website of the Embassy: www.windhoek.diplo.de
- The German Embassy reserves the right to ask for additional documentation at any time during the processing of the application.
- Documentation sent via e-mail, which has not been explicitly requested, will not be allocated to an application.
- The fee for the visa application will have to be paid at the time of your appointment with TLS.

Checklist for Filing Your Application

Please read the checklist and fill out the application form thoroughly. We require that **the printed, completed and signed checklist** is submitted with the application form at your appointment. **Please sort the documents exactly in the following order:**

Mandatory documents		to be filled out by the applicant prior to the appointment	to be filled out by TLS
1	<p>One completed visa application form</p> <ol style="list-style-type: none"> 1. Please open the online application form (https://videx.diplo.de), 2. complete it duly and correctly, 3. download the completed form as a PDF-file, then 4. print it and 5. date and sign it. <p>The completed application form contains 7 pages and has to be signed twice (on page 5+6)</p>	<input type="checkbox"/>	

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* A waiver to abstain from taking biometric data only applies within the visa category “National Visa” for diplomats and official staff being transferred/accredited to Germany as well as the exceptions stipulated in Art. 13 para. 7 of the Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code).

Mandatory documents			to be filled out by the applicant prior to the appointment	to be filled out by TLS
2	Photograph	Recent passport photograph according to biometric specifications (for more information please click here)	<input type="checkbox"/>	
3	Passport	Valid and signed passport (must have been issued within the last 10 years) which must have <ul style="list-style-type: none"> at least two blank pages and be valid for at least 3 months after the scheduled return <i>Damaged passports (water stains, torn pages,..) cannot be accepted</i>	<input type="checkbox"/>	
		Copy of the data page containing personal data	<input type="checkbox"/>	
		Copy of previous Schengen and other relevant visas within the last 3 years	<input type="checkbox"/>	
4	Documents proving purpose of travel	Verbal Note from the Ministry of International Relations and Trade of the Republic of Namibia / SADC Parliamentary Forum stating <ul style="list-style-type: none"> the purpose of your journey, your passport details and the declaration of cost assumption for all travelers from the Ministry. 	<input type="checkbox"/>	
		Flight quotation/reservation (round trip), rail tickets and other if applicable	<input type="checkbox"/>	
		Proof of accommodation including complete addresses for your entire stay in the Schengen area	<input type="checkbox"/>	
5	Health insurance	Confirmation in the above-mentioned Verbal Note from the Ministry of International Relations and Trade of the Republic of Namibia stating that any medical expenses and repatriation costs that may arise will be covered by the Republic of Namibia or Valid travel health insurance (a quotation is <u>not</u> sufficient) <ul style="list-style-type: none"> valid for all Schengen countries, covering your requested stay with a minimum coverage of 30,000 euros for medical expenses, repatriation and pre-existing conditions Only diplomatic passport holders are exempt from proof of a valid travel health insurance.	<input type="checkbox"/>	

The applicant's passport has to remain with the German Embassy and cannot be withdrawn during the processing of the application.

I was advised that my application, submitted on _____ with the intended travel date _____, was incomplete and/or knowingly submitted on short notice, as the processing time for a visa can take up to 15 working days. After being informed that the outcome of my visa application may be negative, I choose one of the following options:

- I refrain from submitting my visa application
- I will not submit additional documents
- I submit my visa application and will complete the requested documents by 15:30 today

Windhoek, _____ Signature

For official use only

VAC employee
Place, date, signature