



REPUBLIC OF NAMIBIA

MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION

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CIRCULAR

**TO : EXECUTIVE DIRECTORS
ALL GOVERNMENT OFFICES / MINISTRIES AND
AGENCIES**

FROM : THE EXECUTIVE DIRECTOR *Yoo*

DATE : 30 JANUARY 2020

**SUBJECT : GENERAL INFORMATION ON THE NEW CHANGES OF
THE GERMANY EMBASSY'S VISA APPLICATION
PROCEDURES WITH EFFECT FROM 2ND MARCH 2020**

Kindly, find attached a Note Verbale Ref No: 15/2020, dated 24th January 2020, received from the Embassy of the Federal Republic of Germany in Windhoek, informing of the new procedures pertaining to the application for Schengen visas, for circulation.

Your cooperation in this regard will be highly appreciated.



Embassy
of the Federal Republic of Germany
Windhoek

27 -01- 2020

4/2/3/2/56

File No. RK-1-516.00 NAM (please quote in your reply):

VN No. **15** /2020

Verbal Note

The Embassy of the Federal Republic of Germany presents its compliments to the Ministry of International Relations and Cooperation of the Republic of Namibia and has the honour to forward to the esteemed Ministry general information on the changes of the Embassy's visa application procedures.

Germany will outsource the application process for Schengen visas to a service provider (TLS Group S.A.) in Namibia with a Visa Application Centre (VAC) based in Windhoek, starting as from 2nd March 2020.

According to the European Visa Code, Germany represents Belgium, France, Greece, Luxembourg, Malta, the Netherlands, Austria, Switzerland and Hungary in Schengen visa matters. Thus, Schengen visa procedures for these countries will also be handled at the VAC as from 2nd March 2020.

The VAC will be located at:

**Unit 3
Mozart Square
4-8 Storch Street
Windhoek, Namibia**

Opening hours for handing in visa applications and picking up passports at the VAC will be Monday - Friday from 09:00 hrs – 16:00 hrs.

Detailed information regarding the visa application and online appointment booking process at the VAC will be available on the TLS website, which will be accessible as of February 2020: <https://de.tlscontact.com/na/wdh/index.php>

Appointments for handing in visa applications will be granted by TLS **within two working days**. The processing time for a visa application may take up to 15 consecutive days according to the European Visa Code; however, once the application has been decided on by the Embassy, applicants will be informed by TLS immediately for pick-up.

The visa application process for **holders of Diplomatic/ Official passports presenting a Verbal Note** will remain at the German Embassy in Windhoek on a walk-in basis Monday

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WINDHOEK**



Embassy
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- Thursday from 13.30 hrs – 14:30 hrs, first come - first serve basis up to six applicants per day.

Detailed information regarding the visa application for holders of Diplomatic/ Official passports (application form, supporting documents etc.) is available on the website of the German Embassy: <https://windhuk.diplo.de>

The processing time for a visa application for holders of Diplomatic/ Official passports may take up to 3 working days.

Furthermore, the visa application process for **National Visas** (long term stay in Germany) **will remain at the German Embassy** in Windhoek. Applicants for National visas need to book an online appointment through the Embassy's online booking system. Detailed information and the online appointment system are available on the website of the German Embassy: <https://windhuk.diplo.de>

The Embassy of the Federal Republic of Germany avails itself of the opportunity to renew to the Ministry of Foreign Affairs of the Republic of Namibia the assurances of its highest consideration.

Windhoek, 24.01.2020



**The Ministry of International Relations and Cooperation
of the Republic of Namibia
WINDHOEK**