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Ministry of Labour and Home Affairs - Botswana

Foreigners from Commonwealth countries are not required to obtain visa for entering Botswana, except in cases where the Minister of Labour and Home Affairs has directed otherwise. Botswana has also signed visa abolition agreements with a number of countries, and their nationals are not required to obtain entry visa.

What is Visa?

A visa is the authority given to foreign nationals to enter Botswana.

Who is eligible to apply for this service?

All Citizens of Commonwealth countries do not require visa except those from Bangladesh, Ghana, India, Nigeria, Pakistan, and Sri Lanka. Foreign nationals whose countries have signed a Visa Abolition Agreement with Botswana are also not required to apply for a visa.

N.B. Those who have permits but decide to stay outside the country for more than six months are required to apply for a visa when they come back to Botswana.

What is required for application of this service?

- ❖ Covering letter from the host.
- ❖ Certified copies of permits (work and residence) from the host or the National Identity Card (Oman).
- ❖ Application form filled by the applicant.
- ❖ Itinerary or flight schedule
- ❖ Copies of business documents (if the host is running a business).
- ❖ Copies of marriage certificate, birth certificate, and ordination certificate (pastors)
- ❖ Bank statements and hotel bookings.

Where can I apply for a visa?

There are 20 diplomatic missions in 17 countries around the world where visa applications can also be made: Australia, Belgium, Brazil, China, Ethiopia, India, Japan, Kenya, Namibia, Nigeria, South Africa (Pretoria, Johannesburg, Cape Town), Sweden, Switzerland, United Kingdom, United Nations(New York), Zambia and Zimbabwe.

Requirements for visa application

Visitors

- Completed immigration supplementary Form D by the applicant (Visa form).
- Letter of support from the host.
- Two identical passport size photos.
- Fee of P25.00.
- Return visa or residence permit from the country of residence
- Return air ticket.
- Confirmation letter from the country if the person is coming for business purposes

Employment (additional)

- Waiver from Labour and Immigration department.
- Copy of acknowledgment slip for residence permit application.

If a person visiting Botswana wants to stay more than three months, he/she must apply before entering Botswana to the Chief Immigration Officer, P. O. Box 942, Gaborone, tel. (267) 361-1300.



Countries Whose Nationals Require Visa To Enter Botswana			
Afghanistan	Cote Divoire	Laos PDR	Rwanda
Albania	Croatia	Latvia	Sao Tome and Principe
Algeria	Czech Republic	Lebanon	Saudi Arabia
Andorra	Djibouti	Liberia	Senegal
Angola	Dominican Republic	Libya	Slovakia
Aramenia	Ecuador	Lithuania	Slovenia
Azerbaijan	Egypt	Macedonia	Somalia
Bahrain	El Salvador	Mali	Sudan
Bangladesh	Equatorial Guinea	Madagascar	Suriname
Belarus	Eritrea	Marshall Islands	Syria
Benin	Estonia	Mauritania	Taiwan
Bhutan	Ethiopia	Micronesia	Tajikistan
Bolivia	Gabon	Moldova	Thailand
Bosnia and Herzegovina	Georgia	Monaco	Togo
Bulgaria	Guatemala	Mongolia	Tunisia
Burkina Faso	Guinea	Morocco	Turkey
Burindi	Guinea Bissau	Mozambique	Turkmenistan
Cambodia	Haiti	Myanmar (Burma)	Ukraine
Cameroon	Honduras	Nepal	United Arab Emirates
Cape Verde	Hungary	Nicaragua	Uzbekistan
Central African Republic	Indonesia	Niger	Vietnam
Chad	Iran	Oman	Yemen
China	Iraq	Pakistan	
Colombia	Ivory Coast	Palau	
Comoros	Jordan	Panama	
Congo	Kazakhtsan	Philippines	
DRS – Democratic Republic of Congo	Korea DPR	Poland	
	Kuwait	Qatar	
	Kyrgyzstan (Kirghizia)	Romania	
		Russia	

Border Posts/Airports	Business Times	Tel. Number
Bray	0800 - 1600	-----
Kazungula Ferry	0600 - 1800	2150420/651717
Kazungula Road	0600 - 2000	2150320
Makopong	0800 - 1600	6544031
Maitengwe	0600 - 1800	2986272
Mamuno	0700 - 2400	6592013/6592064
Martinsdrift	0800 - 1800	4940254
Matsiloje	0600 - 1800	2483205
McCarthy's Rust	0800 - 1800	6540511
Middlepits	0800 - 1800	-----
Mohembo	0600 - 1800	6875505
Ngoma	0800 - 1600	6236002/6250736
Pandamatenga	0800 - 1600	6232029
Parrshalt	0800 - 1600	4940007
Phitshane Molopo	0730 - 1630	5487204
Pioneer Gate	0600 - 2200	5333992
Platjan	0800 - 1600	2646333
Pontdrift	0800 - 1600	2645260
Ramatlabama	0600 - 2000	5486296/5407170
Ramokgwebana	0600 - 2200	2489266
Ramotswa	0700 - 1900	5390344
Sikwane	0700 - 1900	5390344
Tlokweng Gate	0600 - 2200	3170800



Zanzibar	0800 - 1600	2646217
SSKA	0600 - 2000	3953022
Maun Airport	0630 - 2000	6860278
Jwaneng Airport	0730 - 1630	5880309
Kasane Airport	0600 - 1830	6250174
Selebi Phikwe Airport	0630 - 1830	2610385
Orapa Airport	0730 - 1630	2970211
Sowa Airfield	0730 - 1630	6213435
Francistown	0700 - 1900	2412065
Shakawe Airfield	-----	-----

Customs

All persons arriving in Botswana are required to unreservedly declare all goods in their possession to a Customs official on duty on a baggage declaration document called, Form J. Customs has a duty to protect Botswana from illicit goods. To do this, checks may be made on travelers and their baggage. If you are stopped and your baggage checked, please co-operate, as we do not assume that you have done anything wrong. We pledge to treat you courteously and professionally.

Baggage Declaration

When making baggage declarations, whether verbal or written, you must ensure that you declare all goods in your possession as well as their correct values. Failure to declare goods and their correct values can lead to seizure of your goods and can result in criminal prosecution or the imposition of severe penalties of up to three times the value of the goods.

What You Must Declare

- All goods acquired outside Botswana in your possession, including items you received as gifts, such as wedding or birthday presents.
- Repairs or alterations to any items or vehicle you took abroad and then bring back, even if the repairs/alterations were performed free of charge.
- Items you bought in any duty-free shop including such items bought duty-free on aircraft or ship.
- Items you are bringing home for someone else.
- Items you intend to sell or use in your business.

To Avoid Delays with Baggage Declarations

- Please produce all receipts and sales slips for goods purchased outside Botswana.
- If you are unsure of the goods and values, which you should declare, ask for assistance from the customs officer.

Duty Free Allowances

Customs duties are not charged on the following goods imported as accompanied or un-accompanied passengers' baggage:

- Personal effects, sporting and recreational effects, new or used –
- imported by non-residents of Botswana for their own use;
- imported by persons making a bona-fide change of residence to Botswana.
- Exported by residents of Botswana for their own use whilst abroad and subsequently re-imported by such residents. The goods must be identifiable as those exported from Botswana.

The following articles and consumables (excluding any goods the importation of which is prohibited), declared at the place where the traveller enters Botswana and not imported on behalf of other persons or by way of trade, may be admitted free of duty and, where applicable, Value Add Tax (VAT).

- Wines - 2 litres
- Spirituous and other alcoholic beverages - 1 litre
- Cigarettes - 200
- Cigars - 20
- Cigarette or pipe tobacco - 250 gms



- Perfume - 50 ml
- Toilet water - 250 ml
- Other new or used goods of a total
- Value not exceeding (from outside SACU) - 3000 UA*
- Other new or used goods of a total
- Value not exceeding (from SACU) - 500 UA*
- UA is equivalent to One South African Rand.

Additional goods imported from outside SACU, new or used of a total value not exceeding 12 000 UA* per person, excluding the consumable items detailed above, are admissible at a flat rate of 20%, if the owner so elects.

Notes:

- Duty will be payable at the applicable rates where travellers import goods exceeding the above allowances. Travellers importing goods for business or commercial purpose will not qualify for the above allowances.
- The concession for new and used goods specified above do not apply to such goods imported by residents of Botswana returning after an absence of less than 48 hours;
- With the exception of those relating to tobacco and alcoholic products, the concessions may be claimed by children under the age of 18 years, whether or not their parents or guardians accompany them, provided the goods are for use by the children themselves.

Prohibited and Restricted Goods

Certain goods are prohibited or restricted to protect public health, domestic plant and animal life or the environment. We have been entrusted with enforcing laws for other government agencies relating to the prohibition and restriction of such goods. It is not possible to list all prohibited and restricted goods. If you are in any doubt whether the importation of other goods is prohibited or restricted, please contact your nearest customs office in Botswana before travelling outside the country.

Prohibited Goods

The importation of, among other things, the following goods into Botswana is completely prohibited. It is illegal to be found in possession of prohibited goods and may result in seizure and prosecution. **These include:**

- Narcotic, habit-forming drugs and related substances in any form.
- Military firearms, ammunition and explosives
- Indecent and obscene material such as pornographic books, magazines, films, videos, DVDs and software

Restricted Goods

These are goods, which you cannot import without authority such as a licence or a permit. Further details regarding restrictions on the importation of agricultural products can be obtained from the Director of Animal Health and Production, Private Bag 0032, Gaborone and the Director of Crop Production and Forestry, Private Bag 003, Gaborone.

The following consumer goods may be imported for private use without an import permit provided they do not exceed the maximum allowable quantities.

Products

Red meat, goat/lamb
Poultry meat
Tinned poultry meat
Eggs
Fresh milk
Maize and maize products
Wheat
Pulses (beans, peas, lentils)
Sorghum and sorghum products
Cabbage
Onions
Potatoes
Oranges
Tomatoes

Maximum Quantity

Choumollier
Rape
Spinach
Bread loaves
25 kg per family
5 kg per person
20 kg per person
36 eggs per person
2 litres per person
25 kg per person
25 kg per person
25 kg per person
25 kg per person
1 bag per person



1 bag per person
1 bag per person
1 bag per person
1 box per person

2 kg per person
2 kg per person
2 kg per person
6 per week

The regulations on importing meat and meat products change frequently because they are based on disease outbreaks in different countries, always ask your nearest customs office before importing meat and meat products.

Domestic Pets

Importing animals is closely regulated for public health reasons and also for the well being of the animals. Domestic pets and livestock may be imported subject to animal health restrictions. Details in this regard can be obtained from the Director of Animal Health and Production, Private Bag 0032, Gaborone.

Note: A valid Certificate of Identity, Rabies Vaccination and Movement Permit issued in Lesotho, Malawi, South Africa, Swaziland, Namibia or Zimbabwe will be accepted at the time of importation into Botswana.

Plants and Soil

These may be imported subject to plant health restrictions. Details in this regard can be obtained from the Chief Agricultural Research Officer, Private Bag 0033, Gaborone.

Note: South African transit permits may also be required in respect of plants shipped through South Africa. Details may be obtained from the Director of plant Control and Quarantine, Private Bag X179, Pretoria, South Africa.

Soil is considered the loose surface material of the earth in which plants, trees and scrubs grow. In most cases the soil consists of disintegrated rock with an admixture of organic material and soluble salts. The importation of soil is prohibited unless accompanied by an import permit from the Director of Crop Production and Forestry, Private Bag 003, Gaborone.

Motor Vehicles and Boats

No boat, mokoro or aquatic apparatus may be imported into Botswana unless the owner is in possession of an Import Permit issued by Department of Water Affairs.

Non-residents visiting Botswana and coming from a country outside the Southern African Common Customs Area for a limited period are normally required to produce a carnet, triptyque or bill of entry (any duty liability thereon being secured by bond or cash deposit) in respect of their motor vehicles. (Note: The Southern African Common Customs Area comprises Botswana, Lesotho, South Africa, Swaziland and Namibia)

A simplified system involving a Temporary Import Permit is applied to motor vehicles, the bona fide property of a resident of Malawi, Mozambique or Zimbabwe, and a similar system is applied reciprocally between Zambia and Botswana.

Residents of Botswana are not allowed to drive or use foreign registered vehicles in Botswana for more than fourteen days after importation of such vehicle. If you are intending to do so please contact your nearest customs office for advice. Should you be found in possession of a foreign registered vehicle severe penalties including seizure of vehicles may be imposed.

The above information is from the Ministry of Labour and Home Affairs.

For further information, please contact your nearest embassy or the Ministry of Labour and Home Affairs of the Republic of Botswana - <http://www.botswanaembassy.org/>

