



REPUBLIC OF KENYA
DEPARTMENT OF IMMIGRATION

APPLICATION FORM FOR FILM LICENSE
(To Be Completed In Block Letters)

Please read the instructions carefully before completing the form

How to Apply

For filming licences, submit with the following documents attached:

- Formal letter of application.
- List of foreign crew members giving names, nationalities, passport numbers and date of expiry of passports.
- Script and synopsis or storyboard
- List of equipment to be imported for shooting purposes, the value of each piece of equipment, etc.

All applications for licences to film in Kenya are processed by the Ministry of Information and Broadcasting, Nairobi.

Requests for filming licences should be addressed to:

The Permanent Secretary

Ministry of Information & Broadcasting

Jogoo House

PO Box 30025

Nairobi, Kenya

Tel: 00 254 2 217475

Ext: 3102/2

Local filming agents

Private production companies or individuals are requested to submit their applications through a local agent registered with the Ministry. This requirement is mandatory for all applications to make feature films or documentaries. Government agencies may submit their applications through the local agents or through the Ministry of Foreign Affairs.

Deadline for submission of applications

Applications to make a documentary or a commercial advertisement film must be received at the Ministry at least fourteen (14) days in advance before issuance of a licence.

Applications for a feature film must be submitted at least thirty (30) days in advance.

Fees

License Fees

Less than 30 minutes - 700 KSHS

30-60 minutes - 900 KSHS

60-90 minutes - 1,200 KSHS

Over 90 minutes - 1,400 KSHS

Liaison Officer's Service Charges

The Ministry charges Ksh.400 per day to cover Liaison Officer's services provided by a Government Liaison Officer, to be attached to the crew.

Other Charges

Each visitor is required to pay Ksh.1,500 to the Immigration Department for a special pass before engaging in any film shooting.

A non-refundable fee of 1% of the value of the equipment is payable to the Customs Department on presentation of a film licence.

The following charges are applied for any filming in a National Park:

Ksh.8,000 for five (5) people for one (1) week or part thereof.

Ksh.12,000 for six (6) - ten (10) people for one (1) week or part thereof.

Ksh.20,000 for more than ten (10) people for one (1) week or part thereof.

The Ministry would like to inform all foreign production companies that Kenya has a considerable number of experienced technical staff in filming techniques. We therefore recommend that producers should reserve as many places as possible for local crew.



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Section 1: *Your Details*

Name of
Production
Company

Company's Address

Address 1

Address 2

City

State

Zip Code

Country

Name of the
local agent

Local Agents Address

Address 1

Address 2

City

State

Zip Code

Country

Telephone number
of the local agent

Title of the movie

Subject Material

(eg: Advertisement, Adventure, Documentary, Feature, etc)

Intended audience

(eg:States-Countries)

Duration of Shooting/ production

Details of Locations to be used(ie Cities, Streets, Townships, Districts, Game parks, Rivers etc)

Locations	Approximate Date

Estimatated total budget to be spent in Kenya (KSHS)

Number of Expatriate Artists
(eg:Actors, Actress, Stuntman, Make-up etc)

Number of Expatriate Film Crews
(eg:Director, Producer, Camera man etc)

Number of Expatriate Artists
(eg:Actors, Actress, Stuntman, Make-up etc)

Number of Local Film Crews

(eg:Director, Producer, Camera man etc)

Number of Crowd Scenes

Number of Personnel in each crowd scenes

Type of Constructions/
Improvisation on Locations

Equipmnets	
To be Imported (Give list)	To be Hired Locally (Give list)

	Approximate Value	Footage
Raw Film Stock		

Archival Material
Required for
Insertions

Type of
Accommodation

Hotel

Camping

Script Presented

Yes

No

Synopsis
Presented

Yes

No

Production Format

(Video, 8 16, 35mm)

Approximate Time
Finished Film Will
Take to Screen

(eg: 30 mins, 1 hour, 3 hours etc)

Approximate Time
For Depositing the
Final Copy of the
Film

(Preferably in a VHS Video Cassette Form)

UNDERTAKING

I undertake to abide by rules and regulations set under CAP 222 of the L.O.K. and also understand that before a licence is issued payment for the licence and minder fees will have to be met.

Signature (Local
Agent)

DD MM YY

Signature
(Production
Company)

DD MM YY