

# Request for footage / recording from TV and Radio

## Overview

Accessibility of video footage or audio recording for a particular programme.

## Who is eligible?

Citizens and non-citizens.

## How do I get this service?

- Submit a letter of intent to purchase stating, the date of footage or recording, what it was about and the time it was aired to the nearest office.
- Office will contact the buyer upon finding the footage or recording.
- A **declaration form** has to be signed to agree that the client will not disclose information to anyone.

## What supporting documents are required?

Official letter of request.

## How long will this service take?

One (1) working day.

## How much does it cost?

BWP 1 200.00

## Where can I obtain this service?

Department of Broadcasting Services  
Private Bag 0060  
Gaborone,  
Botswana

Opening hours: 07:30 to 12:45 then 13:45 to 16:30, Monday to Friday except, public holidays

**Tel.** (+267) 365 3000

**Fax.** (+267) 365 3347

Email: - [DBSPUBLICRELATIONS@gov.bw](mailto:DBSPUBLICRELATIONS@gov.bw)

MAUN

P.O Box 138

Maun

**Tel:** 6864381

**Fax:** 6860924

KASANE

P. O Box 16

Kasane

**Tel:** 6250548

**Fax:** 6250574

MOLEPOLOLE

Private Bag 37

Molepolole  
**Tel:** 5915237

SEROWE  
P.O Box 255  
Serowe  
**Tel:** 4630447

TSABONG  
P. O Box 254  
Tsabong  
**Tel:** 6540323  
**Fax:** 6540577

FRANCISTOWN  
P. O Box 608  
Francistown  
**Tel:** 2440036/0992  
**Fax:** 2413422

KANYE  
P. O Box 284  
Kanye  
**Tel:** 5443967  
**Fax:** 5443964

JWANENG  
P.O Box 658  
**Tel:** 5881105  
**Fax:** 5802905

SELIBE-PHIKWE  
Private Bag 007  
Selibe Phikwe  
**Tel:** 2614061/4087  
**Fax:** 2614086

GHANZI  
P. O Box 100  
Ghanzi  
**Tel:** 6596741

### **Where can I get more information on this Service**

Botswana, Botswana Government, Republic of Botswana, Government of Botswana.