

Facilitation of Visa Applications for Public Officers on Official Travel

Overview

The Department of Protocol and Consular Services in the Ministry of International Affairs and Cooperation provides assistance to Public Officers travelling abroad on official duties.

Who is eligible?

All Public Officers travelling on official duties.

How do I get this service?

Submit request in the form of Savingram for Visa facilitation to the Department of Protocol and Consular Services. Officers from parastatals are required to route their requests through parent Ministries for issuance of Savingram addressed to the Ministry of International Affairs and Cooperation.

What supporting documents are required?

Savingram from the sending Ministry specifying:

- Full names of officer/s
- Designation
- Invitation letter
- Purpose of travel
- Destination
- Itinerary/ dates of travel
- Travel/Medical insurance

How long will this service take?

2 days.

How much does it cost?

No charges.

Where can I get more information on this Service

Department of Protocol and Consular Services
Ministry of International Affairs and Cooperation
Private Bag 00368
Gaborone
Botswana
Government Enclave

Tel. (+267) 3600700 / (+267) 3600744

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