

# APPLICATION FOR PRESS ACCREDITATION

## (FOREIGN CORRESPONDENTS)

**Please complete form in block letters:**

1. Surname:.....
2. First/Middle names:.....
3. Other names (if any):.....
4. Age:.....(b) Date of Birth .....
5. Place of Birth:.....
6. Nationality:.....
7. Previous Nationality (if any).....
8. Passport Number:.....
9. Passport Expiry Date:.....
10. Address in Ghana:.....
11. Tel. No.:.....
12. In the event of change of address in Ghana, please notify the Director of Information services in Accra. Tel.: 228011 Ext. 149, 222-483 (Direct) Fax No. 222-483 (Direct)
13. Permanent Address:.....
14. Purpose of visit:.....
15. Duration of visit:.....(a) No. of Days:.....(b) From:..... To:.....
16. Mode of travel to Ghana:.....
17. Mode of travel from Ghana:.....
18. Entry point from Ghana:.....
19. Details of Press Cards :
  - a. (a) Organization:.....
  - b. (b) Date of issue:.....
  - c. (c) Card Number:.....
20. Present Employers:.....
21. Previous Employer:.....
22. Have you ever visited Ghana (if so when, give details or Dates, Places Visited, Interviews)  
.....
23. Residential Address of previous visits:.....
24. Country visited in Africa:.....
25. Other Countries visited:.....

26. In which publications/Programmes have your articles/pictures etc. been published?

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.....

27. Have you had any problems with Authorities in any country have you visited?

(if yes, give details).....

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28. List your equipment and their serial Nos. for Identification (In case of Loss/Misplacement)

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29. Date:

30. Date:

.....

31. Signature of Applicant:

32. Signature of Receiving Officer

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**FOR OFFICIAL USE ONLY**

Mission's Recommendations.....

Remarks:

Accepted

Rejected

# **Guidelines for Foreign Correspondents Visiting Ghana**

1. All Foreign Correspondents wishing to visit Ghana are required to complete an Application for Press Accreditation form at the nearest Ghana diplomatic mission. The application, which should be accompanied by three passport-size photographs, will be forwarded to the Director of Information Services Department in Accra for processing. To avoid delays, the application must be received in Accra at least 10 days before the date of arrival.
2. In the event of the need for correspondents to travel at short notice to cover breaking news in Ghana, permission can be sought from the Director of Information Services in Accra through Ghana High Commission.
3. The visiting correspondents should indicate the purpose of their visits, members of government and officials they would wish to interview and places of interest they would like to visit.
4. Request for interview with the President should be accompanied by questions for the interview. The questions should be received in Accra not less than four (4) weeks before the arrival of the correspondent in the country.
5. Requests for interview with Ministers of State and Government officials should be made through the Information Services Department.
6. Visiting correspondents should, on arrival in the country, report at the Information Services Department for accreditation before they undertake any assignment. A fee, the cedi equivalent of £20.00 per head, is charged for the issue of press cards to foreign correspondents.
7. The accreditation covers only one visit. However, accreditation for resident foreign correspondents is given for a year, subject to renewal. Application for renewal should be accompanied by a written confirmation from the correspondent's employers that he is still in their employment. A fee, the cedi equivalent of £100 per head, is charged for the issue of accreditation covering a period of one year.
8. Correspondents based in areas where there is no Ghana mission (eg. Nairobi etc.) may fax details of their travel documents and flights schedules so that the necessary arrangements can be made for them to be issued with entry permits on their arrival in the country.
9. Personnel of the Armed forces, Police, Immigration, Customs, Excise and Preventive Service (CEPS) and Prisons should not be photographed, filmed or interviewed without prior permission being sought through the Director of Information Services.

***Issued by: Information Services Department, Accra***