

Press Accreditation Requirements for Foreign Journalists

1. Please send an application letter and Press Accreditation forms to the Ministry of Information and Broadcasting (Zambia Information Services) which include the following details:

- a. The News Media Organization you work for;
- b. Your reporting assignment;
- c. Your subject of interview - if you intend to interview government officials, give the general questions you wish to ask;
- d. Your contact person in Zambia;
- e. The dates of your arrival and stay in Zambia;
- f. A letter from your Editor confirming your reporting assignment;
- g. Passport details of self and accompanying crew;
- h. Three (3) recent passport-size photographs; and
- i. One (1) Press Accreditation form for each journalist.
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2. Send or take with you a list of your photographic and recording equipment (make and serial numbers) for presentation to Customs officials at the Port of Entry.

- As soon as you arrive in Zambia for your Press Accreditation card, report to:
- **The Director**
- Zambia Information Services
- Mass Media Complex-(Press Section)
- P.O. Box 50020
- Lusaka, Zambia
- Tel: (00260211) 253977 or 251992
- Fax: (00260211) 251975

Filming in Zambia

- 1. Please provide a synopsis of the film

- 2. Indicate the places in Zambia where you would like to shoot the film
- 3. Do you intend to interview any government officials for the film? If so, give their names and questions
- 4. Who is your contact person in Zambia
- 5. Give the names and passport particulars (name, nationality, place of birth, date of birth, date of issue of passport and expiration date) of the filming crew going to Zambia
- 6. When your project is approved:
 - a. Present to Customs officials at the Port of Entry a list of the new equipment (and serial numbers) that you will be temporarily importing into Zambia.
 - b. Report immediately (during working hours) to the Press Section, Zambia Information Services at Mass Media Complex, Alick Nkhata Road, Lusaka at Tel No. 00260211-253977, 00260211-251992
 - c. Take with you three passport-size photos for your Press Accreditation card.

[Press Accreditation Form - pdf download](#)