

# Media Accreditation Requirements for foreign Journalists

## Press accreditation

Send an application letter and Press Accreditation forms to the Ministry of Information and Broadcasting Services (Zambia News and Information Services) which should include the following details:

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

**NOTE:** You can download Press Accreditation Forms from the [Zambian Embassy website](#)

*As soon as you arrive in Zambia for your Press Accreditation card, report to:*

**The Director**

**Zambia News and Information Services**

**Mass Media Complex**

**P.O. Box 50020**

**Lusaka, Zambia**

**Tel: (+260 211) 253977 or (+260 211) 251992**

**Fax: (+260 211) 251975**

To help us provide better service to you and other journalists in future, please tell us about your positive and negative experiences in Zambia upon your return.

We would appreciate if copies of your published reports or videotapes could be made available to us.

## Filming in Zambia

- Provide a synopsis of the film
- Indicate the places in Zambia where you would like to shoot the film
- Do you intend to interview any government officials for the film? If so, give their names and general questions
- Who is your contact in Zambia
- 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

***When your project is approved:***

Present to Customs officials at the Port of Entry a list of the equipment (model and serial numbers) that you will be temporarily importing into Zambia.

Report immediately (during working hours) to the:

**Press Section,  
Zambia News and Information Services  
Mass Media Complex  
P.O. Box 50020  
Lusaka, Zambia  
Tel: (+260 211) 253977 or (+260 211) 251992  
Fax: (+260 211) 251975**

Take with you three passport-size photos for your Press Accreditation card.