

## Embassy of the Federal Democratic Republic of Ethiopia, Berlin

### **Application Structure for film shooting in Ethiopia**

Regarding requests related to film shooting permits in Ethiopia, any interested Media, Company or individual residing in the Federal Republic of Germany, Republic of Poland, Czech and Slovak Republic, are hereby encouraged to contact the Embassy of the Federal Democratic Republic of Ethiopia in Berlin during working hours of the Embassy. The request for the permit must be submitted to the Embassy in a formal written letter before departure of film shooting crews or journalists to Ethiopia. This condition is a requirement not only for issuance of business visas but also for the purpose of earlier transfer of pertinent documents to the Government Communications Affairs Office.

The procedure related to the application process of the film shooting/ reporting permit must encompass the following:-

#### **1. Introduction about request:**

- . a) A formal letter addressed to the Embassy requesting for the permit
- . b) Brief introduction of the film shooting Media/ Institution/ Group/ Individual.

#### **2. Content of the application:**

- . a) The name of the film making organization/unit/individual,
- . b) The name, passport number and nationality of the film shooting crew,
- . c) The purpose and title of the film,
- . d) A copy of the film script along with its synopsis if the production is a feature film,
- . e) A synopsis of the film if the production is a documentary film,
- . f) Duration of the film shooting process and the exact location chosen for the film shooting in Ethiopia,
- . g) Estimated cost of producing the film,
- . h) Name and address of the contact person including telephone numbers and E-mail of the partner organization, team of individual in Ethiopia, if any.

#### **3. The applicant should also submit together with the above:**

- a) List of equipment needed for shooting the film in Ethiopia,
- b) Two passport size photographs of each film shooting team member

- 4. All applicants who wish to use an aircraft for shooting a film in the territories of Ethiopia must obtain a flight permit from the Ethiopian Civil Aviation Authority**
- 5. Applicants are required to appear before the Office of Government Communication, Foreign Media Accreditation Department, to effect the stipulated payment and obtain the permit.**
- 6. All members of the film shooting team need to obtain their Business Visas from the Embassy, here in Berlin.**
- 7. Arrival and departure to and from Ethiopia must be specified (Flight No./Date/Time) up on requesting the application documents to the Embassy.**

**Note**

The letter to the Customs Office for clearance of equipments can be issued at the Airport provided that partners of the film shooting crew in Ethiopia could contact the Government Communications Office in advance for automatic admission on arrival. Afterwards the film shooting team must appear in person and sign an undertaking to adhere to the conditions of the permit and respect the laws of the country.

**For further information, applicants can contact the Government Communications Office or the Embassy.**

For information from the Embassy of Ethiopia you can contact:

**Tewodros Girma**  
Minister Counselor  
[tewodros@aethiopische-botschaft.de](mailto:tewodros@aethiopische-botschaft.de)  
(+49) 30 77206 142

Embassy of the Federal Democratic Republic of Ethiopia, Berlin

**Accreditation form for foreign Journalists/ Film Shooting in E thiopia**

1. Name of Applicant in Full: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
 Title/responsibility: \_\_\_\_\_  
 Address in Ethiopia: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Photograph of  
 the crew leader  
  
 PLEASE PRINT

2. Represented Media: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Website: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Purpose of Visit: \_\_\_\_\_

4. Places of Visit: \_\_\_\_\_

5. Duration of Visit: From (D/M/Y) \_\_\_\_\_ To (D/M/Y) \_\_\_\_\_

6. Other Journalists (If any):

No	Name	Nationality	Passport No.	Responsibility	Tel.	E-mail

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date and Place: \_\_\_\_\_