Guidelines for Foreign Correspondents Visiting Ghana

1. Foreign Correspondents wishing to visit Ghana are required to complete a form for Press Accreditation at the nearest Ghana Diplomatic Mission, which should be accompanied by three passport-size photographs. Completed forms 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 that correspondents need to travel at short notice to cover breaking news in Ghana, permission could be sought from the Director of Information Services in Accra through Ghana’s Diplomatic Missions.

3. The visiting correspondents should indicate the purpose of visits, members of government 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 a questionnaire.

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 of GHC 500 is charged for the issuance of press cards to foreign correspondents. This accreditation covers only one visit of up to six (6) months.

7. Accreditation for resident foreign correspondents is given for a period of one 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 of $160 or its cedi equivalent per person is charged for the issuance of accreditation covering a period of one (1) year.

8. Correspondents based in areas where there is no Ghana mission (eg. Nairobi etc.) may email details of their travel documents and flights schedules to
mlinfo25@gmail.com 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 from the Director of Information Services Department.

10. It should be noted that the Presidency, all Military Installations and the Independence Arch should not be filmed or photographed without prior permission from the Office of State Protocol through the Information Services Department.

The following persons can be contacted for further information regarding Press Accreditation and an e-mail address.

Mrs. Ethel Codjoe Amissah,
Deputy Director of PRCD
0277351580.

Miss Nina Obeng, Assistant Information Officer of Media Liaison on telephone number 0245494852.

The E-mail address is mlinfo25@gmail.com

Issued by: Information Services Department, Accra
APPLICATION FOR PRESS ACCREDITATION
(FOREIGN CORRESPONDENTS)

FILL IN BLOCK LETTERS

1. SURNAME: ..................................................................................................................
2. FULL NAME: ..............................................................................................................
3. OTHER NAMES (IF ANY) ..........................................................................................
4. AGE: .......................... (b) DATE OF BIRTH: ..................................................
5. PLACE OF BIRTH: ....................................................................................................
6. NATIONALITY: ...........................................................................................................
7. PREVIOUS NATIONALITY (IF ANY): .............................................................
8. PASSPORT NO.: ......................................................................................................
9. EXPIRY DATE: ........................................................................................................
10. ADDRESS IN GHANA: ..............................................................................................
    ..................................................................................................................................
11. PERMANENT ADDRESS: ..........................................................................................
    ..................................................................................................................................
12. PURPOSE OF VISIT: ..............................................................................................
13. DURATION OF STAY: (a) No. Of Days: ..........................................................
    (b) From ...................... To: ..........................................................
14. MODE OF TRAVEL TO GHANA: ............................................................................
15. MODE OF TRAVEL FROM GHANA: ......................................................................
16. ENTRY POINT INTO GHANA: ............................................................................
17. EXIT POINT FROM GHANA: ................................................................................
18. DESTINATION ADDRESS: ......................................................................................
19. DETAILS OF PRESS CARDS:  
(a) ORGANISATION: .............................................
(b) DATE OF ISSUE: .............................................
(c) CARD NUMBER: .............................................

NB: (TO BE ACCOMPANIED BY THREE PASSPORT SIZE PHOTOGRAPHS)

1. PRESENT EMPLOYERS/ORGANISATION: .................................................................
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2. PREVIOUS EMPLOYERS/ORGANISATION: .................................................................
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3. HAVE YOU EVER VISITED GHANA (IF SO, GIVE DETAILS OR DATES, PLACES VISITED, INTERVIEWS). .................................................................
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4. RESIDENTIAL ADDRESS OF PREVIOUS VISITS: ........................................................
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5. COUNTRIES VISITED IN AFRICA: ...............................................................................
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6. OTHER COUNTRIES VISITED: ..................................................................................
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7. IN WHICH PUBLICATIONS/PROGRAMMES HAVE YOUR ARTICLES/PICTURES ETC. BEEN PUBLISHED?: .............................................................................
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8. IN WHICH PUBLICATION/PROGRAMMES WILL YOUR WORK IN GHANA APPEAR?: ............
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9. HAVE YOU HAD ANY PROBLEMS WITH AUTHORITIES IN ANY COUNTRY YOU HAVE VISITED?: .............................................................................
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10. LIST YOUR EQUIPMENT AND THEIR SERIAL NOS. FOR IDENTIFICATION IN CASE OF LOSS/MISPLACEMENT:

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11. DATE OF APPLICATION
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12. SIGNATURE OF APPLICANT
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13. NAME OF RECEIVING OFFICER
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14. SIGNATURE OF RECEIVING OFFICER
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