

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 two passport-size photographs, a synopsis of the work to be done in Ghana, a list of equipment to be sent to Ghana by the applicant and a copy of the personal details page of the passport of the applicant, will be forwarded by the Mission to the Director of Information Services Department in Accra for processing.
2. To avoid delays, the application must be received in Accra at least 10 days before the date of arrival. In the event of the need for correspondents to travel at short notice to cover breaking news in Ghana, permission can be sought through the Director of Information Services in Accra through Ghana diplomatic mission.
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 USD 80.00 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 USD 200 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 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.

Click here for Forms: <http://www.ghanamission.ch/download/accreditation.pdf>

