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REPUBLIC OF GHANA

Information Services Department
P. O. Box 745, Accra

04/07/2019

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Guidelines for Foreign Correspondents Visiting Ghana

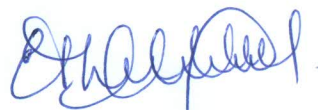
1. All Foreign Correspondents wishing to visit Ghana are required to complete a form for Press Accreditation at the nearest Ghana diplomatic mission, which should be accompanied by three passport-size photographs, and a photocopy of the bio-data page of passport which should be forwarded to the Director 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 where correspondents have to travel at short notice to cover breaking news in Ghana, permission can be sought from the Director of the Information Services Department in Accra through Ghana's Diplomatic Missions.
3. The visiting correspondents should indicate the purpose of visit, 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 questions. 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 interviews 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 Five Hundred Ghana Cedis (500.00) per head is charged for the issuance of press accreditation cards to foreign correspondents. This accreditation covers only one visit (One (1) day to Three (3) 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 about his or her employment status. A fee of Eight Hundred Ghana Cedis (800.00) per head is charged for the issuance of accreditation covering a period of one year.
8. Correspondents based in areas where there are no Ghanaian Diplomatic Missions may e-mail 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 are not allowed to be photographed, filmed or interviewed without prior permission sought through the Director of the Information Services Department.
10. It should be noted that the Presidency, all Military Installations, the Independence Arc are not allowed to be filmed or photographed without prior permission from the Office of State Protocol through the Information Services Department.

Issued by: Information Services Department, Accra



**ETHEL CODJOE AMISSAH (MRS.)
DDIS (PRCD)
FOR: AG. DIRECTOR**