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## NATIONAL HERITAGE COUNCIL OF NAMIBIA

No. 52, Robert Mugabe Avenue • Private Bag 12043, Ausspannplatz • Windhoek, Namibia  
 Tel: (061) 244 375 • Fax: (061) 246 872 • E-mail: [permits@nhc-nam.org](mailto:permits@nhc-nam.org)

### DEPARTMENT OF HERITAGE MANAGEMENT: ARCHAEOLOGY UNIT

#### ARCHAEOLOGY & PALAEOLOGICAL HERITAGE PERMIT APPLICATION FORM In terms of the National Heritage Act (Act 27 of 2004)

- 1) This application is subjected to an application fee
- 2) This application must be endorsed from the National Museum of Namibia or the Geological Survey of Namibia (in case of field research)
- 3) Complete and accurate information will allow processing time of this permit for at least 14 days
- 4) All the necessary supporting documents must be enclosed
- 5) This form may be completed in ink or electronically and printed. This form must be dated and with original signature of the applicant
- 6) Information provided in this application form are confidential
- 7) All accompanying copies of requested documents must be certified by a Commissioner of Oath.
- 8) Where choices are given, mark only the appropriate box with an X.

<p><b>SELECT ONE OF THE FOLLOWING:</b></p> <p><input type="checkbox"/> NEW APPLICATION</p> <p><input type="checkbox"/> RENEWAL OF PREVIOUSLY ISSUED PERMIT</p> <p><input type="checkbox"/> CHANGE / MODIFICATION TO PREVIOUSLY ISSUED PERMIT</p> <p><i>(Note: expired permits cannot be renewed or modified)</i></p>	<p>FOR PERMIT RENEWALS OR MODIFICATIONS ONLY, ENTER THE PREVIOUSLY ISSUED PERMIT NUMBER</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>PURPOSE OF THE PERMIT:</b></p> <p><input type="checkbox"/> ARCHAEOLOGICAL RESEARCH    <input type="checkbox"/> PALAEOLOGICAL RESEARCH</p> <p><input type="checkbox"/> SCIENTIFIC ANALYSES    <input type="checkbox"/> DATA COLLECTION    <input type="checkbox"/> OTHERS (please specify).....</p>
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#### SECTION A: APPLICANT DETAILS

<b>NAME</b>	<div style="border: 1px solid black; height: 20px;"></div>
<b>TITLE/DESIGNATION</b>	<div style="border: 1px solid black; height: 20px;"></div>
<b>PERSONAL ADDRESS</b>	<div style="border: 1px solid black; height: 20px;"></div>
<b>COUNTRY OF ORIGIN</b>	<div style="border: 1px solid black; height: 20px;"></div>

**CONTACT NO:**  
**EMAIL**

*N.B: Please attach your certified copies of your passport/ID and your educational qualifications.*

**SECTION B: INSTITUTIONS DETAILS**

**NAME**  
**PHYSICAL ADDRESS**

**DEPARTMENT**  
**HEAD OF THE DEPARTMENT**

**FAX NUMBER**  
**EMAIL ADDRESS**

**SIGNATURE OF HEAD OF DEPARTMENT**

**DATE:**

*N.B Attach a support letter from your research supervisor (In case the applicant is a student).*

**SECTION C: RESEARCH TEAM INFORMATION**

Please provide the names, specialization and institutions of all members of this research team. Attach a current résumé or statement of qualifications for all co-investigators.

<b>NAME &amp; SURNAME</b>	<b>SPECIALIZATION</b>	<b>INSTITUTION</b>

*N.B: Attach students recent C.V and copies of their passports.*

**SECTION D: RESEARCH PROJECT INFORMATION**

**Please tick or mark X in the appropriate space below:**

Archaeological Research		Palaeontological research		Scientific Analyses		Data Collection	
Others							

***N.B Please indicate below whether the excavated materials will be exported out of Namibia (in case of scientific analyses)***

YES		NO	
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*\*If applicant intend to export and transport archaeological or paleontological materials out of Namibia, an additional exportation application form must be submitted before materials are taken out of Namibia.*

**GEOGRAPHICAL AREA OF THE RESEARCH PROJECT IN NAMIBIA**

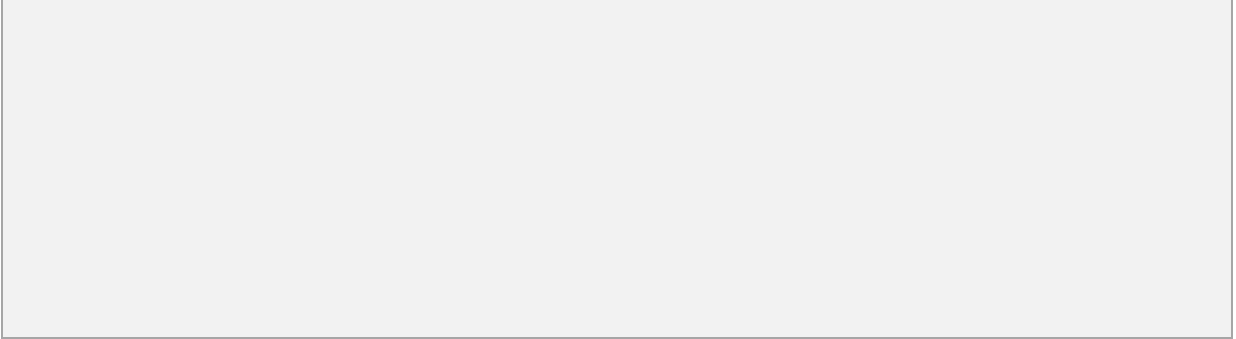
REGION	
FARM / VILLAGE	
NEAREST TOWN / CITY	
GPS LOCATION	
FARM/ LANDOWNERS NAME	
FARM /LANDOWNERS CONTACTS NO.	
SITE NAME	

**FIELDWORK RESEARCH AND ANALYSES SCHEDULE**

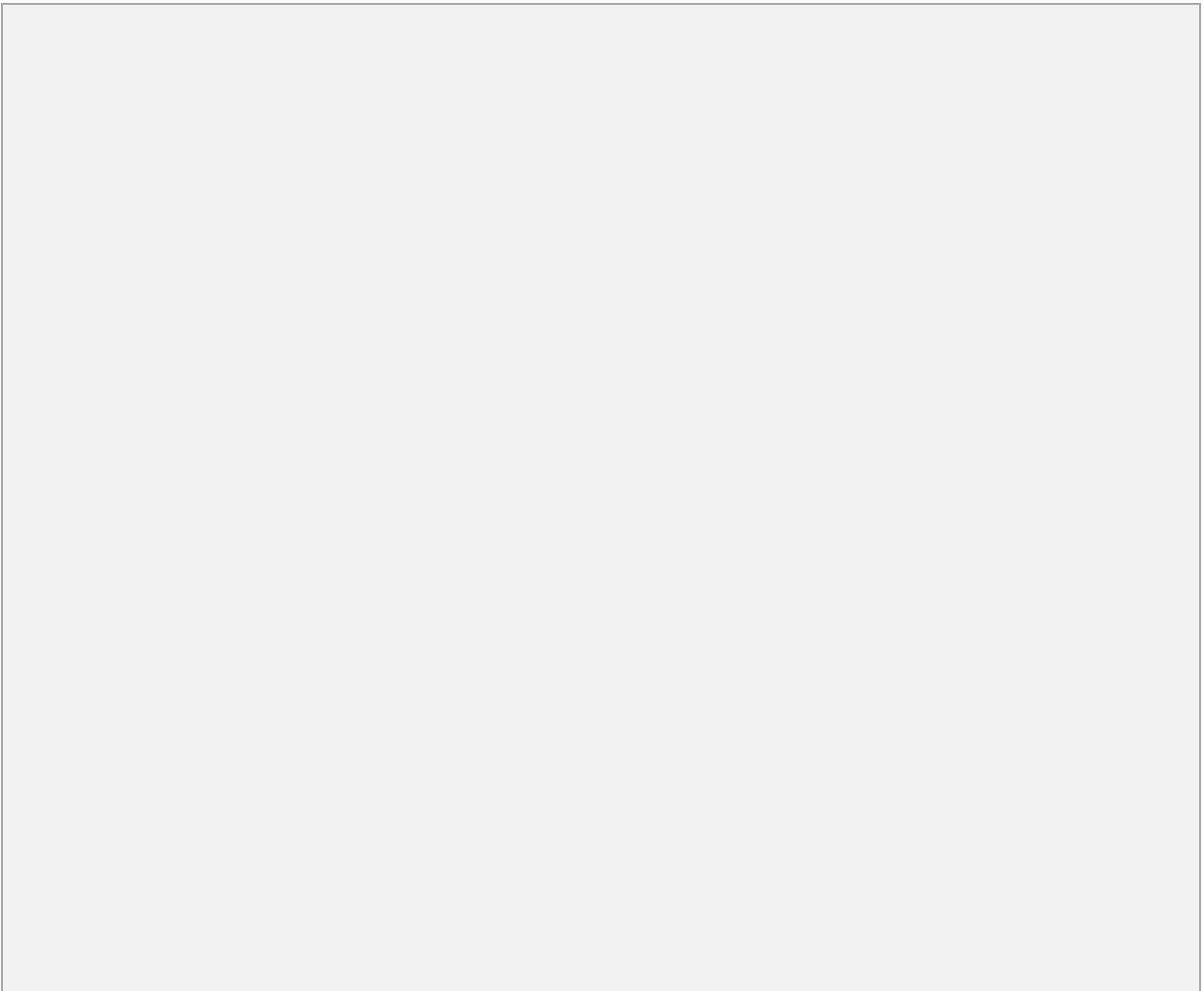
**INDICATE THE PROPOSED DATES FOR FIELD WORK AND ANALYSES (POST FIELDWORK)**

FIELDWORK STARTS	FIELDWORK ENDS
ANALYSES STARTS	ANALYSES ENDS

**RESEARCH PROJECT TITLE**



Provide a summary of your research proposal using only the space below and on the following page. Attach a map of the proposed study area to your application. The proposal summary must provide a clear statement of the aims and objectives of the project, the field and laboratory research methodology, and the potential scientific and public benefits.



**DESCRIBES THE ANTICIPATED TYPES OF MATERIALS TO BE COLLECTED**

**SECTION E: COLLECTION, CONSERVATION & SCIENTIFIC ANALYSES**

Applicants must provide the name, institution and contact information of the conservator (NMN or GSN) that has been consulted and retained to provide conservation services of the collections to be made under the proposed research project in Namibia.

**CONSERVATOR'S NAME**

**PHYSICAL ADDRESS**

**EMAIL ADDRESS**

**FAX NUMBER**

**CONSERVATOR'S SIGNATURE**

**PROVIDE DETAILS OF INSTITUTION WHERE THE MATERIALS ARE CURRENTLY HOUSED NAMIBIA**

*(In case of already excavated materials).*

**NAME**

**PHYSICAL ADDRESS**

**FAX NUMBER**

SIGNATURE

PROVIDE DETAILS OF THE HEAD OF INSTITUTION WHERE MATERIALS WILL BE HOUSED TEMPORARY OUTSIDE NAMIBIA

NAME

PHYSICAL ADDRESS

EMAIL ADDRESS

FAX NUMBER

SIGNATURE

*N.B: The head of the institution where the materials will be housed while outside Namibia should strictly approve this permit through a signature above. Additionally, an official letter attesting that the materials will be returned to Namibia upon completion of scientific analyses must be attached.*

LIST THE LOCATIONS, IF APPLICABLE, OF OTHER INSTITUTIONS WHERE SPECIALISTS WILL UNDERTAKE ANALYSIS OF SAMPLES OF THE COLLECTIONS

*Other Research Institutions*

NAME

LABORATORY

PHYSICAL ADDRESS

EMAIL ADDRESS

SIGNATURE

*Other Research Institutions*

NAME

LABORATORY

PHYSICAL ADDRESS

**EMAIL ADDRESS**

**SIGNATURE**

**DECLARATION**

I agree to comply with the provisions and strictly observe the terms and conditions under which the National Heritage Council may issue the permit.

**APPLICANT SIGNATURE**

**DATE**