



DEPARTMENT OF REFUGEE SERVICES (DRS)

Website: www.refugee.go.ke

E-mail: refugeeaffairs@refugee.go.ke, info@refugee.go.ke

Tel: +254 020-434-348-143/5, +254-020-4405057

Facebook: Department of Refugee Services-DRS, Kenya

Twitter: @DRSKenya

Corporate Place, Kiambere Rd, Upper hill

P.O. Box 42227 -00100

Nairobi, Kenya

APPLICATION PROCESS FOR CAMP VISIT PERMIT

A. INTRODUCTION

Refugee designated areas/camps in Kenya are protected zones where refugees reside under government protection. To ensure their security, all visitors must undergo a vetting process conducted by the Department of Refugee Services (DRS) in Nairobi before visiting these areas. Access is granted only with authorization issued by the Commissioner for Refugee Affairs, in accordance with Sections 8(r) and 33 of the Refugee Act No. 10 of 2021. Unauthorized visits are subject to arrest and prosecution.

B. VISITOR CATEGORIES AND PERMIT APPLICATION PROCESS

1. Researchers

○ Documents Required:

- Obtain a research permit from the National Commission for Science, Technology, and Innovation (NACOSTI).
- Copies of passports/IDs of all traveling researchers.
- Must provide a concept note of the research project (maximum one page).
- Must provide a copy/link to their research work after publication (failure to comply will result in denial of access during the next visit).

2. Journalists and Photographers

○ Documents Required:

- Obtain accreditation from the Media Council of Kenya.
- Copies of passports/IDs of all journalists and photographers (local or international).
- For drone usage: License from the Kenya Civil Aviation Authority (KCAA) must be produced.
- Must provide a concept note of their project (maximum one page).
- Must provide a copy/link to their work after publication (failure to compliance will result in denial of access during the next visit).

3. Filmmakers

- **Documents Required:**
 - Filmmakers must obtain a Filming Permit from the Kenya Film and Classification Board (KFCB).
 - Copies of passports/IDs of all individuals involved in filming.
 - For drone usage: a License from the Kenya Civil Aviation Authority (KCAA) must be produced.
 - Must provide a concept note of the filming project (maximum one page).
 - Must provide a copy and/or link to their work after publication (failure to comply will result in denial of access during the next visit).

4. Refugee Visitors

- **Documents Required:**
 - Copies of Refugee IDs of all persons traveling to the camp.
 - Must provide a concept note of the project/purpose of visit (maximum one page).
 - Must provide a copy and/or link to their work after publication (failure to comply will result in denial of access during the next visit).
- **Additional Requirement:**
 - In addition, all refugee visitors must obtain a Movement Passes from the DRS office on General Mathenge Road, Westlands, Nairobi, or any nearest DRS urban office.

5. Other Visitors

- **Documents Required:**
 - Copies of passports/IDs of all visitors.
 - Must provide a clear reason/purpose of the visit (maximum one page).
- **Restrictions:**
 - People from this category are not allowed to conduct research, interviews, write a story, and write an article, filming, or photography within the camps.

C. APPLICATION PROCESS FOR ALL CATEGORIES

1. Request Letter:

- Applicant/s must write an official letter addressed to the "Commissioner for Refugee Affairs" stating:
 - Their identity and profession.
 - The organization they represent (if applicable).
 - Clearly state the purpose of the visit.
 - Funding source for the visit, project or exercise.
 - Travel dates and duration.

2. Submission:

- Sign and scan the letter and attach all necessary permits and documents (in PDF format for email).
- Submit the application via:
 - Email: refugeeaffairs@refugee.go.ke or copy mwangostanley@refugee.go.ke
 - Post to: DRS on the postal address at the top
 - Hand deliver to DRS offices at the above location.

3. Mandatory Camp Induction

- All approved visitors must report to the camp manager for a mandatory induction upon arrival at the camp.
- Induction covers:
 - Security and Safety procedures
 - Camp rules and regulations
 - Respectful interaction with refugees and host communities

NOTE:

- *Processing Time: Permit processing takes at least 5 working days.*
- **Camp Travel and accommodation Bookings:** applicant shall not book for travel or accommodation to the camp until they receive the permit from DRS. DRS shall not responsible for prior costs incurred if their request is denied.
- **DRS involvement:** dignitaries or organisations launching new projects in the camps for the first time must be accompanied by DRS staff from Nairobi.
- **Cost:** The DRS permit is free of charge.