



REPUBLIC OF SOUTH SUDAN
Relief and Rehabilitation Commission (RRC)
Headquarters - Juba

16/01/2014

CIRCULAR NO: 1/2014

To: All the Humanitarian Organizations operating in the Republic of South Sudan

Subject: Emergency Visa for Humanitarian Staffs

In an effort to respond promptly to the current humanitarian crises in the Country, the Relief and Rehabilitation Commission in consultation with the relevant authorities of the Government, has devised an easy and quick way to obtain Visa for emergency response staff on arrival at Juba International airport. Therefore, you are strongly advised to follow the following procedure:

1. On a letter head, address your request to the Acting Director General for NGOs Affairs, Relief and Rehabilitation Commission. Please indicate the position of the staff, his/her main roles, the duration of the contract, his /her nationality and attach the copy of the passport.
2. The Directorate of NGOs Affairs will write a cover letter to the Director General of Passport, Nationality and Immigration for approval.
3. After obtaining the approval, you will be requested to take the approved copy to the Chief of Immigration at Juba I. Airport for Notification and information to the airlines.
4. Scan the document and email it to the concern staff for presentation to the Airline during check-in at the Counter and Immigration at Juba Airport for entry visa.

Please note that, this is meant for emergency response team and administration staffs only. The other program staffs are advised to follow the normal procedures through the South Sudan embassies at the home of origin/point of departures. This process is envisaged to take a maximum of two days only.

Thanks for the good work.

Mr. Tom Tombe
Ag/ Director General for NGOs Affairs
Relief and Rehabilitation Commission
Email: ttombeloro@yahoo.com
Mobile: +211 955 501 005; +211 977 100 368



Cc: Minister, GCSWHA & DM
Chairperson, RRC
Undersecretary HA&DM; DG for PNI, Ministry of Interior; File.