REPUBLIC OF BENIN

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Ministry of Foreign Affairs and Cooperation

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MEMORANDUM
ON THE ELECTRONIC VISA OF ENTRY AND STAY IN BENIN

December 2017

Implementation of the "E-Visa Project", an important component of the Flagship Program "Smart Administration" (Smart Gouv) in Benin, is part of the vision of the Head of State to make Benin a preferred destination for both tourism and business by simplifying administrative procedures for immigration.

In January 2017, the President of the Republic of Benin reaffirmed this commitment by abolishing the short-stay entry visa for nationals of African countries.

The E-Visa Project will provide Benin with a digital system to quickly meet a larger number of visa applications.

In fact, in 2016, Benin registered a total of eleven thousand nine hundred and eighty-three (11,983) applications for short-stay visas and three thousand six hundred and thirty-five (3,635) requests for resident cards.

The number of applications is increasing each year and Benin's development prospects for the year 2021 allow to envision a tripling of these requests.

The deployment of the electronic platform for visa application and entry authorization in Benin will enable to:

· Facilitate visa application procedures in Benin by dematerializing the process;
· Accelerate and improve the methods of processing applications;
· Exploit the benefits from developments in information and communication technology fields to improve the effectiveness of visa services.
· offer the possibility of payment by online credit card.

<div align="center">FACT SHEET</div>

1. Date of entry into force: 1 January 2018

2. URL address: https://www.evisa.gouv.bj

3. List of the documents required:

- ✓ Visa Application Form (to be completed online);
- ✓ Invitation letter, if applicable;
- ✓ Photocopy of the first three pages of the passport having a period of validity of at least three (03) months from the date of departure for Benin;
- ✓ Identity photo, passport format, with white background;
- ✓ Proof of accommodation;
- ✓ Note verbale, if applicable;
- ✓ Order of mission, if applicable.

4. Processing time of the application: 1 working day

5. Responsible in charge of processing: « Direction de l'Emigration et de l'Immigration »(Directorate of Emigration and Immigration)

6. Payment: Three payment methods

- ✓ Online payment by credit card (VISA MASTERCARD, etc.)
- ✓ Payment in a Diplomatic or Consular Representation
- ✓ Payment at a border crossing on arrival in Benin

6. Place of printing of the visa:

Depending on the method of payment chosen by the applicant, the electronic visa can be printed before departure for Benin or on arrival at a border post.

Before departure :

- the applicant, after making the payment online, can print the e-visa from the email

address provided on the form, or

- the applicant can go to the nearest Diplomatic or Consular Representation to make the payment and have the e-visa delivered locally.

On arrival in Benin:

- upon presentation of the approval document issued online by "la Direction de l'Emigration et de l'Immigration" (Directorate of Emigration and Immigration), the applicant can get the e-visa printed in one of the six (06) border posts below:

✓ Cardinal Bernadin GANTIN International Airport of Cotonou;
✓ Autonomous Port of Cotonou;
✓ Sème-Kraké, border between Benin and Nigeria;
✓ Hilacondji, border between Benin and Togo;
✓ Malanville, border between Benin and Niger;
✓ Porga, border between Benin and Burkina-Faso.

For border crossings, the traveler presents his approval document to the police officer who:

✓ performs the prescribed checks;
✓ captures the photo of the traveler if he / she did not upload it during the online request, and
✓ prints the electronic visa.

7. Electronic visa application procedure

✓ Access to the e-visa website via the URL: https://www.evisa.gouv.bj ;
✓ Entering biographical information, address and contact data, contacts in Cotonou, information on the trip (motive, dates, etc.);
✓ Upload the various documents required by the authorities;
✓ For security reasons, the system sends to the requester's email address a code that the requester enters to authenticate;
✓ Upload the photo in the specified format;
✓ At the validation of the information entered on the form, the visa applicant is invited to enter the information relating to his credit card for the payment of visa

fees;

- ✓ After the payment, he automatically receives in his electronic mailbox a pre-enrollment receipt;
- ✓ When the process is validated, the applicant receives an approval document which will act as a "*pre-visa*".This document contains a barcode to automatically display the data entered on the pre-enrollment site. This document will be scanned at the aforementioned border crossings of Benin.

8. Role of Diplomatic and Consular Missions

- ✓ Inform the authorities of the jurisdictions and target populations of the start operating of the online visa application platform;
- ✓ Assist applicants who wish to apply visa online at Embassies and Consulates-General;
- ✓ Print from e-mail address " evisa@diplomatie.gouv.bj" e-visas previously authorized by "la Direction de l'Emigration et de l'Immigration" (the Directorate of Emigration and Immigration) when the applicants make the payment to the diplomatic post;
- ✓ Reverse receipts collected in an account of the "Direction Générale du Trésor et de la Comptabilité" (Directorate General of the Treasury and Accounting), which will be indicated in a timely manner.