



## APPLICATION FORM FOR A FILMING LICENCE

**Film Licensing Officer**

Kenya Film Classification Board  
 Uchumi House 15<sup>th</sup> Floor  
 P.O. Box 44226-00100, Nairobi  
**Tel No:** 020 2250 600/ 020 2241 804/ 020 2251 258  
**Cell No:** +254 711 222 204/ +254 777 753 355  
**Email:** [licensing@kfcg.go.ke](mailto:licensing@kfcg.go.ke)

This form should be completed in **BLOCK LETTERS** and the following documents attached:

- i. A Synopsis, Screenplay, Shooting Schedule & List of Equipment for Short Film, TV Series, TV Series Episode and Feature Film.
- ii. A Shooting Schedule, List of Equipment and either Synopsis, Screenplay, Treatment, Script Outline, or Storyboard for Documentary, Feature, Infomercial, Stills, Corporate Video, Music Video, Advertisement, Travelogue, Testimonial etc.

**1. COUNTRY OF ORIGIN\***  Local Filmmaker/ Company  Foreign Filmmaker/ Company \_\_\_\_\_ (Specify)  
 (Tick Where Applicable)

**2. APPLICANT'S INFORMATION\***

(Give Name, Address, Mobile Number and National ID Number)

**3. FILM AGENT'S INFORMATION\***

(Give Name, Address and Telephone Number. THIS SECTION SHOULD NOT BE FILLED BY LOCAL FILMMAKERS/COMPANIES)

**4. PRODUCTION COMPANY'S INFORMATION\***

(Give Name, Address and Telephone Number)

**5. FILM INFORMATION\***

Title

Running Time  
(Minutes)

No. of Shooting Days

(Attach a detailed shooting schedule)

Target Audience

Intended  
Audience Region

Estimated Total Film  
Budget (Kshs)

Estimated Film Budget to be  
Spent in Kenya (Kshs)

**Subject Material (Tick Where Applicable)**

- |   |  |   |                                      |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Full-length Feature Film | <input type="checkbox"/> Short Film        | <input type="checkbox"/> Docu-drama         | <input type="checkbox"/> Stills      |
| <input type="checkbox"/> TV Series                | <input type="checkbox"/> TV Series Episode | <input type="checkbox"/> Web Series         | <input type="checkbox"/> Infomercial |
| <input type="checkbox"/> Advertisement            | <input type="checkbox"/> Documentary       | <input type="checkbox"/> Corporate Video    | <input type="checkbox"/> Music Video |
| <input type="checkbox"/> Testimonial              | <input type="checkbox"/> Travelogue        | <input type="checkbox"/> Web Series Episode | <input type="checkbox"/> Docuseries  |
| <input type="checkbox"/> Other _____ (Specify)    |  |   |                                      |

**6. FILM ARTISTS AND CREW INFORMATION\***

<b>No. of Local Artists</b>	<b>No. of Local Crew</b>	<b>No. of Foreign Artists</b>	<b>No. of Foreign Crew</b>
(Actors, actresses, Stuntmen, Makeup Artists etc.)	(Directors, producers, Cameramen, etc.)	(Actors, actresses, Stuntmen, Makeup Artists etc.)	(Directors, Producers, Cameramen, etc.)
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

(Attach a Separate List and Copies of Valid National Identity Cards/ Passports)

**7. FILMING EQUIPMENT**

To be imported\*
  To be hired locally \*  
 Drone Filming\* \_\_\_\_\_ (Specify whether Day or Night Filming or Both)

(Attach a list of equipment to be used in the shoot)

**8. SPECIAL REQUEST (if any)** \_\_\_\_\_

**9. TERMS AND CONDITIONS**

- i. The Applicant shall duly fill, to the best of his/her knowledge, all the information necessary for Filming Licences.
- ii. The applicant shall adhere to the provisions of the Part II of the Films and Stage Plays Act and any other applicable law in relation to filming in Kenya.
- iii. The Filming Licence will not be issued until payment is made in full.
- iv. The Application fee is non-refundable.
- v. This Filming Licence shall be valid for a period of filming, for the film production as applied and is non-transferrable.
- vi. This Filming Licence will be always displayed during filming and will be produced upon request by the Board or any enforcement agencies.
- i. Every application for a filming licence shall be made to the licensing officer in writing and shall be accompanied by a full description of the scenes in and a full text of the spoken parts (if any) of, the entire film which is to be made together with a written statement by the applicant as to the duration of the film to be made, and the part or parts thereof which are to be made in Kenya or which have been made outside Kenya.
- ii. Where the spoken parts in a film to be made are in a language other than English, an accurate translation in English of the full text of the spoken parts of the entire film certified to the satisfaction of the licensing officer shall accompany any application for a filming licence.
- iii. Any person who makes or causes to be made, either orally or in writing, any statement or representation which he knows or has reason to know to be false for the purpose of obtaining a filming licence shall be guilty of an offence.
- iv. Where any film in respect of which a filming licence has been issued is made otherwise than in accordance with the particulars furnished to the licensing officer, except in so far as permission to make alterations or additions has been granted under section 7 of the Act, the producer, the proprietor, the promoter and the photographer thereof and every other person engaged in the making of the film, and, where the holder of the filming licence is not one of those persons, the holder also, shall each be guilty of an offence.
- v. The Licensing Officer shall assess the licence fee in accordance with the written statement of the applicant as to the duration of the film.
- vi. Where any person is convicted of an offence under these Regulations, the court may, in addition to or in lieu of any other penalty, order the confiscation and destruction of the film and may revoke the filming licence relating to the making of the film, whether the person convicted is the holder thereof or not.
- vii. The Applicant shall be deemed to be in contravention of their obligations if they fail to adhere to these terms and conditions. Action shall be taken by the Board as it deems appropriate including revocation of the Registration Certificate and/ or instituting legal proceedings.
- vii. The Board may revise these Terms and Conditions at any time as occasioned by regulatory and policy revisions.

**10. ACKNOWLEDGMENT BY THE APPLICANT**

- i. I have read, understood and agreed with the terms and conditions of the Filming License.
- ii. I declare that the information I have given is true, complete and correct to the best of my knowledge and belief.
- iii. I consent to Board using my personal data for the purposes described in this Certificate and understand that I can withdraw my consent at any time.

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

---

**FOR OFFICIAL USE ONLY**

---

Licensing Fees \_\_\_\_\_ Kshs

Filming Fees \_\_\_\_\_ Kshs

Approved

Not Approved

Name of Officer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_