

REGISTRATION AS A FOREIGN NATIONAL IN SENEGAL

When you arrive in Senegal, you have 3 months to constitute your administrative file and submit it to the concerned Senegalese departments. Note that the Senegalese Police Department may or may not give you a residence permit.

Nota Bene: *If your stay is less than 3 months on Senegalese territory, this procedure does not concern you*

Documents required for constituting the file:

- i. A covering letter addressed to the Minister of Interior requesting for a Foreigners card : one application per person, aged 15 and above.
- ii. A medical certificate stating that you are fit (physically and mentally). You may visit the nearest hospital close to you or call for the services of your physician (one per person).
- iii. Police Clearance Certificate from your country.
- iv. Certified Copy of your birth certificate. If you are born in Senegal, you may apply for one at the Consulate General of your country in Dakar.
- v. A certificate of residence from your locality representative. For this, you must go to his home with the original of your passport and a photocopy (of the Passport), your rental agreement (home), or, any utility bill- water (SDE), electricity (SENELEC) or phone (SONATEL) in your name. The procedure costs between 200 F CFA (INR 25) and 500 F CFA (INR 62). With this document in hand, go to the Town Hall closest to you, present the document and get a Town Hall certificate. Each document issued costs 200 FCFA (INR 25).
- vi. Your employer's certificate indicating your date of hire, the position you hold at the establishment and type of contract (CDD, CDI...). The document must be stamped and signed by your manager. If you do not work, you must present a handwritten affidavit of the person whose dependent you are in Senegal and who serves as your guarantor. If this person is not part of your family, do legalise the photocopy of his/her identity card and include it in the file. This person must be able to justify resources to provide for both of you.
- vii. A revenue stamp of 15,000 CFA FRANCS (INR 1855) per submitted file.

viii. The payment of a security deposit of an amount of CFA F 75,000 (INR 9270) (per applicant) at the Caisse de Depots et Consignations located on the VDN route). A receipt will be provided. You will need to present it at the time of file submission. The security deposit is refundable upon final departure from Senegal.

ix. 3 recent identity photos.

Once the file has been put together and the deposit paid, you can go to the Aliens Police Department (one file = one applicant present for submission of the file). Files may be submitted on Monday, Wednesday and Friday between 8:00am and 12:00pm.

Remember to pay attention to your attire: avoid dresses, shorts and flip-flops lest you are denied access into the administration building. The reception desk is located on the ground floor. The queue can be long. Remember to arrive early as it is first come, first served.

Advice: be patient and polite.

Following the submission of your file, a stamped receipt will be provided with the date on which you are to return to collect your temporary receipt, while awaiting the Foreigners card. This card is to be stamped every year (10,000 CFA FRANCS (INR 1237) for the revenue stamp).

Caisse de Depots et Consignations Office

Address: 9927, VDN friendship 3, Dakar.

Tel: 00.221.33.859.23.47 / 00.221.33.859.23.48 / courrier@cdc.sn

Department of Aliens Police and Travel Documents

Address: Dieuppeul, en face de la Caserne des Pompiers, Alles Serigne Ababacar Sy

Tel: 00.221.33.869.30.01 / 00.221.864.51.26