



Conducting Relief Work In The Bahamas

A Guide for International Non-
Governmental Organisations (NGOs)

Disaster Risk Management Authority
of The Bahamas



A Vital Partner.

In the aftermath of catastrophic events, **non-governmental organizations (NGOs)** like yours play a vital role in helping our country and citizens recover and return to normalcy.

The Government of The Bahamas appreciates the crucial lifesaving work you do and views you as a vital partner.

All NGO's carrying out relief work in The Bahamas are expected to adhere to the [National Humanitarian Standards](#). Review these standards to learn how we uphold human dignity, together.

Thank you for your willingness to render post-disaster aid to the people of The Bahamas.

The Disaster Risk Management Authority (DRM Authority) will be your organization's primary point of contact during your time in The Bahamas. We are here to clear the path and reduce the red tape, making it as easy as possible for you to supply vital aid.

Below are the steps your organization must take to be approved for entry into the Bahamas and mobilize quickly to carry out relief work.

GETTING APPROVED FOR ENTRY

STEP ONE

Register with the DRM Authority to receive Approved Relief Organisation (ARO) status. You can register for ARO status at anytime. We encourage organisations to register with us before a disaster strikes.

Your organization must complete the NGO Partner Registration Form.

As a part of the vetting process, your organization must submit the following:

- + **A copy of the certificate of registration or accreditation from the government of the county where you are established**
- + **A copy of your organization's constituting documents**
- + **Names and addresses of the controlling members of your organization's board of directors**
- + **A copy of the passport of each controlling member of your organization's board of directors**
- + **Proof of address for each controlling member of your organization's board of directors (e.g. utility bill)**
- + **Name and address of your organization's senior manager. (e.g. CEO. Managing Director)**
- + **Name and addresses of your organization's senior financial controller**
- + **A declaration that your organization maintains reliable financial records. You can use this template to make this easier**
- + **A statement outlining your past accomplishments in the disaster response field**
- + **The names of organizations you have collaborated with in the past**



GET CLEARED NOW TO MOBILISE FASTER

We encourage NGOs active in disaster relief to register with us, even before a disaster event occurs.

Registering with us before a disaster event occurs will enable us to complete your organization's vetting process in advance. You will be granted Approved Relief Organisation (ARO) status.

In the event of a disaster, ARO status will allow your organization to get boots on the ground faster to begin rendering aid sooner.



Download our International NGO Partner Registration Form

Download a PDF version of our step-by-step guide for international NGOs conducting relief work in The Bahamas.

CLICK HERE



ENTERING THE COUNTRY

STEP TWO

Begin the Entry Process

Once the vetting is complete and your organization is approved, the DRM Authority will work closely with the Bahamian Ministry of Foreign Affairs and the Department of Immigration to facilitate your team's entry into the country.

Before traveling to The Bahamas, your organization will be required to submit:

- + **A manifest containing the names of the personnel that will be coming into the country**
- + **A manifest detailing the equipment and supplies you will bring with you**
- + **An action plan outlining your organization's area of focus and the work you will carry out while in the country.**

Your team members will each be granted a permit providing special temporary status in the country. The DRM authority will obtain the permit for each member of your team. To be eligible to apply for this permit, each member of your staff must meet the basic entry requirements of the Bahamas Immigration Department.

These entry requirements are:

- + **A passport valid for at least six (6) months** (passport cards are not accepted)
- + **A completed Bahamas Immigration disembarkation/embarkation card** (typically provided via air transit or upon arrival at the port of entry)
- + **A valid return ticket, proving the ability to leave The Bahamas**
- + **Proof of financial means to sustain a stay in the Bahamas or the name of a local sponsor who will provide support**

Do You Need A VISA?

In addition to the basic entry requirements listed, citizens of the below countries must also obtain a visa through The Bahamas Ministry of Foreign Affairs and present this visa upon arrival:

COUNTRIES WHOSE CITIZENS ARE REQUIRED TO PRESENT A VISA TO ENTER THE BAHAMAS			
Afghanistan	Equatorial Guinea	Madagascar	Taiwan: Penghu, Kinmen, and Matsu
Albania	Eritrea	Mauritania	Tajikistan
Algeria	Ethiopia	Micronesia, Federal State of	Thailand Timor-Leste, Democratic Republic
Angola	Gabon	Mongolia	
Belarus	Ghana	Montenegro	
Benin	Guinea	Morocco	
Bhutan	Guinea-Bissau	Mozambique	Togo
Bosnia	Haiti	Myanmar	Tunisia
Burkina Faso	Herzegovina	Nepal	Turkmenistan
Burundi	India-Under Specific Conditions	Niger	Ukraine
Cambodia	Indonesia	Nigeria	Uzbekistan
Cameroon	Iran, Islamic Republic of	Pakistan	Vietnam
Central African Republic	Iraq	Palau	Yemen
Chad	Jordan, Hashemite Kingdom of	Palestinian Authority	
Chile (Required for Diplomats)	Kazakhstan	Philippines	
Comoros	Korea, Democratic People's Republic of	Rwanda	
Congo, Democratic Republic of the	Kosovo, Republic of	Saudi Arabia, Kingdom of	
Congo, Republic of the	Kyrgyzstan	Senegal	
Côte d'Loire	Laos, People's Democratic Republic	Serbia	
Cuba	Lebanon	Somalia	
Djibouti	Liberia	South Sudan, the Republic	
Dominican Republic	Libya	Sudan, the Republic of	
Egypt	Macau or Macao Special Administrative Region	Syrian Arab Republic (Syria)	

Bahamas Visa Processing Centers are located in the following countries and cities:

London The Bahamas High Commission 10 Chesterfield Street London W1J5JL England Telephone: 011-442-07-408-4488 Emergency Hotline: +44 07342 882 551 Facsimile: 011-442-07-449-9937 E-mail: info@bahamashclondon.net	Cuba Embassy of the Commonwealth of The Bahamas 3006 5th Avenue 3/30 y 32 Miramar, Playa Havana, Republic of Cuba Telephone: 011-537-206-9918/1-305-921-0274 Facsimile: 011-537-2069921/23 E-mail: aaa41emb@aamil.com	Atlanta Consulate Consulate General of The Bahamas Park Central Building 2970 Clairmont Road, NE Suites 690 Atlanta, Georgia, 30329 Telephone: (404) 214-0492 Fax: (404) 214-0497 E-mail: bahamasconsulatega@bahaconga.com Social Media - Facebook: https://www.facebook.com/bahconga242/
Canada The Bahamas High Commission 50 O'Conner Suite 1313 Ottawa, Ontario Canada K1P 6L2 Telephone: (613) 232-1724 Emergency Hotline: 613-790-6801 Facsimile: (613) 232-0097 E-mail: Ottawa-mission@bahighco.com	Washington Consulate Consular Annex 1025 Vermont Avenue NW, Suite 305 Washington, DC, 20005 Telephone: (202) 734-6578 Emergency Hotline: (202) 679-9045 (Vice Consul) Emergency Cellphone Contacts : (202) 679-9046 / (202) 394-6262-(Vice Consul) Facsimile: (202) 595-8251 Toll-free: 888-745-3243 E-mail: info@consulateofthebahamasdc.com	Miami Consulate Consulate General of The Bahamas 100 N Biscayne Blvd Suite 900 Miami, Florida 33132 Telephone: (305) 373-6295 Facsimile: (305) 373-6312 E-mail: bcamia@bellsouth.net
China Embassy of the Commonwealth of The Bahamas 4th Floor, Taiyuan Diplomatic Office Building, 14 Liangmahe Nan Lu, Chaoyang District Beijing, People's Republic of China, 100600 Telephone: 001-86-106532-2922 Emergency Hotline: 011-86-13718784319 Facsimile: 011-86-10-6532-2304 Website: www.bahamasembassy.cn E-mail: info@bahamasemassy.cn	New York Consulate Consulate General of The Bahamas Bahamas House 231 East 46th Street New York, NY 10017 Telephone: (212) 421-6420 Emergency Hotline: 201-320-1145 Facsimile: (212) 688-5926	Dominican Republic - Honorary Consulate of The Bahamas Edificio TPA Cesar Nicolas Person 116, Santo Domingo, Dominican Republic E-mail: bahamasconsul@claro.net

BRINGING EQUIPMENT & RELIEF SUPPLIES

STEP THREE

Import Relief Supplies and Equipment

The government facilitates trade and controls the flow of illicit items into the Bahamas through the Customs Department. The DRM Authority will liaise with the Customs Department on your behalf to ensure you can easily import the tools and relief items you need for your work.

We will help your organization obtain the following items to meet import requirements:

- + **Import tax-exempt status from the Bahamas Ministry of Finance so your organization can benefit from the temporary tariff waiver offered by the government to aid disaster recovery**
- + **A completed bond for the exportation of goods imported for temporary use**

To help the DRM Authority complete this process on your behalf, you will have to supply the following:

- + **Invoices** (if applicable)
- + **Shipping documents** (bill of lading, airway bill, etc.)

WORKING IN THE COUNTRY

STEP FOUR

Partnering to Save Lives

The DRM Authority is your in-country partner. We are here to help you seamlessly work with various agencies of the Bahamas government and other relief organizations to provide vital relief to disaster survivors. Our goal is a rapid and efficient response to safeguard lives, and we hope you share this goal.

We can meet this goal together and help as many people as possible by doing the following:

- + **Adhering to the humanitarian standards required by Bahamian law (Please review these standards, [here](#))**
- + **Sharing information and data to accelerate the response and avoid the duplication of effort**

While working in the Bahamas, your organization will be assigned to a phase or area of relief and response work that matches its mission and expertise. It will also be paired with the relevant government agency overseeing relief and recovery in that focus area and a mission-aligned local NGO partner.

You are required to:

- + **Liaise regularly with the DRM Authority and the assigned point of contact in your related governmental agency**
- + **Submit a weekly or monthly report (reporting requirements vary based on the approved length of stay in The Bahamas) updating the DRM Authority on the progress of the action plan submitted as a condition of entry.**
- + **Monitor this website to ensure you always have the most up-to-date requirements and information**

Please visit our website, drm.gov.bs, for more information on how to help your organization prepare to carry out relief work in the Bahamas.