



## Botswana National Archives and Records Services

### Educational Tour Booking Form

Name of the Organisation/Institution: -----

Name of the Contact person: -----

Address: -----

Number of participants: -----

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Actual Date of the tour: -----/-----/-----

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Nature of the visit: -----

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#### NB:

1. You are encouraged to send your bookings two weeks prior to the visit to avoid disappointments.
2. All requests for changes must be communicated to the Department at the below address.

#### Contact details:

Corner State Drive and Parliament Drive  
Government Enclave  
P.O. Box 239 Gaborone  
Telephone (working hours) (0267) 3911820. Fax: (0267)3908545  
Email: [archives@gov.bw](mailto:archives@gov.bw)  
Website: <http://www.mysc.gov.bw/nars/index.php>