

FILM INDUSTRY ACCREDITATION & CERTIFICATION

A national framework that accredits filmmakers, associations and organisations with an aim of building a credible, professional and well-coordinated Kenyan film industry.

ABOUT THE FRAMEWORK

The Kenya Film Commission (KFC) is mandated under Legal Notice No. 147 of 2015 to **coordinate and certify** persons, associations and organisations participating in the production of film, photography, video, stills, animation, new media and related media.

This Accreditation and Certification Framework introduces a professional identification system to improve credibility, reduce exploitation and unlock government services for practitioners across the entire film value chain.

The accreditation period runs for one year from the date of approval. Additionally, all accreditation documents are valid for one calendar year and are non-transferable.

Online Applications: The application process is fully automated. Applications are submitted via a dedicated E-Film Shop portal on E-citizen platform for accreditation and coordination of the Kenyan film industry. This can be accessed through the URL <https://efilmshop.ecitizen.go.ke/services/1/apply/5>

ELIGIBILITY

Who Can Apply?

Accreditation is available to three categories:

- a) Persons (Local/Residents, Foreign & Trainee Filmmakers)
- b) Associations and Guilds
- c) Organisations operating within Kenya's film industry

1. PERSONS

A. LOCAL / RESIDENT FILMMAKER

Anyone seeking to be certified as a filmmaker **MUST** meet the following criteria:

1. Be formally trained in either film (e.g., certificate, diploma, degree etc.) or related fields from an institution recognized by TVET Authority and/or Commission for University Education. (Certified copies to be provided)

The applicant must have two (2) years of experience in a specific film discipline. (Provide proof of experience or apprenticeship)

or

Be informally trained and;

- a) demonstrate experience in the film industry by a portfolio of works done
 - b) show evidence or letters of recommendation from previous employer or commissioning clients
2. Present copy of National/Alien ID
 3. Present a clear passport size photo

NOTE: All Fees have been waived !

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B. FOREIGN FILMMAKER – (Persons)

Foreign nationals with a valid short-term work permit coming to film in Kenya. All applications must be processed through a certified local film agent before arrival.

a) Company/Agency:

If an applicant is applying as a company/agency through a local agent the following must be provided:

- a) Notarized copies of Certificate of Incorporation from the country of origin
- b) Present a copy of their Passport
- c) A copy of their work visa/permit
- d) Profile of the company
- e) Short bio of the crew and cast
- f) Filming location
- g) Title and synopsis of the story
- h) Shooting schedule of the film project
- i) Expected budget/expenditure

b). Independent Filmmaker:

If the applicant is applying as an independent filmmaker through an agent, the following must be provided:

- a) Present a copy of their Passport
- b) A copy of their work visa/permit
- c) Short bio of applicant and crew if any

- d) Filming location(s)
- e) Title and synopsis of the story
- f) Shooting schedule of the film project

NOTE: All Fees have been waived !

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- For this category, the Commission will issue a Letter of Authorization instead of a Professional Identity Card to the Film Agent who is processing certification on behalf of their client who is a foreign filmmaker.
- Upon issuance of this document, it is only then that the Film Agent can be eligible to apply for a Film License from the Kenya Film Classification Board.

C. TRAINEE FILMMAKER

This category is open to students studying film or related courses in Kenya and Foreign Nationals studying in local institutions.

Certification in this category will be issued based on the provision of the following:

- a) A copy of Valid Student ID
- b) A Signed and stamped letter from their Head of Department of their Accredited learning institution
- c) A clear passport size photo

This category also applies to students who have not finished the two-year grace period after graduation.

NOTE: All Fees have been waived !

<https://efilmshop.ecitizen.go.ke/services/1/apply/5>

- **Recognition of Prior Learning:** The Commission recognises documentation arising from the Recognition of Prior Learning (RPL) framework implemented by the Kenya National Qualifications Authority to enable applicants to be eligible for certification.

2. ASSOCIATIONS & GUILDS

The Commission will maintain an updated register of all film associations and guilds in the country and review each application before issuing a Certificate of Compliance.

Associations and Guilds are a group of persons sharing common interests, organised under a single outfit. They are expected to champion the rights and welfare of their members to guarantee a harmonious, vibrant and progressive film industry.

Accreditation in this category will be issued based on the provision of the following:

- a) Registration Certificate (from the Registrar of Societies)
- b) Application form
- c) Association's profile
- d) Associations' Constitution
- e) Up-to-date members register
- f) Registered physical office, postal address, phone number and working email
- g) National ID of the leaders of the association.

NOTE: All Fees have been waived !

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- Minimum membership of 30 is required
- Upon successful registration, the commission will issue a **Certificate of Compliance**

3. ORGANIZATIONS

Companies, film agents, talent management agencies, casting agencies, institutions and film training institutions.

- a) Certificate of Incorporation / Registration Certificate
- b) Organisation profile
- c) TVETA Registration Certificate (for TVET institutions)
- d) Commission for University Education Certificate (for universities)
- e) Registered physical office, postal address & email

NOTE: All Fees have been waived !

<https://efilmshop.ecitizen.go.ke/services/1/apply/5>

- Upon successful registration, the Commission will issue a **Certificate of Compliance**

NOTE: Certified associations, guilds and organisations are **required to display their Certificate of Compliance** at their registered offices in a place accessible to the general public (e.g. the reception). Before renewal, the Commission will conduct an evaluation to ensure the organisation is in good standing and has implemented good corporate governance.

APPLICATION PROCESS

How to Apply

All applications are submitted online through the KFC accreditation and certification portal on the E-FILM Shop accessible via URL <https://efilmshop.ecitizen.go.ke/services/1/apply/5>

1. **Submit your online application-** Complete the duly filled application form via the dedicated KFC online portal. Select your category (Local/Resident, Foreign, or Trainee) and upload all required documents.
2. **Application reviewed by the Commission** - The Commission considers whether the applicant is a bonafide filmmaker, association or organisation, and whether the necessary qualifications and experience are in order. Clarifications, if needed, are made within 5 working days.
3. **Decision communicated-** If approved, the Commission issues a **Professional Identity Card, Letter of Authorisation** (for foreign filmmakers), or a **Certificate of Compliance** (for associations and organisations). If denied, you are notified in writing within 5 working days with reasons stated.
4. **Commit to the Code of Conduct-** All certified filmmakers, associations and organisations must commit to abide by Kenya's professional filmmakers Code of Conduct and guidelines.
5. **Annual renewal** - Fill a renewal form and submit for approval. Failure to renew for one year results in deregistration.

Lost ID Card: Present a police abstract and a letter stating the loss.

Change of specialty/role: Submit a form with justification for consideration by the Commission

Note:

- Applicants who submit false documents or give misleading information will have their application rejected.

WHY GET CERTIFIED?

Benefits of Certification

Certification connects filmmakers to the official Kenyan film ecosystem and opens doors to services, networks and funding that uncertified practitioners cannot access.

Official Recognition	Government Services	Collective Bargaining	Global Visibility	Networking	Funding Advantage	Professional Credibility	Training & Skills
Be formally recognised as a certified filmmaker in Kenya with a government-issued Professional Identity Card.	Access government services, opportunities and programmes reserved for certified industry practitioners.	Gain collective bargaining power when negotiating contracts, rates and working conditions.	Increased competitive advantage through local and international visibility on the Commission's database and activities.	Access to networking platforms and opportunities with industry peers, investors and international partners.	A significant advantage in securing film funding and grant programmes, including the KFC Film Empowerment Programme.	Increased earning potential through enhanced professional credibility recognised by clients and commissioning editors.	Access to growth through KFC-facilitated training including the Film Ethics and Copyright Short Course.

PROFESSIONAL STANDARDS

Code of Conduct for Filming in Kenya:					
All accredited filmmakers, associations and organisations must commit in writing to Kenya's Code of Conduct for Filming. Key provisions include;					
Aerial Filming	Animals on Set	Anti-Harassment	Children & Vulnerable Adults	Contracts	Environmental Sustainability
Drones and aircraft require permission from Kenya Civil Aviation Authority (KCAA), Kenya Airport Authority (KAA) and relevant local authorities before any aerial shoot.	Permission from KSPCA (domestic animals) and Kenya Wildlife Service (wild animals) is required. A professional animal handler must be present on set.	Cast and crew have a legal right not to be harassed or discriminated against on any basis including sex, age, race, religion, political belief or	Filming of minors requires a Letter of Authorisation from the County Education Officer, parental consent, and a letter from the child's school headteacher	All cast and crew must be engaged by written contracts prior to commencement. Contracts should cover payment terms, working hours, IP rights, royalties and dispute resolution	Productions are encouraged to adopt green filmmaking practices — use recyclable materials, avoid non-biodegradable products and adhere to NEMA regulations.

		disability per the Kenyan Constitution.			
Employment & Labour	Dispute Resolution	Film Classification	Health & Safety	Location & Residents	Weapons & Armoury
Adhere to Kenyan labour law including the National Minimum Wage and Working Time Regulations. Emphasis on inclusion of Kenyan cast and crew where available.	Disputes should first be mediated through the relevant membership guild/association. Unresolved matters can be channelled to the KFC, and judicial redress sought as a last resort.	All films, trailers and posters must be classified and an exhibition licence issued by the Kenya Film Classification Board (KFCB) before any public exhibition.	Productions must comply with the Occupational Safety and Health Act, 2007 (OSHA). A qualified first-aider or medic must always be present during filming	Affected residents must receive prior notification (letter drop) of filming activities in their area. Film activities must remain within permitted zones and hours.	No firearms (real or prop) may be used without permission from the Firearms Licensing Board. The Officer Commanding Station (OCS) must be notified.

Full details of the Code of Conduct and the A–Z Guide on Filming in Kenya are available for downloads

<https://kenyafilmcommission.go.ke/wp-content/uploads/2024/08/Professional-Filmmakers-Code-of-Conduct-in-Kenya-as-of-June-2024.pdf>

Ready to Get Certified?

Join Kenya's official film industry registry and unlock recognition, funding, networking, government services and more.

Apply for Certification → ([Have a link to the E-film shop/ E-Citizen](#))