



nema

mazingira yetu | uhai wetu | wajibu wetu

ONLINE LICENSE /PERMIT APPLICATION – NEMA LICENSING PORTAL

DECEMBER 17, 2019
NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

LICENSE/PERMIT APPLICATION:

1. To apply for a license/permit application, visit our website (<http://www.nema.go.ke/>), >>Quick Links and click on Licensing Portal as shown below:

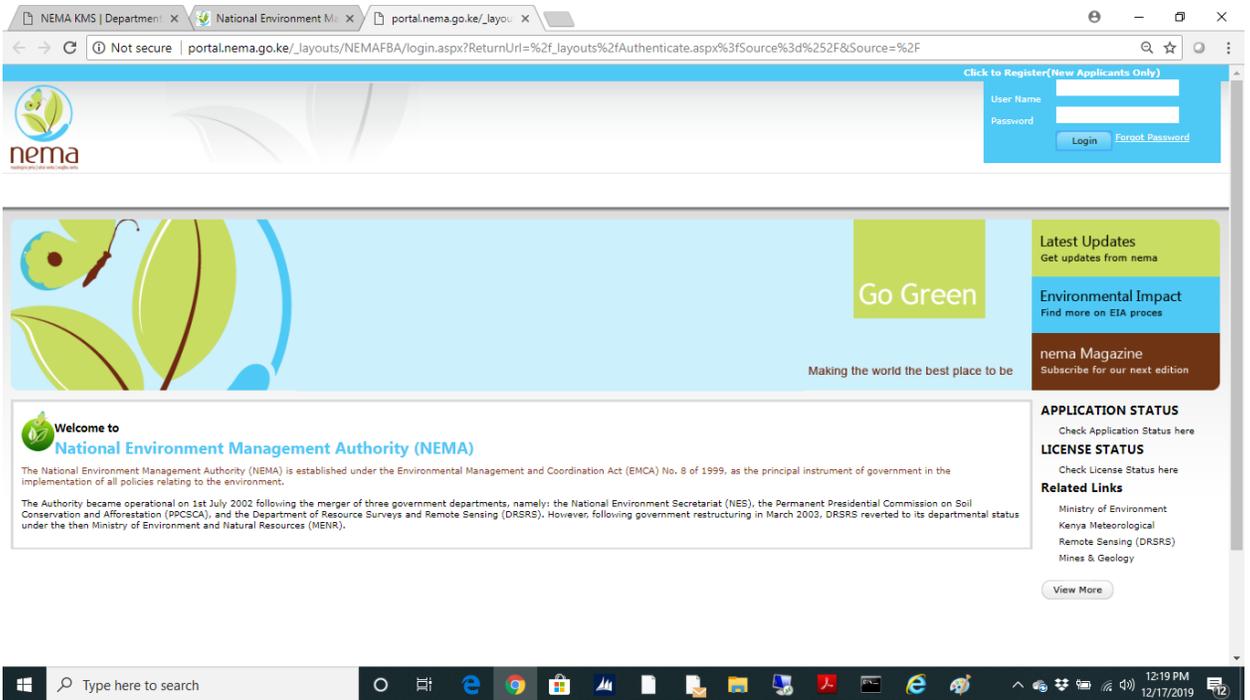
The screenshot shows the NEMA website's navigation menu on the left, with the 'Licensing Portal' link highlighted by a red rectangle. To the right, there is a social media post from @NemaKenya with a red box around the text '@NemaKenya get together for the end of year staff meeting'. Further right, there are three informational cards: 'Expert Register', 'Clean Development Mechanism DNA', and 'Adaptation Fund (NIE Kenya)'. The 'Adaptation Fund' card has a red arrow pointing to the text 'Click on this link'.

OR

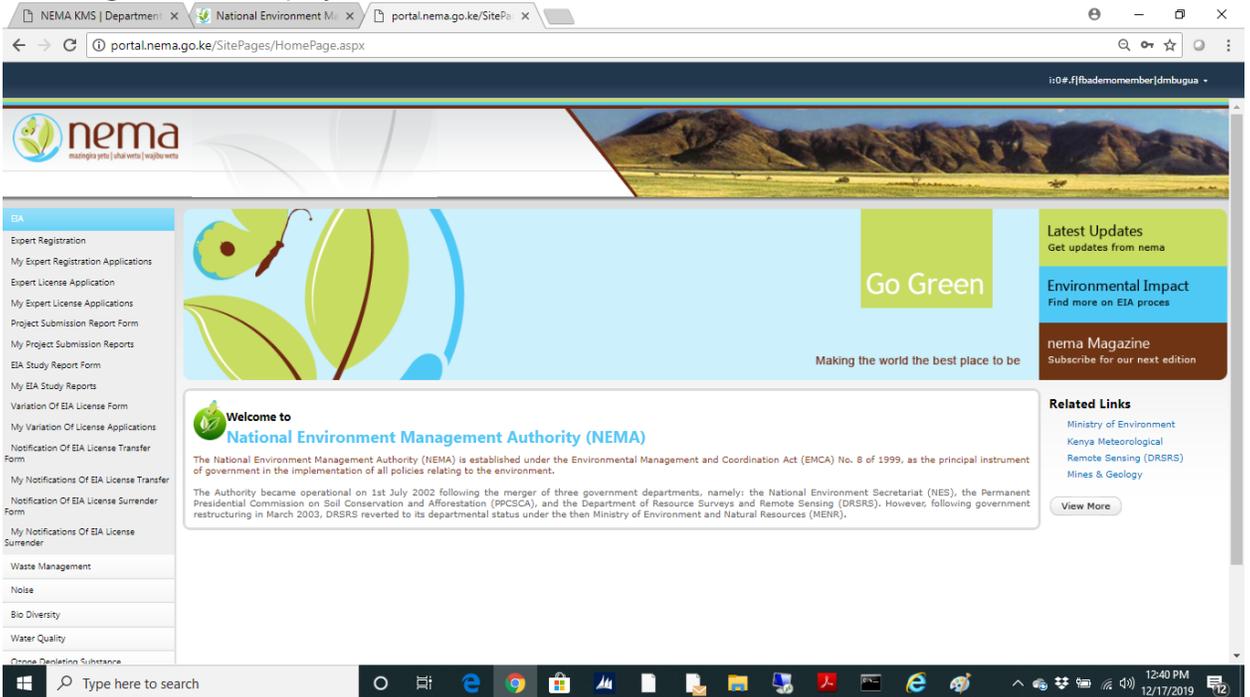
1. Login to e-citizen (<https://accounts.ecitizen.go.ke/login>) and click on NEMA link as shown below:

The screenshot shows the e-citizen dashboard with a 'National Services' section. A grid of service cards is displayed, including 'Department of Immigration Services - ePassport', 'Department of Immigration Services', 'Business Registration Service', 'Directorate of Criminal Investigations', 'National Transport and Safety Authority', 'Civil Registration Department', 'Ministry of Lands and Physical Planning', 'Higher Education Loans Board (HELB)', 'Kenya Revenue Authority', 'National Construction Authority', and 'NEMA'. A red arrow points to the 'Higher Education Loans Board (HELB)' card, specifically to the text 'Click on this link'.

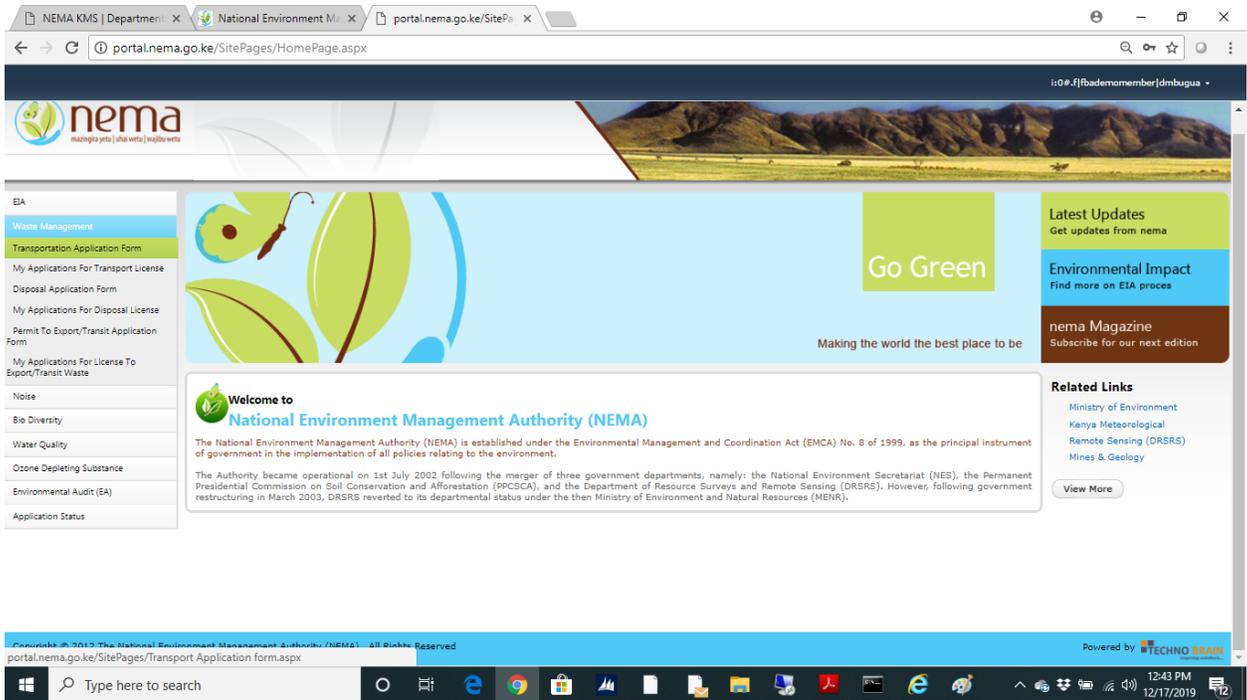
2. Clicking on this link, leads you to this page as shown below:



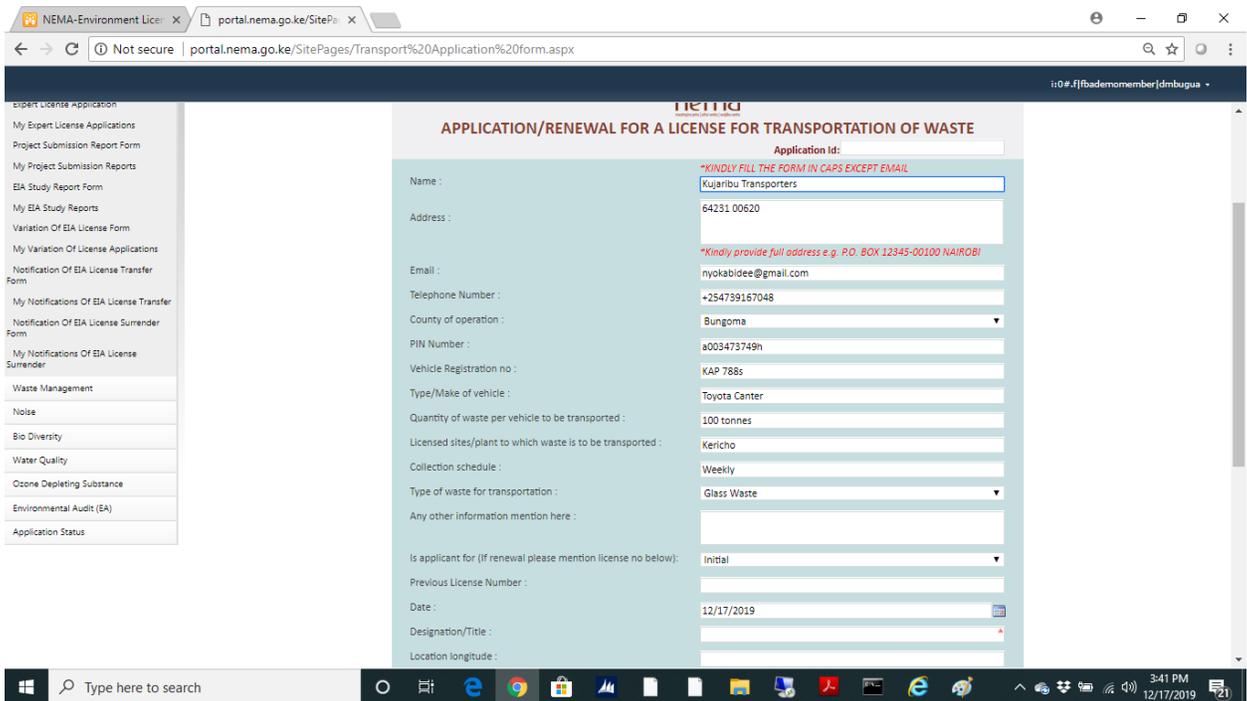
3. If a new user, kindly create an account, but if already existing , please login and the following screen is displayed:



4. Depending on the type of license/permit one is applying for, click on any module on the left side of the panel and select relevant license/permit. For this example, I will choose **Transport Application Form** as shown below:

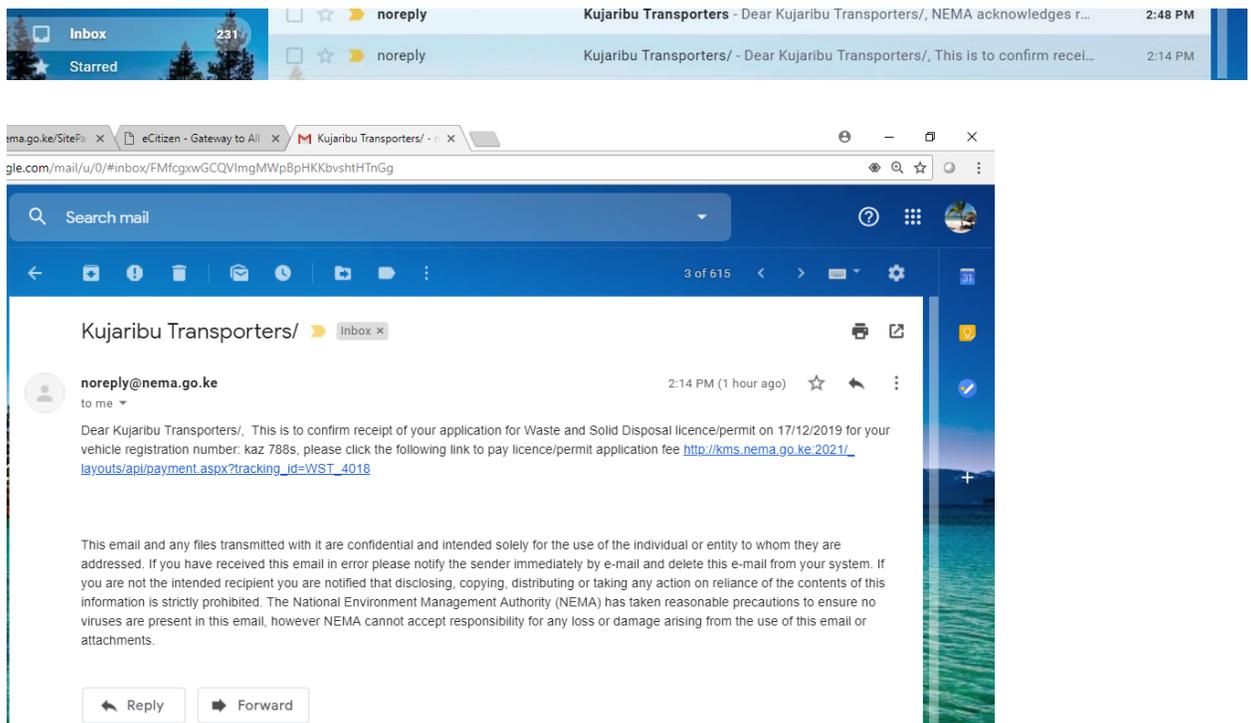


5. Ensure you fill in required fields paying special attention to those with an (*) which is a mandatory field. **Note: Ensure the email entered is correct as alerts will be sent to email.**

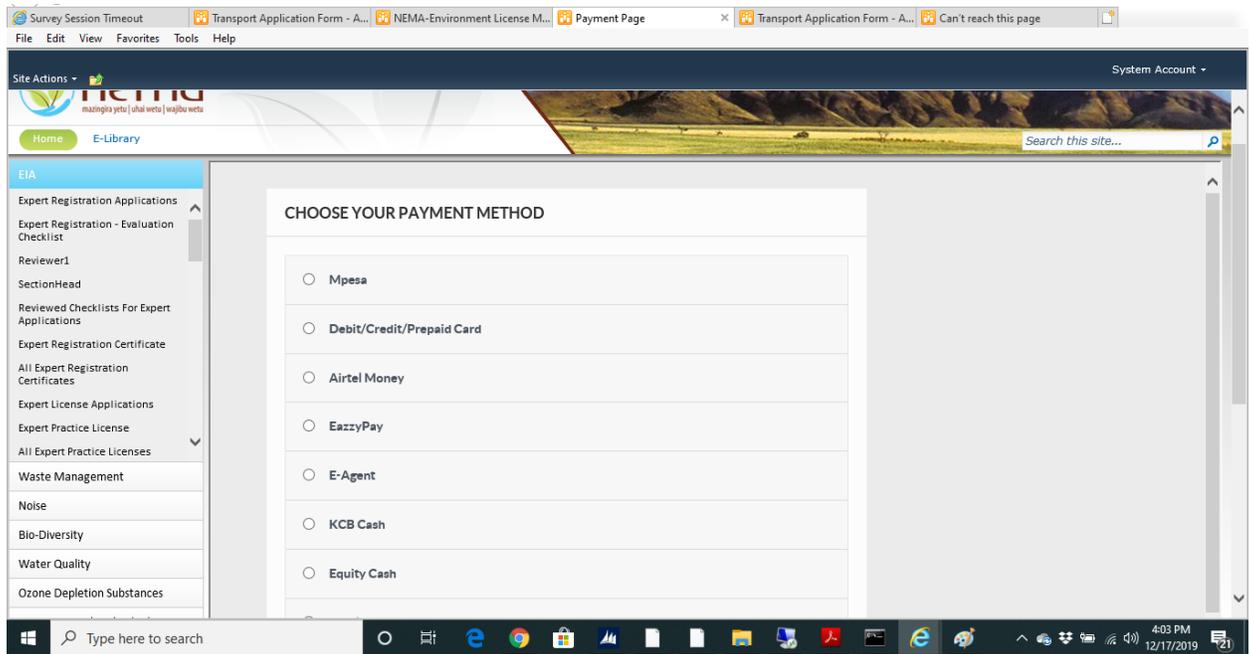


6. On successfully completing the application, click on **Submit** button as shown. A message will be displayed saying the Form has been submitted successfully:

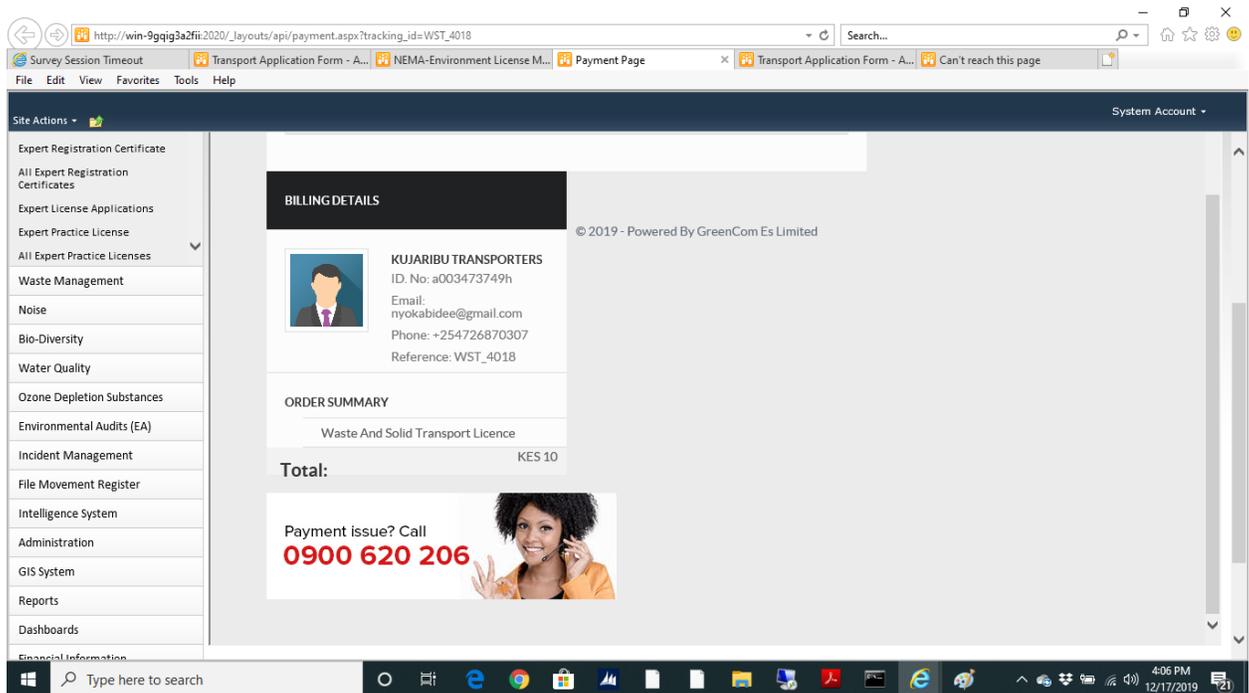
7. Login to the email that you shared on the application form, and check on ***Inbox*** or ***Junk***. Therein, you shall see an email such as the one shown below:



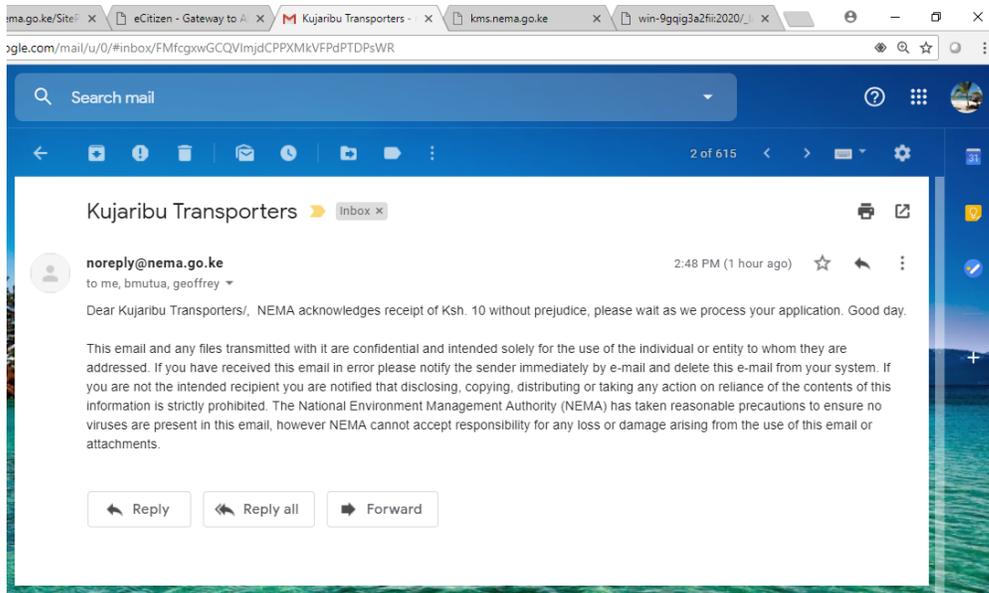
8. Follow the link that is shared on the email to make your payment. On clicking the link, the following page shall be displayed:



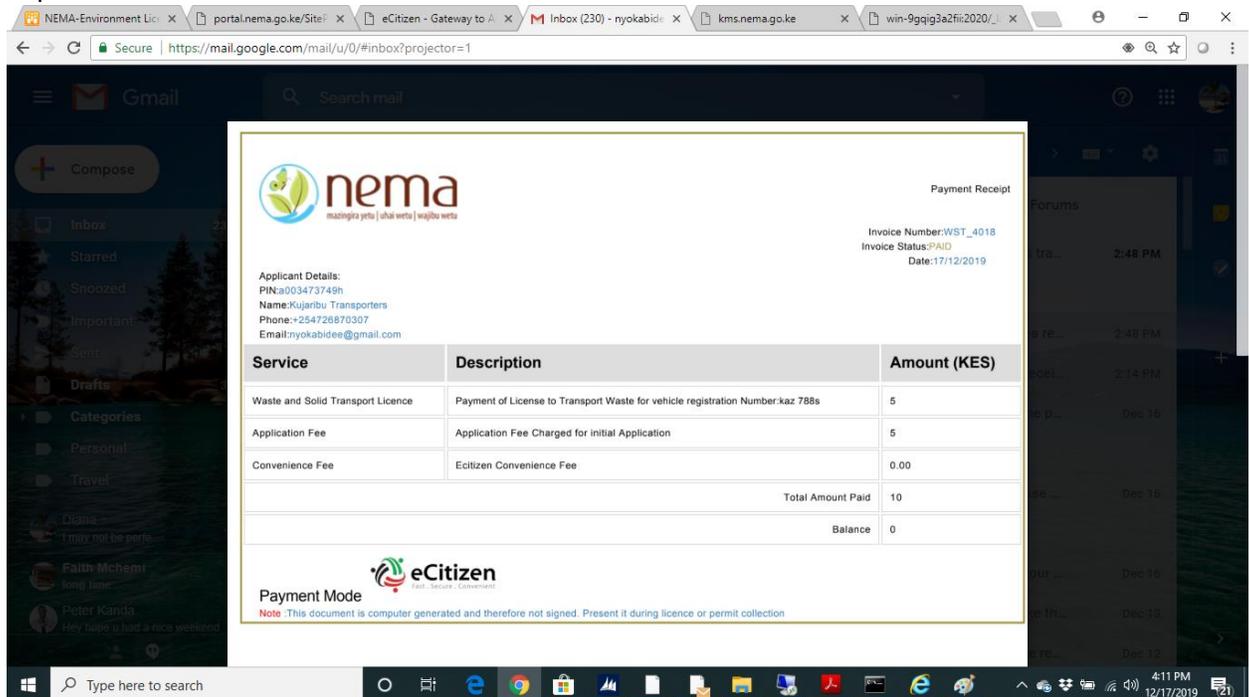
Note: Please note that based on the type of application and whether initial or renewal, the charges will vary and total amount payable will be displayed on this page. A convenience fee of Kshs. 50 will also be included.



9. Choose your preferred payment option and follow the given instructions to pay.
10. An e-mail will subsequently be sent to confirm receipt of payment as shown below:



11. Additionally, a Payment Receipt will also be sent your email as shown below. This can be kept future reference.



This marks the end of the application process. After this, the officer in charge will process the application and communicate for collection of License/Permit.