



# DIRECCIÓN GENERAL DE MIGRACIÓN Y EXTRANJERÍA

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## RESIDENCY FOR SELF-EMPLOYED PROFESSIONALS

### REQUIREMENTS

1. The applicant must fill out the "filiation form", downloadable from the web site [www.migracion.go.cr](http://www.migracion.go.cr) or available at the Directorate's offices.
2. Letter from the applicant, addressed to the Director General, including the following:
  - a. Reason why the person wishes to live in Costa Rica.
  - b. Full name, nationality, profession, date of birth, full name of applicant's parents.
  - c. Date of arrival in Costa Rica.
  - d. Address in Costa Rica.
  - e. Fax number or place to receive notifications.

The letter must be signed in front of the Immigration officer that receives the application or authenticated by a lawyer.

3. Payment of US\$50 under the applicants name, paid into de account number 22480-0 of the Banco de Costa Rica.
4. Payment of 125 colones for the application and 2,50 colones per page of the application made into the account number 242480-0 of the Banco de Costa Rica.
5. Two passport size, recent pictures, facing the front.
6. Certificate of fingerprinting, which has to be taken at the Ministry of Public Security in San José.
7. The applicant must register in the Embassy of their country in Costa Rica and provide proof of this inscription. If the country of origin doesn't have an Embassy/Consulate in Costa Rica, this requirement can be waived.

8. Birth certificate. In the case of Belgian documents, they have to be legalised by the *Service Publique Federal d'Affaires Étrangères*.
9. Police Certificate issued by the State/last place where the applicant has lived for the past three years (with a maximum of three months of being issued). In the case of Belgian documents, they have to be legalised by the *Service Publique Federal d'Affaires Étrangères*.  
If the applicant has been living in a country other than that of his nationality, he/she has to present proof of legal residence in that other country.
10. Certified copy of all the pages of the applicant's passport. This has to be done by a notary public.
11. Copy of academic degrees or corresponding accreditation that proves the required capacity to exercise the trade. If the academic degrees are issued outside of Costa Rica, they should be legalised.
12. If the business is constituted as a society, the applicant must present the act of constitution, legal status, patent and permit by the Health Ministry and income certification by an authorized public accountant.
13. Certification of inscription in the *Dirección General de Tributación Directa*.
14. In the case of a spouse, he/she should present the same documents listed in points 1 to 11, plus de marriage certificate which should be legalised. The application for dependent children should be made by the parents and, in the case of disabled adult dependents, a medical certificate should be presented.

#### **IMPORTANT NOTES**

- Every residency application must be made while the applicant has a legal immigration status, meaning before his/her visa expires.
- If the person enters Costa Rica as a tourist and wishes to apply for a residency, he/she will have to pay US\$200, to be paid in colones to the account number 242480-0 of the Banco de Costa Rica. To avoid this, the applicant must previously apply for a provisional visa at the Costa Rican Consulate of his/her origin.

- Every document that's been issued in another country must be duly legalised or authenticated.
- Every document issued in a language other than Spanish must be translated into Spanish. This translation must be done by an official translator. A list of recognized translators can be found in the Ministry of Foreign Affairs web site ([www.rree.go.cr](http://www.rree.go.cr)).
- In the case of persons in whose country of origin Costa Rica doesn't have diplomatic representation, they must present a certification issued by the Costa Rica Ministry of Foreign Affairs where it indicates the non-existence of diplomatic representation.
- In the case where the applicant can't present the requirements because the country of origin has disappeared, he/she must present the original passport and give a sworn statement of the situation. He/she will also need to present a certification issued by the Costa Rican Ministry of Foreign Affairs confirming the political event that has taken place.
- In the case of the disappearance of civil registries in the country of origin due to any circumstance, the applicant must present a certification issued by the Ministry of Foreign Affairs in the country of origin stating this fact. The certification must be legalized.
- In the case where the country of origin doesn't provide police records, the applicant must present a certification issued by the Ministry of Foreign Affairs in the country of origin and a sworn statement signed in the lawyers book (Protocol).
- All the documents issued outside of Costa Rica will have the validity stated in them. In the case this is not indicated, when presenting the documents to the Directorate General of Migration, the documents has to have been issued no more than 6 months prior.
- All the documents presented by the applicant must be originals or copies certified by a notary public or confronted by an official at the Directorate. In this last case, the official that receives the documents will confront the originals and the copies; if they are the same, he/she will certify it with his/her signature and date.

- The pay slips of US\$50 for the residency application and the US\$200 for the change in immigration status (where applicable), and the marriage and birth certificates for the dependants, are admissibility requirements, which means if they are not presented the application will be rejected.
- The application must be presented in the regional offices of the Directorate or in the *Plataforma de Servicios* of the central offices. The opening hours are from 8 am to 12 noon, Monday through Friday. There is no reception of application of the last Friday of each month.
- Once the temporary residency is authorized, but before the applicant can get his/her documentation, he/she must enrol in the Social Security Service (*Caja Costarricense del Seguro Social*) in any of the services the institution provides.
- Remember that all the services provided by the General Directorate of Migration are free. You'll only need to pay the fee established by law.
- Only ask duly identified personnel about requirements and appointments.
- NOTE: all documents that are not in Spanish must be translated by an official translator. A list of official translators can be found at [www.rree.go.cr](http://www.rree.go.cr).