



DIRECCIÓN GENERAL DE MIGRACIÓN Y EXTRANJERÍA

WORK PERMIT FOR SPECIFIC EMPLOYMENT

REQUIREMENTS

1. The applicant must fill out the "filiation form", downloadable from the web site 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. A letter signed by the employer in which he/she indicates what the job position entails, salary and working hours. The letter should be authenticated.
12. The employer must be up-to-date in his/her payments to the national health service (CCSS), according to Article 74 of the *Ley Constitutiva de la Caja Costarricense del Seguro Social*.
13. Income, balance and results certification, issued by a registered public accountant.
14. Certification issued by the insurer, indicating that the employer is up-to-date with the work risk insurance, or a receipt of payment duly certified.
15. Original certification of legal entity status of the employers company, which has to have been issued no more than one month prior to the application.
16. Certification that the company is up-to-date with national and municipal tax payments.

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).
- 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.

PROVISIONAL VISA

Any person, regardless of their nationality (except those under Category 4 of the Visa Rules¹) that wishes to apply for residency in Costa Rica as family member of a Costa Rican citizen, can apply before a Costa Rican Consulate for a provisional visa. This applies even if because of his/her nationality the applicant wouldn't require a visa to enter Costa Rica as a tourist.

REQUIREMENTS TO PRESENT AT THE CONSULATE

1. Letter, addressed to the Consulate, asking for a provisional visa. The letter must include the following information:
 - a. Indication that you want a provisional visa.

¹ Afghanistan, Bangladesh, Cuba, Eritrea, Ethiopia, Haiti, Irak, Iran, Jamaica, Burma, Palestine, Syria, North Korea, Somalia and Sri Lanka.

- b. Full name, nationality, profession, address in Costa Rica, details of where the applicant will be lodging and time of pretended stay in Costa Rica.
- c. Fax number or place to receive notifications.
- d. Birth certificate of the applicant duly legalised.
- e. Police record of the applicant, duly legalised.
- f. Proof of ties to the Costa Rican national, marriage certificate or birth certificate. If the documents are not issued by the Costa Rican Civil Registry, they will need to be legalised.