

GENERAL DIRECTION OF IMMIGRATION AND ALIEN STATUS

GUIDELINES TO BE USED WITH LAW 4812 OF JULY 28TH 1971 AS:

RETIRED RESIDENT

1. D.I.S. REQUEST:

The Department of Retirees and Independent Residents shall provide an application to be completed and submitted to police registry. This application must be submitted with four photocopies of the completed form, plus four recent facial passport size photographs.

Police registry shall obtain fingerprints and submit documentation to Interpol and to the Intelligence and Security Direction (D.I.S.- for its Spanish acronym), and send it, with the required information, to the General Direction of Immigration and Alien Status.

This process must be performed at least one month previous to submitting any other document; due to the fact that DIS approval must be received before any request application is processed. Applicant shall receive one of the four copies required, so that applicant can assess results of the investigation performed after the indicated term.

2.APPLICATION:

This is submitted to the Department of Retired and Independent Residents of the General Direction of Immigration and Alien Status, with the following information.

- a) Applicants complete name.
- b) Nationality, Marital Status and Occupation.
- c) Valid passport number, issue date and place, expiration date.
- d) Proposed dependant' s passport number and name, Marital Status, Occupation, Issue data and place, expiration date and relation to applicant.
- e) Entry date to Costa Rica.

- f) Written letter expressing reason to obtain Permanent Residency as Retired Resident.
- g) Retirement payment origin and monthly amount in US dollar currency.
- h) Temporary or permanent address in country of origin or in Costa Rica.
- i) Indication of documents submitted as proof.
- j) Address or PO Box in order to receive notifications.
- k) Said application, must be duly authenticated by a Notary, including respective legal stamps.

3. AFFIDAVIT (article 15, clause e) of Regulation N° 21975-G-TUR)

Must be granted before a Public Notary in Public Deeds, signed by the applicant, spouse and children between 18 and 25 years of age, if to be included as dependants.

Content:

- a) Shall inform GENERAL DIRECTION OF IMMIGRATION AND ALIEN STATUS, of any residence address change.
- b) Shall abide by the laws of the country, especially Law 4812 of July 28th of 1971, Law No 21975-G-TUR.
- c) Shall allow the GENERAL DIRECTION OF IMMIGRATION AND ALIEN STATUS to perform any investigation regarding validity of supporting documents, specifically regarding retirement income.
- d) In case of a decision to leave the country indefinitely, the GENERAL DIRECTION OF IMMIGRATION AND ALIEN STATUS shall be informed immediately, in order to liquidate exonerated goods if fiscal benefits were used.
- e) Committed to reside in the country for a period no less than four consecutive or alternate months, starting from application approval date.
- f) Any documentation submitted to the GENERAL DIRECTION OF IMMIGRATION AND ALIEN STATUS is exclusive property of the Institution.

- g) For all purposes, address indicated on application shall be considered as residency address, unless otherwise indicated.
- h) Shall prove every year, currency exchange performed at any of the State Banks from the National Banking System, according to Executive Decree article No. 4, No21975-G-TUR, published in the Gazette No 48 on March 10th of 1993.
- i) No relative covered under Law 4812, or approval applications in process. (if so, indicate respective names and addresses.)
- j) No criminal history, nor pending causes, nor is applicant being judged or investigated at time of application submittal.

4) RETIREMENT INCOME

- a) Retired Residents are those national or foreign individuals that receive an income no less than the equivalent of Six Hundred US Dollars per month, or retirement or lifetime pension remittances with Costa Rica as final destination.
- b) When a company grants a retirement, the company must prove that it has at least 20 years since it was founded, (according to Directive Board 3639, article 3, clause f) of May 12th of 1986) including all the following documents:

A) RETIREMENT CERTIFICATION: (Art. 4 of Regulation 21975-G-TUR.) Retirement certification shall be issued by the company obligated to send funds and must indicate that it is for a lifetime sum no less that US\$600.00 (Six Hundred US Dollars) per month sent to the applicant to Costa Rica.

This letter must be signed by the manager, president or legal representative of the company responsible to send to beneficiary, indicating name and other descriptions, a retirement lifetime salary no less that six hundred US dollars per month to Costa Rica.

B) CERTIFIED PUBLIC ACCOUNTANT CERTIFICATION (CPA)

The accountant must be independent from the company and must indicate the following:

- a) Date of constitution of company indicating judicial entry and/or Merchant Registry Number in which it is registered.
- b) Corporate legal entity certification of subscribed letter, which commits to obligation, indicating registry entry and/or registry number under which it is registered, according to case.
- c) Certification of company books which commits a lifetime obligation to beneficiary of a retirement salary of no less than US\$600.00 per month.

C) BANK REFERENCES:

Must submit two bank references of Company granting retirement salary. These banks must be registered in the POLK' s International Directory of Banks, which must prove through a certified copy of said directory, that the Central Bank of Costa Rica is being used.

D) RETIREMENT SYSTEM:

Must submit a document that proves that the Retirement System of the Company is sending retirement salary.

E) Requisites b, c, and d can be waived, in those and only cases, in which the company is a first class company (i.e. Coca Cola, Xerox, IBM, etc), in other words for multinational companies it is not necessary to present these requisites. It is sufficient to present the Company Annual Financial Statements.

5) CRIMINAL HISTORY CERTIFICATION IN COSTA RICA (Art. 15, clause g) of regulation N° 21975-G-TUR)

Judgment certification issued by the Costa Rican Criminal Judicial Registry.

6) POLICE OR GOOD CONDUCT CERTIFICATION FROM COUNTRY OF ORIGIN OR RESIDENCY.

Certification indicating no criminal records issued by the competing authorities from country where applicant and above 18 years of age dependents resided in the last six months before entry to Costa Rica. **(This document will only have a six-month validity after issuance date)** Articles 58, clause c) and 58 bis of the Regulation of Law No. 7033 and Art. 15, clause c) of Regulation No.21975-G-TUR.

7) BIRTH CERTIFICATE (Art. 15, clause ch), Regulation N° 21975-G-TUR).

Applicants birth certificate and dependents (if included as such). Duly authenticated by the Consul of Costa Rica of the corresponding place of issue and authorization signature from Consul on behalf of the Ministry of Foreign Relations of Costa Rica.

8) MARRIAGE CERTIFICATE (Art. 15 d), Regulation N° 21975-G-TUR)

Only if included as dependent of spouse.

9) COMPLETE PASSPORT CERTIFIED PHOTOCOPY

Complete passport certified photocopy (including blank pages) of applicant and proposed dependents, with notary or consul stamp on each page of passport, indicating passport number, passport holders name, and number of pages. (Art. 15, clause c), Regulation N° 21975-G-TUR). Those passports written in language other than Spanish, must be translated into Spanish by an Official Translator or Costa Rican consular agent, including applicant' s biographical page and dependents. (Art. 16 Regulations)

10) FOUR PASSPORT SIZE PHOTOGRAPHS

Applicant and dependents.

11) VALIDITY OF DOCUMENTS FROM ABROAD AND TRANSLATION (Art. 16 of Regulation N° 21975-G-TUR)

Those documents written in a language other than Spanish must be translated into Spanish by an Official Translator or Costa Rican Consular agent. In cases of lack of translation within Costa Rican territory, the Ministry of Foreign Relations and Worship shall assign a person with knowledge of the language, in order to appear before a public notary and under oath, provide a certified Spanish translation.

For validity of said documents, it is essential that the superior officer of respective entity of issuing country authenticate document, as well as, the Costa Rican Consular representative and from the Ministry of Foreign Relation of Costa Rica.

NOTE:

All translations, authentications and certifications must include legal stamps.