

## ANNEX STEP 1: INSTRUCTIONS FOR THE APPLICATION FOR CERTIFICATION OF FOREIGN AUDIOVISUAL WORKS

PLEASE NOTE THAT:

If the application is for **film works**, the equivalent document must be requested through the office of “Audiovisual Works, Cinema, and Interactive Media” (DACMI), of the Ministry of Culture. ([Shooting resolution](#)) This procedure is for free.

If the application is for **audiovisual works** (series, video games, music videos, animations, etc.) it must be carried out through the Colombian Film Commission of Proimágenes (Certification of foreign audiovisual works). The value will be **1 SMMLV** (Monthly Legal Minimum Wage) **per request** (there is no limit of people per request).

On July 22nd, 2022 the resolution no. 5477 establish new guidelines for the processing of courtesy type V visas.

Find it in the following [link](#).

This resolution states that any foreign member entering Colombia to participate in a foreign audiovisual works must NOT apply for a courtesy type V visa, as long as their arrival has the following characteristics:

1. The nationality of the foreign member must not require a visa to enter Colombia. To corroborate this, find here [resolution 5488 of July 22nd, 2022](#), and the list of [restricted nationalities](#).
2. The stay in Colombia must not exceed 90 days (extendable up to 180 days).

If this is the case, foreign members must enter with a letter of invitation issued by the production services company or the one acting in its stead, which describes in detail the characteristics of the cinematographic or audiovisual work, with the name of the person who is invited, dates of entry and exit of the country, start and end dates of audiovisual activities and specifies that such persons will not receive an economic consideration in Colombia.

This letter and a copy of Resolution 5477 of July 22nd, 2022 must be presented at Migración Colombia upon arrival in the country in order to be granted the POA stamp

(Permission for Other Activities) for 90 days.

If your stay exceeds 90 days, you must request an extension of the permit granted to Migración Colombia for an additional 90 days permit. This process must be done 15 days before the expiration of the term of stay and is done through the web site of Migración Colombia. In the following link you will find the requirements.

If this is not your case and the foreign members are going to stay in Colombia for more than 180 days, you must apply for a courtesy type V visa, process described below:

## ¿How to request the Certification of foreign audiovisual works?

To initiate the application for the **Certification of Foreign Audiovisual Works** through the Colombian Film Commission of Proimágenes, you must have the following documents available:

1. Request form for **Certification of foreign audiovisual works** signed by the producer responsible for the audiovisual project or person who accredits the power of attorney necessary to do so. ([Download the form here](#))

→ The form must be in a **PDF file**.

2. **Excel list of foreigners who will enter the country** for the purpose of the audiovisual project (download the format [here](#) and add the number of rows required). Please note that:

→ **The full names entered in the Excel form must match with the ones in the passport. If more than 5 erroneous certifications are created, a new request must be made with its respective payment.**

→ **The dates of entry and exit of the country indicated in the document will be the effective dates of the courtesy type V visa.** Please note that if the filming dates change, affecting the dates of entry and/or departure of the country, the visa cannot be modified. In that case, you will need to apply for a new visa with the updated dates and, therefore, a new certification.

→ If you are requesting a visa for more than 90 days, you must request a foreigner's ID to Migración Colombia (Cédula de extranjería).

→ To avoid immigration issues, **be sure to have a valid visa for the entirety of your stay in the country.**

- If one of the nationalities of the person entering the country has a **restricted nationality**, the Film Commission of Proimágenes will not be able to issue the courtesy type V visa. Please review these at the following [link](#) and contact the nearest consulate to find out how to proceed.
3. **Medical insurance** attesting medical coverage, at least during the time spent in the country, **for each of the foreigners** entering the national territory.
- Please note that if the medical policy is valid less than the dates of entry and departure listed in the Excel list, the Chancellery will take into account the dates of the medical policy to issue the visa. (Resolution 6045 of 2017, Article 42, Numerals 1 and 3).
4. For Colombian natural persons or companies, **copy of the applicant's RUT**. For foreign natural persons or foreign companies, the following information:
- Full name/Company's name,
  - ID / Company's identification number
  - Email
  - Address
  - Telephone number
  - City, state and country.
5. **Bank transfer** for the value of one (1) SMMLV in the **current account of the Bank Bancolombia No. 031-165942-73 in the name of the Fondo Mixto de Promoción Cinematográfica Proimágenes Colombia, NIT. 830.046.582-4.**

**When the documentation described above is ready, it should be uploaded to the following [Google form](#).**

**Once you have uploaded the documents to the Google Form, send an email with the following characteristics in order to submit your request:**

**TO:** [alejandrastillo@proimagenescolombia.com](mailto:alejandrastillo@proimagenescolombia.com)

**CC:** [mariafernandagallos@proimagenescolombia.com](mailto:mariafernandagallos@proimagenescolombia.com),  
[angelanavarro@proimagenescolombia.com](mailto:angelanavarro@proimagenescolombia.com)

**SUBJECT:** Request\_COAE\_proyect's Name

The authorization, the approval, the issued concept by Colombian Film Commission of Proimágenes or, where appropriate, the rejection of the same, will be communicated to the

applicant within a maximum term of ten **(10) business days** from the fulfillment of the requirements.

**IMPORTANT NOTES:**

1- Remember that the chancellery uses the dates stipulated in the filming resolution issued by DACMI or in the Certification of foreign audiovisual work issued by Colombian Film Commission of Proimágenes as the visa validity. Keep in mind that in the event that your filming is extended, and you need to apply for new visas for the new validity, the filming resolution must be modified.

2- If your visa is about to expire, and you need to apply for a new visa, the foreign audiovisual work certifications for this new visa will not require a fee. Please note that you must apply for these certifications and the new visa process **BEFORE** your current visa expires. Please note that the deadline to apply for visas is 15 working days before the expiration date. After this time, applications for new visas will not be accepted, and you will have to apply on your own.

**NEXT STEP:**

If you'll like that the Colombian Film Commission of Proimágenes process the visas of the people from whom you wish to request the Certifications of Foreign Audiovisual Works, please continue with the step 2 and 3. In the following [link](#) you'll find the respective instructions.