

ANNEX STEP 2 AND 3: INSTRUCTIONS FOR APPLYING FOR TYPE V COURTESY VISA THROUGH THE FILM COMMISSION

PLEASE NOTE THAT:

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:

Calle 35 # 5 – 89 Bogotá, Colombia

www.proimagenescolombia.com

Teléfono: +57 310 805 90 40

  [proimagenescolombia](#)

  [proimagenes](#)



SC-CER216427



PLEASE NOTE THAT:

The visa application can be done directly by the producer through the Ministry of Foreign Affairs and has no cost. The following link contains the information provided by the website of the Ministry of Foreign Affairs, with the [step by step](#) visa application process.

The Colombian Film Commission of Proimágenes offers the service of applying the visas for the producer, for a fee established in the following table:

Number of Visas	value	Equivalent in pesos 2022
1 to a 10 visas	1 SMMLV*	\$ 1.000.000
11 to 20 visas	1,5 SMMLV*	\$ 1.500.000
21 to 30 visas	2 SMMLV*	\$ 2.000.000
31 to 40 visas	2,5 SMLMV*	\$ 2.500.000
41 to 50	3 SMLMV*	\$ 3.000.000
51 to 60	3,5 SMMLV*	\$ 3.500.000
61 to 70	4 SMMLV*	\$ 4.000.000
71 to 80	4,5 SMLMV*	\$ 4.500.000
81 to 90	5 SMMLV*	\$ 5.000.000
91 to 100	5,5 SMLMV*	\$ 5.500.000
más de 100	5,5 SMLMV*	\$ 5.500.000

*(Monthly Legal Minimum Wage).

You should bear in mind that visa processing times depend on the internal processing times of the Ministry of Foreign Affairs or nearest consulate.

¿HOW TO REQUEST THE COURTESY TYPE V VISA APPLICATION?

PREVIOUS STEP:

Please note that one of the documents required by the Foreign Ministry to issue courtesy type V visas is the Certification issued by the Ministry of Culture (Filming Resolution) for cinematographic works (feature films and short films) or the Colombian Film Commission of Proimágenes (Certification of Foreign Audiovisual Work) for audiovisual works (series, reality shows, advertising, video games, etc.).

In the following [link](#) you will find the information to request the **Filming Resolution**.
In the following [link](#) you will find the information of step 1 to request the **Certification of Foreign Audiovisual Work**.

STEP 2: PERSONAL DATA FORMS

To initiate **the courtesy type V visa application** procedure by the Colombian Film Commission of Proimágenes, you must click on the following [Google forms](#) link to upload all the information and documentation required by the Ministry of Foreign Affairs platform. You must fill out a form **for each of the foreigners for whom you are going to request the visa**:

You must have the following documents available:

1. **Recent color photograph** on a 4 x 3 cm white background. You should be looking straight at the camera and your head should be centered and displayed completely. Both eyes must be open, and the ears must be visible. There should be no light reflections in the photograph, and do not allow hair or other accessories to cover the face. The image format **is JPG** and must have a maximum size of **300 KB**. Do not use the photograph of the previous visa.
2. Copy of the **main page of the valid passport** where the personal data of the holder is recorded with blank sheets for stamping. The document format must be **PDF** and should not be larger than **1MB** *
3. If you are already in Colombia, copy of the full page of the passport with the **most recent entry stamp**. The document format must be **PDF** and should not be larger than **1MB**.
4. If you live in a country different than your nationality and do not have a nationality in

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that country, copy of the **document proving your legal status in the country of residence**. The document format must be **PDF** and should not be larger than **1MB**.

5. If you have **previously had a Colombian visa**, a copy of it in **PDF format** and should not weigh more than **1 MB**.
6. **Certification** issued by the Ministry of Culture or the Colombian Film Commission of Proimágenes as the case may be:

-If it is a **film work**, Resolution of filming authorization, issued by the Ministry of Culture.

-If it is an audiovisual work, **Certification of foreign audiovisual works, issued by the Colombian Film Commission of Proimágenes**. The document format must be **PDF**.

7. **Medical insurance** that proves medical coverage, minimum during the time spent in the country **for each of the foreigners** entering the national territory.

→ Keep in mind that if the medical insurance coverage has a validity less than the dates of entry and exit entered into the Excel list, the Ministry of Foreign Affairs will take into account the dates of the medical insurance coverage when issuing the visa. (Resolution 6045 of 2017, Article 42, Numerals 1 and 3).

*** The passport must have a minimum validity for the time it remains in the national territory. The visa may be REQUIRED or REFUSED if the passport expires during your stay in the country.**

STEP 3: Application for a courtesy type V visa.

Once you have filled out all the personal data forms, the next step for the procedure of requesting a courtesy type V visa from the Proimágenes Film Commission is to have the following documents available.

1. **Request form for COURTESY TYPE V VISA APPLICATION** addressed to the Colombian Film Commission of Proimágenes, signed by the producer responsible for the audiovisual project or person who accredits the power of attorney necessary to do so. This document must be signed by the producer responsible for the audiovisual project or person who proves the necessary authority to do so on their behalf,

specifying the following: (download the format [here](#)).

→ All documents must be included in a **single 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):
 - The names entered in the Excel form must match the names listed in the Certification issued by the Ministry of Culture or the Colombian Film Commission of Proimágenes.
 - **The dates of entry and exit from the country stated in the document will be the validity dates of the courtesy type V visa.** Please note that if the filming dates are changed, affecting the dates of entry and/or departure from 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 issued by the Ministry of Culture or Colombian Film Commission of Proimágenes.
 - To avoid immigration issues, be sure to have a valid visa for the entirety of your stay in the country.
 - Please note that if you are requesting a visa for more than 90 days, you must request a foreigner's ID from Migración Colombia (Cédula de extranjería).
 - 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. For Colombian natural persons or companies, **copy of the applicant's RUT.** For foreign natural persons or foreign companies, the following information:
 - a. Full name/Company's name,
 - b. ID / Company's identification number
 - c. Email
 - d. Address
 - e. Telephone number
 - f. City, state and country.
4. **Bank transfer 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. (Please see cost table above).**
5. If this application for processing type V courtesy visas is for a film work (feature film or short film), attach the document equivalent to the **Certification of foreign audiovisual**

work issued by the Office of Audiovisual Works, Cinema, and Interactive Media, DACMI, of the Ministry of Culture. Remember that the DACMI certification, by dates of shooting, refers to the dates of entry and exit of the country, which are the dates used to issue the visa.

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: alejandracastrillo@proimagenescolombia.com

CC: mariafernandagallop@proimagenescolombia.com,
angelanavarro@proimagenescolombia.com

SUBJECT: Request_TVTV_C_proyect's Name

The authorization, approval, issued concept by 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- Take into account the validity of the visa. It is very important that foreign people **DO NOT** stay in Colombia with an expired visa. This leads to immigration problems and fines. To avoid this, a new visa must be requested **BEFORE** the old one expires. If you are going to apply for new visas with us, the deadline to apply is 15 working days before the expiration date. After this time, we do not accept applications for new visas, and you will have to apply on your own.
- 2- Please note that if any of the foreign people entering the country has 2 valid passports, they should be advised to enter the country with the one that has the Colombian visa. Not doing this may lead to immigration problems when leaving the country.
- 3- The veracity of all the information that the applicant provides to Proimágenes is the responsibility of the applicant. In other words, the applicant is fully responsible for the foreign team and must know everything about them.
- 4- Once the foreign team enters the country, it is the applicant's responsibility to be aware of the type of entry granted upon entering the country. If any inconsistency is found, please consult with the relevant authority to solve the problem in time.