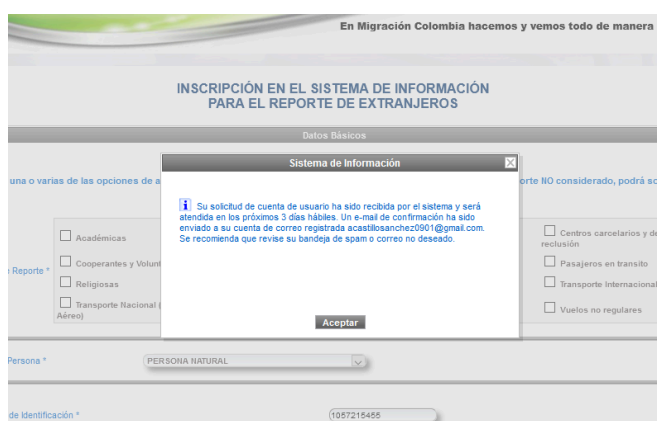


All foreigners that come to Colombia to participate in a cinematographic or audiovisual work should have the respective permit in order to do this activity.

In this instructive, you will find all information referring to the entrance of the foreign crew to Colombia.

## Information System for the Registration of Foreigners (SIRE)

It is mandatory (whether the entrance to the Country is with a Type V Courtesy Visa or with a Colombia Migration Passport Stamp) for the Colombian audiovisual service production company to register all the foreign crew and cast in the *Migración Colombia's* platform, INFORMATION SYSTEM FOR THE REGISTRATION OF FOREIGNERS ([SIRE](#)). We suggest to use Mozilla Firefox web browser and to have in hand the company's documentation (Certificate of existence and legal representation, identification document for the legal representative) of the Colombian audiovisual service production company y that will register the foreign crew, as these will be requested to be uploaded to the platform. The system will respond in up to 3 working days in regard to the submission.



The screenshot shows a web form titled "INSCRIPCIÓN EN EL SISTEMA DE INFORMACIÓN PARA EL REPORTE DE EXTRANJEROS". The form is divided into sections: "Datos Básicos" at the top, followed by a "Sistema de Información" pop-up window with a message about account creation. Below the pop-up, there are several checkboxes for reporting categories: "Académicas", "Cooperantes y Voluntarios", "Religiosas", and "Transporte Nacional (Adreco)". To the right, there are more checkboxes: "Centros carcelarios y de reclusión", "Pasajeros en tránsito", "Transporte Internacional", and "Vuelos no regulares". At the bottom, there is a "Persona \*" dropdown menu set to "PERSONA NATURAL" and an "Identificación \*" field with the value "1057215455". An "Aceptar" button is located below the pop-up window.

Once the production service company is registered, you will have to register the foreign crew. This registration will have to be done after they enter Colombia, and before they start the audiovisual work in the country. Once the foreigner leaves the country, you will need to register the exit on the same platform. Not to do this process may incur economic sanctions of 8 to 100 SMMLV (Colombian Monthly Minimum Wage). Take into account that every time any person in the foreign crew returns to the country, you will have to repeat this process.

## When is it not necessary to have a Visa to enter Colombia?

In case people in the foreign crew remain in Colombia for **less than 90 days**, there is no need to have a visa, but must carry a letter of presentation issued by the Colombian audiovisual service production company (or whoever acts as such) where they inform the following:

- Name of the production services company or whoever acts as such.
- Name, citizenship, passport number and job title of the foreigner.
- Dates of entrance and exit to and from Colombia.
- Type and name of the production in which the foreigner will participate.
- Date of beginning and ending of the activities of the project.
- Name of the foreign production company.
- Clarification that this foreigner will NOT RECEIVE ANY COMPENSATION in Colombia, nor do they have any work relationship with a Colombian company.

Upon entering the country, they must present the letter to *Migración Colombia* for the officer to set a POA (Other Activities Permit) stamp for 90 days in their passport. Take into account that this permit can NOT BE EXTENDED. Therefore, the person will have to leave the country in this period of time, or incur in migratory sanctions.

Take into account that each migratory agent can determine which stamp to assign. They will analyze the documentation and, according to the laws, resolutions, normatives and instructions of *Migración Colombia*, take the decision on which stamp to give. It is the responsibility of the Colombian audiovisual service production company (or whoever acts as such) to review the stamp and time of the permit in order to identify any potential inconveniences. In case that a different stamp to POA has been provided, it is necessary that, after the entry to Colombia, a change of stamp is requested directly to *Migración Colombia*.

## When is it necessary to have a visa to enter Colombia?

Below you can find the characteristics that determine if the foreign crew must enter Colombia with a Visa:

1. If the nationality of the crew is a restricted nationality. In this case, the foreigner is required to have a visa to enter Colombia. This visa must be requested through the *Cancillería* platform and must select the offices of the consulate that is closer to the residency of the foreigner. DO NOT SELECT THE OFFICES OF *CANCILLERÍA* IN BOGOTÁ as the visa will be rejected and the process will have to start over. To corroborate this, find here [resolution 5488 of July 22nd, 2022](#), and the list of [restricted nationalities](#). Take into account that, in this case, Proimágenes will not handle this Visa request. It must be requested directly by the foreigner or whoever may have the authority to do so in their place. In any of these cases, you may notify the team of the

Colombian Film Commission in Proimágenes for them to be informed and be able to support you if needed.

2. If there is a work relationship between a colombian company and the foreigner that is entering the country. In this case, you should request a work visa directly from the Ministry of Foreign Affairs. Take into account that, in this case, Proimágenes can not request this visa.
3. If the stay of the foreigner in Colombia exceeds 90 days.

### **How to request a Courtesy Type V Visa?**

In case people in foreign crew enter Colombia to participate in an audiovisual work and their stay **exceeds 90 days**, a Courtesy Type V Visa must be requested.

The process is described below:

#### **1. Application for Authorization to Film in Colombian territory or Certification of a Foreign Audiovisual work, as follows:**

- If the foreigner will participate in a **cinematographic** project, you must request an **Authorization of tp shoot in Colombia** through the Direction of Audiovisual, Cinematography and Interactive Media (DACMI) from the Ministry of Culture ([Resolución de autorización de rodaje](#)). This service has no cost.

or

- If the foreigner will participate in the production of an **audiovisual project** (series, videogames, music videos and animations, other different from film) you must request a **Certificate of Foreign Audiovisual Work** through Proimágenes Colombia - Colombian Film Commission. The cost of this will be 1 SMMLV (Colombian Monthly Minimum Wage) per request. To request it, please follow the instructions below.

### **How to request the Certificate of Foreign Audiovisual Work?**

To start the process of the **Request of Certificate of Foreign Audiovisual Work** from the Proimágenes Film Commission you must have in hand and ready the following documents:

1. Request for the **Certificate of Foreign Audiovisual Work** signed by the Producer responsible of the audiovisual project, or person with the power of attorney necessary to do so. (**Download the form [here](#)**):

- The file must be in **PDF**
2. **Excel file with the list of the foreign crew** that will enter the country for the audiovisual project (download the file [here](#) and add enough rows as needed). Please take into account that:
    - **The names included in the Excel file must match those of the passport. If there are more than 5 Certificates with mistakes in the documents sent in the request, a new request must be submitted with the respective payment**
    - **The dates of entrance and exit of the country in the file will be the dates of the issuance of the Courtesy Type V Visa.** Please note that, if the dates of the shooting are changed, affecting the dates of entrance and exit of the country, and the Vias has been issued already, it is not modifiable. In this case, you must request a new visa with the updated dates, therefore a new Certificate.
  3. **Insurance** that certifies medical coverage, at least during the time of permanence in the country **for each and every one of the foreigners** that enter the national territory.
    - Take into account that, if the insurance has a shorter coverage than those of the entrance and exit included in the Excel file, the Chancellery will consider the dates of the insurance for the issuance of the Visa. (Resolución 6045 de 2017, Artículo 42, Numeral 1 y 3).
  4. **Billing details** for individuals or companies, Colombian residents, **copy of the RUT of the requester**. For individuals or companies, please provide the following:
    - Full name / Name of the company.
    - Identification number.
    - Email address.
    - Billing address.
    - Phone number.
    - City, State and Country.
  5. **Bank deposit** for one (1) *SMMLV* (Colombian Monthly Minimum Wage) in the checkings account of Bancolombia Bank No. 031-165942-73 under the name of Fondo Mixto de Promoción Cinematográfica Proimágenes Colombia, NIT: 830.046.582-4  
When the documentation stated above is ready, you must fulfill the following [Google Forms](#).

6. Once you have uploaded the documents in the Google Forms, send an email with the following characteristics to submit your request:

**FOR:** [leidyquinones@proimágenescolombia.com](mailto:leidyquinones@proimágenescolombia.com)

[dianagonzalez@proimágenescolombia.com](mailto:dianagonzalez@proimágenescolombia.com)

**CC:** [mariafermandagallo@proimágenescolombia.com](mailto:mariafermandagallo@proimágenescolombia.com)

[angelanavarro@proimágenescolombia.com](mailto:angelanavarro@proimágenescolombia.com)

[maribelascencio@proimágenescolombia.com](mailto:maribelascencio@proimágenescolombia.com)

**SUBJECT:** Request\_COAE\_Name of the Project

2. **Request of Type V Courtesy Visa through Proimágenes Colombia - Colombian Film Commission.** It is offered the service of requesting courtesy visas for the value established in the following chart (the request can be made directly to the Colombian Ministry of Foreign Affairs at no cost):

Number of Visas	Cost*	Equivalent in Pesos 2024
1 to 10 visas	1 SMMLV	\$ 1.300.000
11 to 20 visas	1,5 SMMLV	\$ 1.950.000
21 to 30 visas	2 SMMLV	\$ 2.600.000
31 to 40 visas	2,5 SMMLV	\$ 3.250.000
41 to 50 visas	3 SMMLV	\$ 3.900.000
51 to 60 visas	3,5 SMMLV	\$ 4.550.000
61 to 70 visas	4 SMMLV	\$ 5.200.000
71 to 80 visas	4,5 SMMLV	\$ 5.850.000
81 to 90 visas	5 SMMLV	\$ 6.000.000
91 to 100 visas	5,5 SMMLV	\$ 7.150.000
Over 101 visas	5,5 SMMLV	\$ 7.150.000

\*SMMLV = Colombian Monthly Minimum Wage

## 2.1. Completion of the personal data form

Submit all the information and documentation required for the Visa application in the following [Google Forms Link](#). Take into account that you must **fill out a form for each of the foreigners that require a visa**.

Have in hand the following documents:

1. Recent color **photo** on white background of 4x3 cm. of the person facing the camera and the head should be centered and complete. Both eyes should be open and the ears should be visible. There should be no glare in the photo, 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 photo from the previous visa.
2. Copy of the **main page of the valid passport** where the holder's personal data are registered with free pages for visa. The document format is PDF and must not be larger than **1 MB**.
3. If you are already in Colombia, copy of the complete page of the passport with the **latest entry stamp**. The document format is PDF and should not be larger than **1 MB**.
4. If you live in a country other than your country of nationality and you do not have the nationality of that country, copy of the **document that proves your legal stay in the country of residence**. The document format is **PDF** and should not be larger than **1 MB**.
5. If you have previously held a Colombian visa, a copy of it in PDF format and it must not be larger than 1 MB.
6. **Certification** issued by the Ministry of Culture or Proimágenes Film Commission, as the case may be:
  - If it is a **cinematographic work**, Resolution of shooting authorization issued by the Ministry of Culture.
  - If it is an **audiovisual work other than a cinematographic work**, Certification of foreign audiovisual work issued by Proimágenes Comisión Fílmica. The document format is PDF.
7. **Medical insurance** that certifies medical coverage, at least during the time of stay in the country **for each of the foreigners** who will enter the national territory.
  - Please note that if the medical policy is valid for less than the dates of entry and exit stated in the list in Excel, the Chancellery will take into account the dates of the medical policy to issue the visa (Resolution 6045 of 2017, Article 42 Numeral 1 and 3).

\*The passport must have a minimum validity for the time you stay in the national territory. The visa may be REQUIRED, INADMITTED or REJECTED if the passport expires during your stay in the country.

## 2.2. Application procedure through Proimágenes Colombia - Colombian Film Commission.

Once you have filled out all the personal data forms in the Google Forms link above, the next step is to formally request the courtesy type V visa. For this purpose, please have the following documents available and ready:

1. **Signed visa application form** addressed to Proimágenes Comisión Fílmica, signed by the producer responsible for the audiovisual project or by the person who accredits the necessary power to do so on his/her behalf (**Download the form [here](#)**).
  - The file must be in PDF format
2. **List in Excel** format of the foreign persons who will enter the country for the audiovisual project (download the format [here](#) and add the number of rows required):
  - The names included in the Excel format must match the names listed in the filming resolution issued by DACMI or in the foreign audiovisual work certification issued by Proimágenes Comisión Fílmica.
3. For individuals or legal entities resident in Colombia, **copy of the RUT of the applicant**. For foreign individuals or legal entities, provide the following information:
  - Full name/Company name
  - Identification number
  - Email
  - Address
  - Telephone
  - City, state and country.
4. **Bank deposit to Bancolombia checking account No. 031-165942-73** in the name of Fondo Mixto de Promoción Cinematográfica, Proimágenes Colombia, NIT. 830.046.582-4. (Please check the cost table above).
5. If this request for a courtesy type V visa is for a **cinematographic work (feature film or short film)**, please attach the document issued by the Dirección de Audiovisuales, Cine y Medios Interactivos, DACMI, of the Ministry of Culture ([filming authorization resolution](#)). Please verify the entry and exit dates of your personnel, as this will be the validity of the visa. If there is no particular date for each of the foreign crew, the Ministry of Foreign Affairs will use the dates of filming as the validity of the visa.

**When the documentation described above is ready, upload it in the following [Google forms](#).**

6. Once you have uploaded the documents to the Google form, **send an email** with the following characteristics in order to file your application:

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

[dianaqonzalez@proimagenescolombia.com](mailto:dianaqonzalez@proimagenescolombia.com)

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

[angelanavarro@proimagenescolombia.com](mailto:angelanavarro@proimagenescolombia.com)

[maribelascencio@proimagenescolombia.com](mailto:maribelascencio@proimagenescolombia.com)

**SUBJECT: TVTVC\_Request\_TVTVC\_Project Name**

### **Important notes:**

1. In case your visa is about to expire, keep in mind that Resolution 5488 of July 22, 2022, article 111, allows you to remain in the country for an additional 30 calendar days to normalize your immigration status, that is, to obtain a safe-conduct or apply for a new visa or to leave the country. Also, keep in mind that during this additional time you cannot work unless you have your new permit.
2. Keep in mind the validity of the visas of foreign personnel. It is very important that foreign personnel **DO NOT** remain in Colombia without authorization. This entails immigration problems and fines.
3. Take into account the validity of the permit for other activities (POA). It is very important that foreign personnel **DO NOT** stay in Colombia with an expired POA. This leads to immigration problems and fines, to avoid them, make sure you have a POA valid for your entire stay in the country. In case you need to extend your stay in the country for more than the 90 days granted in the POA, you can request, (while in Colombia), a courtesy type V visa. However, this procedure must be done 30 days prior to the expiration of the POA.
4. Please note that if any of the foreign personnel entering the country has 2 valid passports, they must enter the country with the one in which they have the visa. Failure to do so may lead to immigration problems at the time of departure from Colombia.
5. The truthfulness of all information provided to Proimágenes by the applicant is the responsibility of the applicant. In other words, the applicant is responsible for the foreign personnel and must know everything about them.
6. Once the foreign crew enters the country, it is the responsibility of the applicant to be aware of the type of entry that was granted upon entering the country. If any inconsistency is found, please consult with the relevant authority to solve the problem in time.



7. Since the stay will be longer than 90 days, you must request a foreigner's identification card from Migration Colombia.
8. The authorization, approval, Proimágenes' opinion or, as the case may be, the denial thereof shall be communicated to the applicant within a maximum of **ten (10) business days** after the requirements have been met.
9. Please note that if the shooting dates are changed affecting the dates of entry and/or exit of the country, the visa cannot be modified. In this case, you must request a new visa with the updated dates and therefore an adjustment to the filming resolution issued by DACMI or request a new foreign audiovisual work certification(s) issued by Proimágenes Colombia - Colombian Film Commission.
10. Remember that the Ministry of Foreign Affairs uses the dates stipulated in the filming resolution issued by DACMI or in the foreign audiovisual work certification issued by Proimágenes as the validity date for the visa. Keep in mind that in the event that your filming is extended and you need to apply for new visas for the new validity, you must request an update of the filming resolution or Certification of Foreign Audiovisual Work.
11. 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 do not require a new payment. Keep in mind that you must apply for these certifications and the new visa process **BEFORE** your current visa expires. Please note that the deadline for visa applications is **15 working days prior to the expiration date**. After this time, applications for new visas are not accepted and you will have to apply on your own.
12. The visa procedure can be done directly by the visa applicant or whoever has the power to do it for him/her. This must be done through the platform of the Ministry of Foreign Affairs for visa applications. This procedure is free of charge since it is a courtesy visa. It is recommended that the Colombian production services company or whoever takes its place, is the one who requests the visa for foreign personnel, in order to minimize errors and delays in the process.
13. You must take into account that the delivery of the visa depends on the internal timing of the nearest Foreign Ministry or consulate. In case of requesting a visa from a consulate, please notify Proimágenes Colombia - Colombian Film Commission.