



## CONSULADO GENERAL DE COLOMBIA

### SPECIAL TEMPORARY VISA FOR A PARTNER OR OWNER OF A COMMERCIAL ESTABLISHMENT OR CORPORATION IN COLOMBIA (TS)

#### DOCUMENTS NEEDED

- Passport with available pages, and valid for at least three (3) months.
- Two (2) photocopies of the pages of the passport containing information, as well as all previously granted visas.
- Two (2) originals of the Visa Application Form duly signed and completely filled out.
- Three (3) recent color passport-type photographs (1.5"x1.5").
- Original of the Certificate of Existence and Legal Representation issued by the Chamber of Commerce - of the city where the company was incorporated – issued no more than 90 days beforehand which states that the foreigner is a partner or owner of the registered establishment, indicating a capital or registered fixed assets of the foreign applicant, for no less than 100 legal monthly salaries in effect in Colombia.
- If it is a corporation the applicant must provide an original of the certificate of the operating composition subscribed by the auditor, indicating the value of the shares owned by the foreign applicant, which cannot be less than one-hundred (100) legal monthly salaries in effect in Colombia.
- The Balance sheet of the company or the commercial establishment signed and certified by a public accountant with a genuine photocopy of his/her ID card. Likewise when deemed necessary it must be signed by the auditor. Also should submit an original certified photocopy of the last year's income tax return of the company. The Colombian Ministry of Foreign Affairs will take into account the activity performed by the company or the commercial enterprise, its social interest and its economic capacity for the authorization of the visa

**US \$175** in Cash, or Money Order only (Cost exempt for citizens of: South Korea, Spain, United States, and Japan).

If the visa is issued for more than three (3) months, the visa holder should register it in the Immigration Office of the Administrative Department of Security (**Departamento Administrativo de Seguridad - DAS** -) upon arrival, or within fifteen (15) working days from the arrival date.

#### IMPORTANT NOTES

- Applicant is required to appear in person at the consulate's office either when submitting the documentation or when the approved visa is ready for pick-up. **No exceptions.**
- All Documents issued in languages other than Spanish **MUST** be submitted duly **TRANSLATED INTO SPANISH**, and both versions should be **notarized** by a Notary Public. They must also be certified with an **APOSTILLE** by the Office of the Secretary of State from the State where they were issued.
- For U.S citizens the visa takes three (3) working days; for non-U.S. citizens it may take up to two (2) weeks, and it is subject to the approval of the Colombian Ministry of Foreign Affairs.