



CONSULADO GENERAL DE COLOMBIA

SPECIAL TEMPORARY VISA FOR VOLUNTEER HELPER OF A NON-PROFIT ENTITY OR NON-GOVERNMENTAL ORGANIZATION –NGO- OR WHO HAS BEEN PRESENTED BY A DIPLOMATIC MISSION OR INTERNATIONAL ORGANIZATION (TS)

This visa is granted to a person who is coming as a volunteer or helper of a non-profit entity or Non- Governmental Organization –NGO- (ONG in Spanish); or whom, duly introduced by an International Organization or a Diplomatic Mission, indicates that he/she comes to the country to perform activities of social benefit, assistance, verification, observation or humanitarian assistance.

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 completely filled out, and duly signed.
- Three (3) recent color passport-type photographs (1.5"x1.5").
- Original letter from the non-profit entity or Non-Governmental organization, or from the Diplomatic Mission, or International Organization, indicating the activity that the foreigner is going to perform in the country, the work program that he/she is going to fulfill, specifying its duration, the foreseen plan of work, and the institutions and public or private entities which he/she intends to meet. This letter must be **TRANSLATED INTO SPANISH, NOTARIZED**, and both the original and copy must be **APOSTILLED**.
- Original of the certificate of legal representation and existence of the non-profit or Non-Governmental organization, issued by a competent authority, and not older than thirty days.
- When the entity or the NGO does not have jurisdiction in our country, it must submit a certified copy of the constitutional deed or the document that credits its existence, duly translated into Spanish. It must offer evidence that the said organization has been in existence for not less than five years, from the date of its constitution, or has consulting status from the Social Council of the United Nations Organization (U.N). This document must be **APOSTILLED**.
- Documents that show evidence of economic solvency of the applicant (**APOSTILLED**).
- Documents that show evidence that the foreign applicant is a member of the Non-Governmental Organization -NGO (**APOSTILLED**).
- Documents, records or certificates by which the foreigner shows proof of his previous experience and qualifications in accordance with the activities that he/she intends to perform in our country.

US \$175 in Cash, or Money Order only. (Cost exempt for citizens of: South Korea, Spain, United States of America, 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 -**) within fifteen (15) working days from the arrival date.



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IMPORTANT NOTES

- All applicants are required to appear in person at the consulate's office either when submitting the documentation or when receiving the approved visa. **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 at the State where they were issued.
- For U.S citizens the study of the visa application form and documents 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.