

# Application Submission Power of Attorney (ASPA)

## Introduction

This Power of Attorney appoints a person (attorney in fact) who lives in the area of coverage of your nearest Consulate of Costa Rica to submit and sign your permanent residence application on your behalf at your nearest Consulate of Costa Rica.

It also authorizes your attorney in fact to draft/cancel/edit a new power of attorney – if necessary – for another person – other than himself/herself - to transact business and execute documents in all acts, bureaucratic procedures at the Consulate of Costa Rica where you apply for permanent resident status with the specific purpose of submitting your permanent residence application.

*Note: An attorney in fact is a person you appoint with the power of attorney. He or she is legally designated to transact business and execute documents on your behalf. He or she may be a friend, a relative, a lawyer, or whoever you want him/her to be, and may practice any type of profession.*

This power of attorney is accepted at any Consulate of Costa Rica in the world. If you find an objection stated by a Consul of Costa Rica, please send us the location of the Consulate of Costa Rica, the name and phone number of the person you spoke to, and the reason why he/she objects to accept it. Please forward that information to [objections@costarica.com](mailto:objections@costarica.com). Once we receive your feedback, our legal departments will contact the Consul to resolve any issues.

Please sign this power of attorney before the Consul of Costa Rica who receives your permanent residence application or, before a notary public. If you sign this power of attorney before a notary public, the power of attorney must be notarized by the notary public and authenticated by the Consulate of Costa Rica. For authentication procedures see <http://www.costarica.com/travel/consular-affairs/authentications.html>

Below you will find the instructions to fill out the power of attorney in Spanish printed on page 5. The power of attorney in Spanish contains fields labeled and numbered in English so that you know what type of information to input in each field. Each numbered field refers to specific instructions on this form. We have also included a certified translation of the power of attorney so that you understand what you are signing.

# Instructions

You must submit the power of attorney in SPANISH and sign it before a Consul of Costa Rica at your nearest Consulate of Costa Rica. You must fill in the blanks with the required information in Spanish. Below you will find some translation tables to help you complete the power of attorney.

- 1) Your Complete Name: Write your complete name as follows:

First name Middle Name Last Name. For example, Mary Patricia Smith.

- 2) Marital Status: Write accordingly your marital status in Spanish:

English	Spanish	
	Masculine	Feminine
<b>Marital Status</b>		
Single	Soltero	Soltera
Single living w/ a domestic partner	Soltero en unión libre	Soltera en unión libre
Married	Casado	Casada
Divorced	Divorciado	Divorciada
Divorced living w/ a domestic partner	Divorciado en unión libre	Divorciada en unión libre
Separated	Separado Judicialmente	Separada Judicialmente
Separated without a court order	Separado de Hecho	Separada de Hecho
Separated living w/ a domestic partner	Separado en unión libre	Separada en unión libre
Widow	Viudo	Viuda
Widow living w/ domestic partner	Viudo en unión libre	Viuda en unión libre

- 3) Profession: Look in an English-Spanish dictionary the word that best describes your profession.
- 4) Your current home address: Write your current home address as you write it in English.

Example, 750 Bush Street, # A, San Francisco, California 94109

- 5) Your Nationality: Write your nationality accordingly in Spanish

English	Spanish	
	Masculine	Feminine
<b>Nationality</b>		
Australian	Australiano	Australiana
British/English	Ingles	Inglesa
Canadian	Canadiense	Canadiense
French	Francés	Francesa
German	Alemán	Alemana
U.S. citizen	Estadounidense	Estadounidense

- 6) Your passport number: Write your passport number as it appears in your passport.
- 7) Attorney in fact's complete name: The name of the person you are appointing with this power of attorney (attorney in fact). Write his/her name as it appears on his/her U.S./Canadian ID. The format is:

Name Middle Name First Last name Second last name – if any.

Example: Roger Antonio Rodríguez Quiroz

- 8) Your attorney in fact's Marital Status: Write your attorney in fact's marital status in Spanish:

English	Spanish	
	Masculine	Feminine
Marital Status		
Single	Soltero	Soltera
Single living w/ a domestic partner	Soltero en unión libre	Soltera en unión libre
Married	Casado	Casada
Divorced	Divorciado	Divorciada
Divorced living w/ a domestic partner	Divorciado en unión libre	Divorciada en unión libre
Separated	Separado Judicialmente	Separada Judicialmente
Separated without a court order	Separado de Hecho	Separada de Hecho
Separated living w/ a domestic partner	Separado en unión libre	Separada en unión libre
Widow	Viudo	Viuda
Widow living w/ domestic partner	Viudo en unión libre	Viuda en unión libre

- 9) Your attorney in fact's Profession: Look in an English-Spanish dictionary the word that best describes your attorney in fact's profession.

- 10) Your attorney in fact's address: Write your attorney in fact's address

Example, 750 Bush Street, # A, San Francisco, California 94109

- 11) Your attorney in fact's address: This field is just in case you need additional space.

- 12) Your attorney in fact's telephone number: If your attorney's in fact has a fax number, please write the number with area code and with the following format: ###-###-##-##.

Example: 415-655-02-35

- 13) Your attorney in fact's telephone fax: Write the number without the Costa Rican area code and with the following format: ###-###-##-##.

Example: 415-333-77-44

14) Your attorney in fact's U.S./Canadian Identification Card number: Write your attorney's in fact's US/Canadian Identification Number.

15) City: Write the name of the city where the Consulate of Costa Rica that you are submitting the application is located.

16) City: Write the city where you sign this power of attorney.

17) Time: Write the time in military format – do not include seconds - that you sign this power of attorney.

For example, if you signed the power of attorney at 2 PM, you must write: 14:00  
If you sign the power of attorney at 2:33 PM, you must write: 14:33

18) Date: Write the date when you sign the power of attorney in the following format: Number of the day/number of the month/year.

Example: 02/07/2003

19) Your Signature: Please sign this power of attorney before a Costa Rican Consul.

20) Autenticación del Consul: This space is for the Consul of Costa Rica's authentication signatures and stamps. Please do not write anything on this field.

# Poder Especial

El suscrito, \_\_\_\_\_, mayor, \_\_\_\_\_,  
Your Complete Name (1) Marital Status (2)

\_\_\_\_\_, residente en \_\_\_\_\_,  
Profession (3) Your Current Home address (4)

\_\_\_\_\_, con pasaporte de su país número \_\_\_\_\_,  
Nationality (5) Your Passport No. (6)

en este acto otorgo Poder Especial, al señor(a,ita) \_\_\_\_\_

\_\_\_\_\_, mayor, \_\_\_\_\_,  
Attorney in fact's Complete Name (7) Marital Status (8)

\_\_\_\_\_, residente en \_\_\_\_\_  
Profession (9) Current address of your attorney in fact in San Jose, Costa Rica (line one) (10)

\_\_\_\_\_  
Current address of your attorney in fact in San Jose, Costa Rica (line two) (11)

\_\_\_\_\_, \_\_\_\_\_,  
Attorney in fact's Telephone Number (12) Attorney in fact's Fax Number (13)

portador de la tarjeta de identidad o de licencia de conducir permanente número

\_\_\_\_\_  
Attorney in fact's U.S./Canadian ID or driver license No. (14)

quien podrá actuar en mi nombre y representación ante el Consulado de Costa Rica en

\_\_\_\_\_, y realizar todos los actos,  
Consulate of Costa Rica's City (15)

gestiones y acudir a todas las instancias administrativas y/o judiciales, para la submisión de mi aplicación de residente permanente de la Republica de Costa Rica y quien también podrá sustituir este poder en todo o en parte, revocar sustituciones y hacer otras de nuevo, sin que por ello pierda su carácter dicho.

Confiero este poder en la ciudad de \_\_\_\_\_, a las \_\_\_\_\_ horas  
City (16) Time (17)

del \_\_\_\_\_  
(date: day/month/year ) (18)

\_\_\_\_\_  
Firma del Solicitante (Your Signature (19))

\_\_\_\_\_  
Autenticación del Cónsul (20)

# Translation Certification

Costarica.com, Inc. S.A. certifies that the following is a translation of the power of attorney on this form.

## Application Submission Power of Attorney

The undersign, \_\_\_\_\_, of legal age, \_\_\_\_\_,  
Your Complete Name Marital Status

\_\_\_\_\_, \_\_\_\_\_,  
Profession Your Current Home address

\_\_\_\_\_, with passport number \_\_\_\_\_,  
Nationality Your Passport No.

By virtue of this document according to the following statements I appoint the following person with the authority of my power of attorney Mr./Mrs/Ms \_\_\_\_\_

\_\_\_\_\_, of legal age, \_\_\_\_\_,  
Attorney in fact's Complete Name Marital Status

\_\_\_\_\_, located at \_\_\_\_\_,  
Profession Current address of your attorney in fact in San Jose, Costa Rica (line one)

\_\_\_\_\_  
Current address of your attorney in fact in San Jose, Costa Rica (line two)

\_\_\_\_\_, \_\_\_\_\_,  
Attorney in fact's Telephone Number Attorney in fact's Fax Number

With the following US/Canadian ID or driver's license \_\_\_\_\_,  
Attorney in fact's Costa Rican ID No.

who can act on my behalf at the Consulate of Costa Rica in \_\_\_\_\_ and  
can make all the acts, managements and to go to all the administrative and/or judicial  
instances, for the purpose of submitting my permanent resident status in Costa Rica and  
who is also able to replace this power of attorney totally or partly or, to revoke  
substitutions and to do others again, without loosing the virtues of this power of attorney.

I give this power of attorney in the city of \_\_\_\_\_, at \_\_\_\_\_  
City Time

Of the date \_\_\_\_\_  
(date: day/month/year ).

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Consul Autenticacion