

# PRA Follow-Up Procedures Power of Attorney

## Introduction

This Power of Attorney appoints a person (attorney in fact) who lives in downtown San Jose, Costa Rica to transact business and execute documents on your behalf on all your permanent residency matters at any Costa Rican government institution to obtain your permanent resident status in 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 any Costa Rican government institution with the specific purpose of obtaining your permanent resident status in Costa Rica.

*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.*

If you want to have two attorneys in fact, please print this power of attorney twice, and fill it out with the appropriate information.

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.

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) 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 Costa Rican ID or his Costa Rican permanent resident card. The format is:

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

For 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 as he or she tells you to write it. The address must be in downtown San Jose.
- 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: Write the number without the Costa Rican area code and with the following format: ###-##-##.

For example, 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: ###-##-##.

For example, 333-77-44

14) Your attorney in fact's Costa Rican Identification number: Write your attorney's in fact's Costa Rican Identification Number.

15) City: Write the name of the city where you sign this power of attorney

16) 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

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

For example, 02/07/2003

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

19) 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, de conformidad con los artículos 1256, 1289,  
siguientes y concordantes del Código Civil, 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 cédula de identidad o de carne de residencia costarricense número

\_\_\_\_\_  
Attorney in fact's Costa Rican ID No. (14)

quien podrá actuar en mi nombre y representación ante cualquier ente privado o gubernamental, y realizar todos los actos, gestiones y acudir a todas las instancias administrativas y/o judiciales, para la obtención de mi estatus como residente, 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 (15) Time (16)

del \_\_\_\_\_  
(date: day/month/year ) (17)

\_\_\_\_\_  
Firma del Solicitante (Your Signature) (18)

\_\_\_\_\_  
Autenticación del Cónsul (19)

