



**REQUIREMENTS FOR DEFINITE  
PERMANENCE BY MAIL TEMPORARY  
RESIDENT WITH BOND DEFINITIVE  
PERMANENCE RESIDENT**



**A. GENERAL DOCUMENTS (It must be sent for the main holder and dependents)**

- ❖ **APPLICATION FOR DEFINITE PERMANENCE BY MAIL FULLY FILLED IN DO NOT FORGET TO SIGN THE REQUEST.**
- ❖ Photocopy of the currently valid passport. Pages of identification and all visas that provide the origin for permanent residence application.
- ❖ Photocopy of the certificate of registry issued by International Police (Not mandatory for those under 18)
- ❖ Certificate of Police Record issued by the Civil Registration and Identification Service (Not mandatory those under 18)
- ❖ Photocopy of both sides of the National Identity Card for Foreigners. (This is not mandatory for those under 18)
- ❖ 3 recent color photographs, id size (3x2 cm.), with full name and passport number.
- ❖ Personal and autobiographical letter indicating the reasons for requesting definite permanence.
- ❖ In this letter, it is very important to mention the possibility of having created bonds with Chilean citizens. This must be done by attaching documents which prove so

**COMPLETE AND UPDATED CERTIFICATE OF TRIPS CORRESPONDING TO THE LAST YEAR OF RESIDENCE. THIS DOCUMENT IS ISSUED BY INTERNATIONAL POLICE (It only be sent by the main holder**

THE REQUEST FOR DEFINITE PERMANENCE MUST BE SENT WITHIN THE LAST THIRTY DAYS OF THE VALIDITY OF THE RESIDENCE

**NOTE:** If the visa was stamped on a title of residence and the requesting party does not have a passport, they must send a photocopy of the National Identity Document of their country or a Consular Certificate which proves their nationality and identity

**B. SPECIFIC DOCUMENTS FOR THE MAIN HOLDER**

- ❖ Prove bond with the definitive permanence resident simple photocopy of the Marriage Certificate in the case of the spouse
- ❖ Simple photocopy of the birth certificate in the case of children indicating the names of the parents
- ❖ Simple photocopy of the birth certificate of the definitive permanence resident indicating the names of the parents, in case the applicants are their parents.

Photocopy of the definitive permanence certificate of the relative that is the base for the request Prove the validity of the definitive permanence, by a certificate issued by International Police. **MUST PROVE THE ACTIVITY DEVELOPED AND THE INCOME RECEIVED DURING THE FULL PERIOD OF THE VISA (See Point D)**

**C. SPECIFIC DOCUMENTATION FOR DEPENDENTS**

The dependents of the holder of definite permanence may request this permission along with the holder notwithstanding the amount of time they would have had their visa. In order to obtain this, the dependent must send the following (in addition to the general documents already indicated):

- ❖ If is the spouse of the holder: A simple photocopy of the Marriage Certificate
- ❖ If son/daughter of the holder: A simple of the Birth Certificate indicating the name of the parents

- ❖ If parents of the holder: A simple photocopy of the Birth Certificate of the holder of the visa, of the parents
- D. HOW TO PROVE INCOME THE MAIN HOLDER - OVER 18 YEARS OF AGE**  
The economical means for the maintenance in Chile must be proven. For this the main holder has the following alternative:
- ❖ A notarized certificate of the company in which works and indicating the seniority, income and Certificate of the Pension Fund Institution and Health institution which states the last 12 payments and a copy of the work Contract.
  - ❖ If independent the applicant must present the Business Initiation documents, a copy of the last yearly income Tax declaration and the last VAT payments
  - ❖ If the applicant receives incomes through the rendering of services, they must enclose the last annual income tax declaration, the last 6 invoices indicating the fees involved and the income declaration, it applies
  - ❖ Prove ownership of banking deposits
  - ❖ Prove periodic reception of money orders from abroad for income or pensions.
  - ❖ Prove ownership of stocks
  - ❖ Prove ownership of goods that report income
  - ❖ Only the spouses and children that study can present a sworn income declaration in front of a notary, the one that must be performed by a relative with definitive permanence, which is the base for the request, whom will assume the economical maintenance in Chile. This declaration must be supported by documents as the ones previously mentioned.

**MINOR MAIN HOLDERS AND DEPENDENTS**

**SWORN STATEMENT OF EXPENSES OF THE SUPPORTING PARTY**

It must be performed in front of a notary by the supporter (direct bond) whom will assume the maintenance expenses. This sworn declaration must enclose documents that certify the supporters income, as previously mentioned

**IMPORTANT**

**ALL THESE DOCUMENTS MUST BE SENT VIA CERTIFIED LETTER TO CLASIFICADOR No. 8, CORREO CENTRAL, SANTIAGO, directed to: SECCION PEDE**

- ❖ Upon the reception of the application, an acknowledgement receipt copy numbered and **stamped** will be sent to your address

**THE APPLICATION WILL NOT BE SUBMITTED DUE TO THE FOLLOWING CLAUSES**

- ❖ If the **application to DEFINITIVE PERMANENCE is not signed**, if the documents requested in points A/B are not enclosed; **if illegal** (tourism card expired and/or working without authorization) and not to have been sanctioned; to have **some impediment to request THE DEFINITIVE PERMANENCE** (valid expulsion, valid visa rejection, visa request pending, enforced prohibition to enter the country)
- ❖ The applicant must inform this Department in writing of any change of address.
- ❖ If the applicant had permanent residence, they must attach a copy of the definite permanence document or the identity card they held.

Any document in a language other than Spanish requires due translation, with the exception of English, French, Portuguese and Italian

**NOTE**

- ❖ ALL PROCESSES ARE FREE OF CHARGE, EXCEPT FOR THE RIGHTS THAT CORRESPONDS TO YOUR RESIDENCY OR TO A FINE, THE ONES THAT ARE ONLY PAID IN BANKS
- ❖ THE PRESENTATION OF THE APPLICATION DOES NOT REQUIRE A PROCESSING PARTY. IN THE
- ❖ CASE OF DEFINITIVE PERMANENCE PROCESSED BY A THIRD PARTY A POWER OF ATTORNEY IS MANDATORY