

COSTA RICA

EMBASSY OF THE REPUBLIC OF COSTA RICA	
C25, ANAND NIKETAN, NEW DELHI	
PH	: 011 - 41080810
FAX	: 011 - 41080809
E.MAIL	: concr-in@rree.go.cr
WEBSITE	:

If the petitioner holds an entrance visa stamped on his/her passport (business or tourism) to the United States & Canada, which is valid for at least 3 months on the day of arrival to Costa Rica, then, Costa Rican visa is not required for stay 30 days. This also applies if he/she enjoys of legal permanency status (residence, work permission, study permission or refugee status) for a minimum of six months in the United States or Canada

Citizens from India require a visa if they wish to visit Costa Rica. Costa Rica companies wishing to receive visits from companies whose employees are citizens of countries that require a visa to enter the country, can make the visa application directly from Costa Rica. This procedure is usually simpler and more expeditious. In this case, the company must register with the Directorate general of immigration and submit a visa application directly in Costa Rica.

However, still its possible to apply visa in Costa Rica Embassy, New Delhi, India but it will take more time to process visa.

All Indian States Issued passports can be applied in Delhi

Submission of visa application from the 1st to the 20th of every month only on Monday between 01.30pm to 4.30.pm

VISA FEE for INDIAN Nationals:

USD 32 must be done on the date of submission not before that and non refundable

Payment to be deposited in Kotak Mahindra Bank account of Embassy

Kotak Mahindra Bank
Vasant Vihar, D-Block Market, New Delhi

Account No: 9312294534

Title: “Embassy of the Republic of Costa Rica – Consular”

Visa fee is non refundable in case of visa refusal or withdrawal**Our consultancy charges will be extra and for details please contact us****PROCESSING TIME:**

15-30 working days (processing time may be less or more depending upon purpose of visit and documents submitted) after submission of visa application.

Important Notes:

1. All documents must be presented in English or Spanish.
2. PCC, Marriage or Birth Certificates must be translated in Spanish and dully Apostilled
3. Type of visa issued will be of Single Entry. It must be used on the first 60 days after the date of issue and allows holder to stay in Costa Rica for a maximum of 30 days; however, the immigration officer at arrival will determine the actual number of days.
4. All passports must have at least 6 months of validity on the day of arrival to Costa Rica.

Costa Rica Business Visa Checklist:

1. Original Passport Valid for at least 6 months from date of arrival in Costa Rica
2. Old passport (if any)
3. Visa form dully filled and signed by applicant
4. Two Photos in white background not older than 3 months (35 x 45 mm size with face visibility between 70-80%)
5. Visa Request Letter from applicant mentioning purpose visit, duration, details of expenses for the trip, applicant's mobile number and email id
6. Visa Request Letter from Employer on its Letter head mentioning passport details of applicant, purpose visit, duration, travel dates, details of expenses for the trip.
7. Original Invitation Letter from Counterpart in Costa Rica mentioning passport details of applicant, purpose and duration of visit, declaration about responsibility for the return of applicant before expiring of the visa
8. Copy of National ID of the Person signing the invitation letter
9. Return Air Ticket
10. Proof of Accommodation in Costa Rica
11. Police Clearance Certificate not older than 3 months dully Translated in Spanish and Apostilled from MEA in India (Both Original and Translation to be Apostilled)
12. Financial Documents of Applicant:
 - Last 6 months bank statement with Sufficient balance and dully certified by bank
 - Last 3 year Income Tax Return or Form-16
 - If Employee then Last 3 months Pay Slips with Company Stamp
 - If Self Employed then Proof of ownership
13. Additional Supporting Documents
 - Copy of Certificate of Incorporation or any other Certificate of Indian Company with company stamp on it. (It must be translated in Spanish and dully Apostilled)
 - Company Profile
 - Company's Financial documents like Bank Statement, Income Tax Paper

Important Notes:

1. PCC (Police Clearance Certificate) and Company's Registration Certificate to be translated in Spanish Language
2. Original and Translated Document of both PCC and Registration Certificate must be Apostilled
3. All the documents must be presented in English or Spanish or come with official translation in order to be processed by the Consular Office
4. If Consular Office is satisfied with the application and supporting documents submitted then Consular office will invite applicant for personal Interview and will issue visa
5. Visa Request letter must have Contact details and email id of the concern person/ company
6. Embassy will return back original passport after verification and acceptance of visa application. Then Original passport need to be resubmitted for stamping of visa

Costa Rica Tourist Visa Checklist:

1. Original Passport Valid for at least 6 months from date of arrival in Costa Rica
2. Old passport (if any)
3. Visa form dully filled and signed by applicant
4. Two Photos in white background not older than 3 months (35 x 45 mm size with face visibility between 70-80%)
5. Visa Request Letter from applicant mentioning purpose visit, duration, details of expenses for the trip, applicant's mobile number and email id
6. NOC or Leave Letter from the employer
7. Return Air Ticket
8. Proof of Accommodation in Costa Rica
9. Day wise Travel Plan
10. Police Clearance Certificate not older than 3 months dully Translated in Spanish and Apostilled from MEA in India (Both Original and Translation to be Apostilled)
11. Financial Documents of Applicant:
 - Last 6 months bank statement with Sufficient balance and dully certified by bank
 - Last 3 year Income Tax Return or Form-16
 - If Employee then Last 3 months Pay Slips with Company Stamp
 - If Self Employed then Proof of ownership
12. Additional Supporting Documents
 - For Self Employed: Copy of Certificate of Incorporation or any other Certificate of Indian Company with company stamp on it. (It must be translated in Spanish and dully Apostilled)
 - If Company is responsible: Then Company's Financial documents like Bank Statement, Income Tax Paper

Important Notes:

1. PCC (Police Clearance Certificate) and Company's Registration Certificate to be translated in Spanish Language
2. Original and Translated Document of both PCC and Registration Certificate must be Apostilled
3. All the documents must be presented in English or Spanish or come with official translation in order to be processed by the Consular Office
4. If Consular Office is satisfied with the application and supporting documents submitted then Consular office will invite applicant for personal Interview and will issue visa
5. Visa Request letter must have Contact details and email id of the concern person/ company
6. Embassy will return back original passport after verification and acceptance of visa application. Then Original passport need to be resubmitted for stamping of visa