

REQUEST OF SUPPORT LETTER FOR CUSTOMS AND IMMIGRATION

Dear Producer,

We inform you the guidelines required in order to receive support from the Costa Rica Film Commission for the entry of your crew and equipment.

This letter must be requested 8 working days prior to the arrival, otherwise the Commission will not be responsible for any inconvenience with the Customs and Immigration Office.

Please fill in the blanks:

1. Costa Rican Local Production Company (Local Producer, Fixer, Line Producer...):

Name: _____ Contact: _____

2. International Production Company:

Company Name: _____ Country: _____

State: _____ Website: _____

3. International Advertising Agency or Marketing Agency (in case there is:

Name: _____ Country: _____

State: _____ Website: _____

4. Small synopsis of the project:

5. Specify type of project:

Commercial Fiction Feature Film Documentary Feature Film

Reality show Music Video Corporate Photoshoot

Tv Series Other: _____

6. Detail of dates & locations where the shooting will take place:

7. Indicate airport or entering and departure:

Arrival: _____ Departure: _____

8. When and where it would be broadcasted:

9. Signature:

10. Date: _____

*Attach the list of equipment (excel format only) to the email.

*Attach the list of crew (excel format only) to the email.

*The invest amount of the project will be requested afterwards as a statistics information, It is important to clarify that the handling of the data you provide is subject to the provisions of the **Law on the Protection of the Person against the Processing of your Personal Data No. 8968** and its Regulations , as well as the **Information Technology Policies PROCOMER-NOR-054-2016**.

Send this request to: FilmCostaRica@procomer.com