

APPLICATION FOR RESOLUTION FOR THE DEVELOPMENT OF FILMIC AND AUDIOVISUAL ACTIVITIES IN COSTA RICA

Within the framework of Law No. 10071, known as the “**Law for Attracting Film Investments in Costa Rica**,” this form is intended to collect the necessary information to manage PROCOMER’s support through the Film Commission. Its purpose is to facilitate and advise on the procedures and permits required by state entities, public institutions, and other social actors, contributing to the successful development of audiovisual projects in the country.

IMPORTANT: The complete and truthful completion of this form is essential for the issuance of the film and audiovisual support resolution by the Costa Rican Film Commission.

Application Date:

Day:	Month:	Year:
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1. International Producing or Co-producing Company — All fields must be completed

The international production company commits to providing complete and truthful information regarding the investment made in Costa Rica. This information must be submitted by the person responsible for the project, who must be duly authorized to do so. Furthermore, the company, through the undersigned representative, assumes legal and operational representation of the project before the Costa Rica Film Commission (CFCR) for all relevant administrative and legal purposes.

Note: If the project is Costa Rican, this section may be omitted.

<u>Company’s Name:</u>	<u>Country of Origin:</u>
<u>State/ Province/ Region:</u>	<u>Address:</u>
<u>International Project Manager’s Name:</u>	<u>Nationality:</u>
<u>Passport Number:</u>	<u>Email Address:</u>
<u>Phone Number:</u>	<u>Web Site:</u>

2. Local Production Company (*Local Producer, Fixer, Line Producer, etc.*).

For international projects, **we strongly recommend** hiring a local producer, line producer, or production assistant to support your project, as all permit applications and official procedures in Costa Rica must be completed in Spanish, the country's official language. Having a knowledgeable local expert ensures smoother coordination, more efficient communication with authorities, and greater effectiveness in logistical management.

While the Costa Rica Film Commission is committed to providing assistance and facilitating a timely permitting process, it is essential that productions designate a responsible person on the ground to oversee and coordinate these requirements.

<u>Company Name:</u>	<u>Legal ID:</u>
<u>Project Manager's name:</u>	<u>ID Number/ DIMEX / Passport:</u>
<u>Email Address:</u>	<u>Phone number:</u>
<u>Company address:</u>	

3. Information of the Authorized Local Producer for Managing Permits and Procedures in Costa Rica

Please provide the details of the local producer who will be officially authorized to carry out the processes related to permits and procedures before public and private institutions in Costa Rica.

Important: The resolution issued by the Costa Rican Film Commission will be granted in the name of the person indicated here, so the information must be accurate and complete.

<u>Name of person handling procedures:</u>	<u>ID Number/ DIMEX/ Passport:</u>
<u>Email Address:</u>	<u>Phone Number:</u>
<u>Position:</u>	<u>Nationality:</u>

4. Project name: _____.

5. Project alias (if applicable): _____.

6. **Brief Project Synopsis** (please include detailed aspects of the project in terms of concept)

7. **Approximate project investment in Costa Rica (in USD).** *This information will be used exclusively for the preparation of statistical reports that help highlight the impact of the film industry in the country and support its growth and incentives. Upon completion of the project, confirmation of the amount invested—or its eventual adjustment based on the actual expenses incurred during production—will be requested.*

Concept	Amount in US\$
Total Projected Investment Amount	\$
Projection of the number of local staff to be hired	

Breakdown of projected investment

Budget Category	Amount in US\$
Accommodation	\$
Airfare	\$
Domestic Transportation (Rentals)	\$
Meals	\$
Local Crew	\$
Equipment Rental	\$
Locations	\$
Other (Purchases for the Art and Set Design Departments)	\$

8. Filming Locations (*Costa Rica Film Friendly Zones*).

FFZ Central (Central region).		FFZ Chorotega (Northern Pacific).		FFZ Central Pacific.	
FFZ Brunca (Southern Pacific).		FFZ Huetar Caribe (Caribbean region).		FFZ Occidente (Western region).	
FFZ Huetar Norte (Northern region).		Other:			

9. Specific Type of Project to Develop.

Audiovisual Content for Online Platforms		Fiction Feature Film.		Documentary Feature Film	
<i>Reality Show.</i>		Music Video.		Corporate.	
Post-Production Services.		TV Series.		Drawing, Digital Animation, Video Games.	
Photo Session.		Short Films.		Podcast.	
Commercial.		Other:			

10. Provide the filming dates and locations where the project will take place (If exact information is not yet available, projected dates and locations must be provided).

Filming Dates:

Locations:

11. Arrival and departure dates to and from Costa Rica. In the case of multiple entries and exits, the date of the first entry and the date of the final exit must be indicated.

Arrival date:	Departure date:
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12. Point of entry and exit from Costa Rica (airport, seaport, and/or border crossing)

Entry:	Exit:
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13. Describe the distribution strategy, including the platform or medium where the project will be exhibited (e.g., streaming services, broadcast television, theatres, or online channels) **and provide the tentative release date.**

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14. Indicate if the project will require the handling or interaction with wildlife:

Yes.	No.
If yes, please specify the species and describe how the interaction is expected to occur in the script:	

15. Indicate whether the project will be carried out partially or entirely in any Indigenous territory.

Yes.	No
<p>If yes, indicate the name(s) of the Indigenous territory or territories where the project will take place, and describe how this interaction is envisioned in the script.</p>	

16. Indicate whether the development of the project will involve the participation of Indigenous individuals or individuals from Indigenous territories.

Yes.	No
<p>If yes, describe how this narrative development is envisioned in the script.</p>	

17. Indicate whether the project will require the installation of temporary structures (sets, scenery, production bases, etc.).

Yes.	No.
<p>If yes, briefly describe the type of structure, its components, and the location where it is intended to be installed.</p> <p><i>Designs, sketches, and/or photographs will be requested during the process, so it is recommended to have these materials prepared in advance.</i></p>	

18. Indicate whether the project will require the use of Remotely Piloted Aircraft Systems (RPAS), or drones, for the filming process.

Yes.	No
<p>If yes, describe the type of equipment to be used, including brand, weight in kilograms, and the intended area of use. (Pilot license validation is required by the DGAC; the CFCR will provide the necessary support throughout this process.)</p>	

19. Type of support to request for the project (You may select multiple options).

Permits for Protected Areas and National Parks.		Temporary Import of Equipment and Materials.		Permit for buildings managed by public entities.	
Local Government Permit.		Tax Refund (PIA).		Temporality Immigrations.	
Production Facilities.		Connection with Film Friendly Zones.		Other permits / procedures:	

20. Indicate the Costa Rican institutions with which you will process any procedures or permits.

1. Municipalities (indicate the name of the municipality where the project will be developed).	
1.1.	
1.2.	
1.3.	
1.4.	
1.5.	
2. National System of Conservation Areas (National Parks, Biological Reserves, Protected Zones).	
2.1. Arenal Huetar Norte Conservation Area (ACAHN)	

2.2.	Arenal Tempisque Conservation Area (ACAT)	
2.3.	Central Conservation Area (ACC)	
2.4.	Guanacaste Conservation Area (ACG)	
2.5.	La Amistad Caribe Conservation Area (ACLAC)	
2.6.	La Amistad Pacífico Conservation Area (ACLAP)	
2.7.	Coco Marine Conservation Area (ACMC)	
2.8.	Osa Conservation Area (ACOSA)	
2.9.	Central Pacific Conservation Area (ACOPAC)	
2.10.	Tempisque Conservation Area (ACT)	
2.11.	Tortuguero Conservation Area (ACTo)	
3.	Fuerza Pública (Costa Rican police force)	
4.	Traffic Police (Support in the event of partial and total road closures)	
5.	General Directorate of Customs (Temporary imports).	
6.	General Directorate of Civil Aviation (Flight permits for manned and unmanned aircraft).	
7.	General Directorate of Migration and Foreign Affairs (Permanence permits in Costa Rica)	
8.	Fire Department (Support for filming involving fire hazards)	
9.	Other institutions (Indicate any other public institution that requires processing a permit or management).	
9.1.		
9.2.		
9.3.		
9.4.		
9.5.		

21. Write at least three recitals that justify the relevance of the audiovisual project for Costa Rica, addressing cultural, artistic, social, environmental, economic, or other relevant aspects.

Important: These recitals are a key input for the preparation of the audiovisual support resolution issued by the Costa Rican Film Commission. Therefore, it is recommended that the writing be clear, concise, and adequately justify the impact and relevance of the project within the national context.

STATEMENT OF TRUTHFULNESS, INFORMED CONSENT, AND INSTITUTIONAL COMMITMENT

By requesting the support of the Costa Rica Film Commission (CFCR), **the individual or legal entity declares, under oath, that the information provided is true and accurate, and accepts the terms and conditions** established by the Trade & Investment Promotion Agency of Costa Rica (PROCOMER) and the CFCR.

The applicant also commits to submitting **complete and timely** information regarding the **final investment** made in the country, in order to contribute to transparency and to the statistical analysis of the film industry's impact in Costa Rica.

The processing of this information will be governed by Law No. 8968, its regulations, and the Information Technology Policies PROCOMER-NOR-054-2016. **The data will be used solely as part of a consolidated audiovisual sector database, handled in an aggregated and confidential manner, and no individual information will be disclosed without prior mutual agreement.**

As part of the institutional commitment, the applicant **agrees to include the official CFCR logo in the credits of the audiovisual product**, unless expressly agreed otherwise following project review. The applicant also agrees to **provide audiovisual material—such as photographs or videos—for promotional purposes, whose use will respect previously agreed terms, project confidentiality, and the crediting guidelines provided by the production company.**

This commitment reflects acknowledgment of the public institutions that support and promote the development of the audiovisual sector in the country.

Once completed, the form must be submitted by email in PDF format to filmcostarica@procomer.com, along with a **copy of the passport of the signatory, who must be the designated representative of the international company responsible for the project in Costa Rica. The form must be signed either by hand (scanned) or with a digital signature.**

Note: Only for Costa Rican projects is the signature of the project's official representative accepted.

22. Full name as it appears on passport or ID: _____.

23. Role: _____. 24. Nationality: _____.

25. Email Address: _____.

26. Signature: _____. 27. Date: _____.

For internal use by the Costa Rica Film Commission.

Application Number.	
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