

PROCEDURE FOR THE RESIDENTS TO NOTIFY CHANGES

Article 56. Procedure form to notify changes.

Applicable to: To the foreign person holder of the condition of stay of temporary resident, temporary resident student or permanent resident who changes marital status, name or nationality, address and place of work.

Requirements:

1	Letter signed by the foreign person in which under oath to tell the truth, he/she declares the change in his/her marital status, name, nationality, new address or workplace expressly mentioning the previous and new one. In case of double nationality it should be stated and the one considered for his/her registration and stay in national territory.
2	Original and copy of the resident card.
3	In case of change of marital status he/she should submit marriage certificate, divorce sentence with the date in which it was enforceable or spouse's death certificate.
4	In case of change of nationality the new nationality's passport should be submitted, certificate of nationality or naturalization letter.
5	In case of change of name he/she should submit passport or identity and travel document with the new name and, when appropriate, document issued by the competent authority in his/her country in which it is stated the change of name.

Validity of authorization:

- Not applicable

Resolution Criteria:

- In case that the foreign person changes his/her name the immigration authority could issue immigration document with the new name, as long as the foreign person promotes its reposition.

In any event, the foreign person data will be integrated to his/her history and immigration file.

Important:

- ✓ The foreign person should notify the Institute within ninety calendar days when the changes in his/her marital status, nationality, address or workplace take place. In case of non-compliance to said obligation he/she will receive the penalties provided in the article 158 of the Law.