

REQUEST FOR A CRIMINAL RECORD (HOJA DE DELINCUENCIA)

If you are a Costa Rican citizen or have resided in Costa Rica, you can request a criminal record personally by presenting the following documents. You must send them to **concr-de@rr**
ee.go.cr

Costa Rican citizen:

1. Letter of request indicating the following information:

- Complete name
- Number of the valid identification document (cédula de identidad)
- Date of birth
- Complete name of both parents
- Name and identification card number (cédula de identidad) of the person that will be authorized to withdraw the certificate in Costa Rica

2. Copy of both sides of the valid Costa Rican identification card (cédula de identidad). You must bring the valid Costa Rican identification card (cédula de identidad) to the appointment.

The withdrawal of the certificate must be done personally by the authorized person in the [Judiciary Registry](#) in Costa Rica

For foreigners that resided in Costa Rica:

1. Letter of request indicating the following information:

- Complete name
- Number of the valid passport
- Date of birth
- Complete name of both parents
- Name and identification card number (cédula de identidad) of the person that will be authorized to withdraw the certificate in Costa Rica
- Duration of the residence in Costa Rica

2. Copy of the personal information page of the valid passport. You must bring the valid passport to the appointment.

The withdrawal of the certificate must be done personally by the authorized person in the [Judiciary Registry](#) in Costa Rica

Cost: Free of charge

Legal basis:

- - Law 6723 of the Registry and Judicial Archives (Registro y Archivos Judiciales). Article 13, subsection 15) and 14).