

## RENEWAL OF THE COSTA RICAN IDENTIFICATION CARD (CÉDULA)

### Requirements:

1. Request letter in Spanish indicating an email or phone number for notifications. Please indicate the desired electoral domicile. You can choose one of the following options:

- Embassy of Costa Rica in Berlin, if you want to vote in Germany. [Click here](#) to learn more about voting abroad.

- Address in Costa Rica.

2. Filled out [application form](#) .

3. Copy of both sides of the expired Costa Rican identification card.

- If the valid card was stolen please attach the police report.

- If the valid card was lost, explain that in the request letter.

4. 2 Photos with the following specifications:

- Background: Preferably light gray and if not white

- The shoulders must be located at the bottom corners of the photo
- Exact size: 5 cm (h) x 4 cm (w)

**5.** German postal stamps. Please consult the consulate about the exact amount of stamps required.

### **Procedure:**

If the submitted documents are complete and correct, an appointment at the Embassy or Honorary Consulate will be given to fill out the original application form. Please bring the expired Costa Rican identification card to the appointment.

Once the identification card has been issued, the Electoral Supreme Court (Tribunal Supremo de Elecciones) will send it to the Embassy in Berlin or an Honorary Consulate.

### **Delivery time:**

- Sent by certified mail: 3 months.
- To speed up the process, you can hire a [courier](#) service.

**Cost:** Free of charge

### **Legal Basis:**

- - Constitution of Costa Rica, Articles 95 subparagraph 2) and 104 subparagraph 3).

- - Organic law 3504 of the Electoral Supreme Court (Tribunal Supremo de Elecciones) and Articles 73, 75, 76, 88 subparagraphs c), 89, 92 y 93 of the Civil Registry (Registro Civil).
- - Resolution 2337-E of September 6, 2004, del TSE.