

## PROVISIONAL IDENTITY SHEET (HIP) PROCESS MAP

### STEP 6: FOREIGN ID CARD

Although it is not obligatory, a foreign ID card (Cédula de Identidad) may be issued if the applicant wishes. To apply, the applicant must attend the National Civil Identification Office in person.

Processing time: 1 week

### STEP 5: ENTRY TO URUGUAY

The applicant must enter Uruguay within sixty days of collecting the visa. The entry card given at the port of entry, or passport with an entry stamp, must be kept safely as it will be required for the next steps of the application.

### STEP 4: PROVISIONAL IDENTITY SHEET APPROVAL

Once the Provisional Identity Sheet (Hoja Provisoria de Identidad) has been approved, FGI will attend to the immigration office to collect it. The applicant can begin working now with this approval.



### STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.

### STEP 2: PROVISIONAL IDENTITY SHEET APPLICATION

Once all documents are received and reviewed, FGI will submit the application(s) for a Provisional Identity Sheet (Hoja Provisoria de Identidad) to the Uruguayan Immigration Office. Any missing document must be submitted to the Immigration Office within 60 days of the original application.

Processing time: 6 weeks

### STEP 3: VISITOR VISA APPLICATION

The principal applicant can apply for a visitor visa at the Uruguayan consular post in his/her country of residence or nationality. Please note that the consular post will refer the application back to the Uruguayan immigration authorities before they can issue the visa. Once the visa has been authorized in Uruguay, the applicant will be notified to submit the passport again for endorsement - this must be within sixty days of the visa authorization.

Processing time: 3-5 weeks