

## CHECK LIST

### **BEFORE PRODUCTION:**

#### **IMMIGRATION FORMS AND REQUIREMENTS**

*All of the following documents must be translated to Spanish and forwarded to the Panama Film Commission through a licensed Panamanian lawyer.*

- **Obtain** valid passports for all cast, crew and staff members (please remember that a three month minimum before the expiration of each passport is required to enter the country).
- **Notarized black & white photocopy of the *entire* passport** for each cast, crew and staff member.
- **Notarized power of attorney and formal request from the legal representative attached with \$16 US Dollars/ Panama Balboas (B/. 16.00) in stamps.**
- **Proof of financial solvency of the company.**
- **2 recent, passport-size photos** for each cast, crew and staff member.
- **Sworn Statement of Personal Background**, for each cast, crew and staff member (PDF attached on Panama Film Commission website)
- **Health Certificate** for all cast, crew and staff members.
- **Certified Check for \$100 US Dollars** credited to the ‘**Servicio Nacional de Migracion**’ for service fees, required for each cast, crew and staff member.
- **\$5 US Dollars for immigration registration purposes** required for each cast, crew and staff member. (Please deliver payments to Immigration)
- **\$50 US Dollars for an immigration ID (used for entry to and exit from the Republic of Panama)** required for each cast, crew and staff member. (Please deliver payments to Immigration)
- **National Registry for the Cinematic and Audiovisual Industry Certificate**, provided by the Panama Film Commission.
- **Official name of the production company, signed by the legal representative.**

#### **Ministry of Commerce & Industry**

Edison Plaza, 3rd Floor, P.O. Box 0815-0111, Panama City, Panama

Telephone: [507] 560-0600 Ext. 2676, Tele-fax: [507] 560-0638

Website: <http://www.PanamaFilmCommission.gob.pa>

E-mail: [info@panamafilmmcommission.com](mailto:info@panamafilmmcommission.com)



## PANAMA FILM COMMISSION FORMS & REQUIREMENTS

- **Submit** a list of all film equipment that will be temporarily imported into the country for filming purposes **at least fifteen (15) working days prior to arrival** (with this list the Panama Film Commission will facilitate tax waivers on equipment).
- **Attach** the following documents and **submit** to the Panama Film Commission **at least one month prior to arrival** (most of the documents can be found in PDF format on the Panama Film Commission website):
  - **Inscription Form** to the Panama Film and Audiovisual Industry National Register, along with \$8 US Dollars/ Panama Balboas (B/. 8.00) in stamps. (PDF attached on the Panama Film Commission website).
  - **A copy of the producer's or the legal representative's personal identification (passport).**
  - **Good standing certificate.** For a national Panamanian company: Registration Certificate of the Company filed with the Public Registry of Panama.

For a foreign, non-Panamanian company: A good standing certificate or the equivalent thereof issued by the relevant governmental entity in the state or country of incorporation, translated, certified and stamped.

- **Film Location Permit Form** (PDF attached on the Panama Film Commission website).
- **Sworn and notarized declaration** expressing the interest of the producer or production company in developing activities related to the audiovisual and cinematographic industry under the Film and Audiovisual Industry National Register. (PDF attached on the Panama Film Commission website.)
- **Payment of the registration fees.** Should be credited to the "MICI-Registro Nacional de Cine" to the account number 04-08-0086-7 of the National Bank of Panama. (Different fees apply per production: short vs. long stay.)
- **Resolution for filming in Panama** must be signed in the Panama Film Commission office. This document must be obtained prior to filming in Panama. An authenticated copy will be provided upon signing.

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*In the event that the company does not have a legal representative present in the country of Panama during the scheduled filming of the production, a power of attorney must be granted by the company to the producer or a representative of the company that will remain in Panama during the film's scheduled production in order to sign legal documents.*

*A power of attorney should also be granted to a lawyer in case a lawyer's service is necessary.*

*All information should be translated by a certified translator and notarized in the country of origin.*

## **DURING PRODUCTION:**

**Inspections.** During production, the Panama Film Commission will perform one or more inspections to guarantee that all permits are paid, safety measures are taking place and that Panamanian law is being upheld. The inspections will vary and depend on the length and type of production as well as depend on the locations utilized by the production.

### **Production documentation.**

- Allow the Panama Film Commission to come to your set and take approved, behind the scenes pictures to include in the Panama Film Commission website link of your production.
- Grant the Panama Film Commission the right to publish, reproduce or disseminate any and all images that you send us for promotional, statistical and economic assessment purposes.

**All permits, locations and police requests must come through the Panama Film Commission before your production takes place.**

Below are a few film permit guidelines to keep in mind. (See the **Film Location Permit Form** PDF attached on the Panama Film Commission website):

- **Have all permits paid.** Payments of location fees are required for filming that takes place on heritage sites, in national parks, in national reserves, etc.
- The country of Panama requires a permit when filming on public property.
- The country of Panama requires a road closure permit for any production that interferes with the normal flow of traffic.
- The country of Panama requires special permission for the use of airports and filming which takes place over territorial waters.
- The country of Panama requires special permission for the use of official police uniform and police transportation, inclusive of uniforms and transportation that resemble the national police force.

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- Large productions filming on public property must carry a minimum of \$1 million US dollars of liability insurance and \$100,000 US dollars of workers compensation plus third party liability.
- All productions filming in residential or commercial neighborhoods are advised to notify and provide leaflets to all the residents.

### **AFTER PRODUCTION:**

**Inspection.** The Panama Film Commission will conduct a final inspection at the end of your scheduled production.

- Submit** a signed **Impact Assessment Form** outlining expenditure to service sectors in Panama within **seven (7)** working days of your production's departure from Panama to the Panama Film Commission (the PDF form is available on the Panama Film Commission website).
- Include** the Panama Film Commission in your final production's credits.
- Forward** three (3) copies of the finished product to the Panama Film Commission upon release, for National Registry purposes only.

*Copyright laws in the jurisdiction of origin and Panama will be upheld by the Panama Film Commission.*

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