

## **CHECK LIST: VISA REQUIREMENTS FOR PANAMA**

1. **VISA FORM TO BE DULY FILLED**-to be filled in original without any scratches/white liquid etc.

2. **THREE RECENT PASSPORT SIZE PHOTOS TAKEN IN A CLEAR WHITE BACKGROUND FACE UNCOVERED\*\*.**

3. **LETTER FROM THE COMPANY/APPLICANT MENTIONING REASON FOR TRAVEL TO PANAMA** \*\* ([Duly Translated in Spanish by an authorized translator](#)).

**\*\*In case employed by a Private or a Public Sector;**

Letter of the Company; with the last month salary slip. \*\* ([Duly Translated in Spanish by an authorized translator](#)).

**\*\*In case retired:** show pension being drawn and the receipt \*\* ([Duly Translated in Spanish by an authorized translator](#)).

**\*\*In case of a student:** To show a letter from the school indicating the studies being pursued, time of vacations and in case of after or before vacations, to show a letter showing the permission to travel \*\* ([Duly Translated in Spanish by an authorized translator](#)).

**\*\*In case of a dependent:** a sworn declaration showing the family or any guardian responsible for all the expenses of the dependent with a certificate showing the relationship along with the Bank solvency letter of the Guardian. \*\* ([Duly Translated in Spanish by an authorized translator](#)).

4. **PHOTOCOPY OF ALL PAGES OF THE (VALID PASSPORT WITH MINIMUM VALIDITY OF 3 MONTHS** \*\* ([Duly Translated in Spanish by an authorized translator](#)).

5. **ORIGINAL BANK SOLVENCY LETTER OF THE APPLICANT with the name of the manager and the seal of the Bank MENTIONING THE A/C NO. AND BALANCE EQUIVALENT OF USD 500 OR MORE** with last 3 months Bank statement \*\* ([Duly Translated in Spanish by an authorized translator](#)).

**\*\*In case of proprietor, also attach Income TAX Declaration – of the last one year** \*\* ([Duly Translated in Spanish by an authorized translator](#)).

6. **SECOND ID PROOF OF RESIDENCE (AADHAR CARD/VOTER'S ID/DRIVING LICENSE) OF THE APPLICANT IN INDIA** \*\* ([Duly Translated in Spanish by an authorized translator](#)).

**7\*\*In case of Personal Invitation: (All documents should be original, in Spanish, duly notarized by Notary Public of Panama)**

- (i) Letter of Invitation duly signed by the invitee in Panama.
- (ii) Color copy of Cedula Id of the invitee duly attested by the tribunal Electoral of Panama.
- (iii) Latest paid public utility bill (for e.g. electricity/ gas/ water) showing the residential address of the invitee in Panama.
- (iv) Bank solvency letter of the resident in Panama.
- (v) *\*In case the invitee is a foreigner-* Complete color copy of passport.

**\*\*In case of a Company Invitation from Panama: (All documents should be original, in Spanish, duly notarized by Notary Public of Panama)**

- (i) A letter of invitation from the company in Panama duly signed by the authorized official (invitee in Panama).
- (ii) Color copy of Cedula Id of the invitee duly attested by the Tribunal Electoral of Panama.
- (iii) Latest paid public utility bill (for e.g. electricity/ gas/ water) of the company showing the complete address of the Panamanian Company.
- (iv) Bank solvency letter of the Panamanian Company.
- (v) Color Copy of public registry/incorporation certificate of the Panamanian company.
- (vi) Color Copy of Key of operations of the Panamanian company.
- (vii) *\*In case the invitee is a foreigner-* Complete color copy of passport.

**8. TRAVEL ITINERARY-** showing date of entry and exit from Panama.

**9. HOTEL CONFIRMATION (wherever applicable).**

**\*\*ALL APPLICANTS NEED TO SCAN THE ABOVE MENTIONED DOCUMENTS IN 1 PDF FORMAT FILE SAVED IN A CD/ PEN DRIVE (which should not be above the size of 15 mb) WITH 1 ORIGINAL SET OF THE ABOVE MENTIONED DOCUMENTS.**

**\*\*PROCESSING TIME:** DOCUMENTS WILL BE SENT TO PANAMA FOR APPROVAL, THIS PROCESS TAKES ABOUT **30-40 WORKING DAYS.**

**\*\*VISA APPLICATION CHARGES:** AFTER VERIFYING ALL THE DOCUMENTS THE CONSULAR SECTION WILL ISSUE A PAYMENT DEPOSIT RECEIPT FOR THE APPLICANT TO VISIT THE BELOW MENTIONED BANK & DEPOSIT \$60 FEE **(NON-REFUNDABLE)** IN **UNITED STATES DOLLARS (USD ONLY)** IN OUR EMBASSY CONSULAR SECTION ACCOUNT:

**NOTE: NO ONLINE DEPOSITS WILL BE ACCEPTED IN ANY CASE WHATSOEVER\***

**BANK NAME : DBS BANK LTD.**  
**A/C NO : 820250221276**  
**A/C NAME : EMBASSY OF PANAMA-CONSULAR SECTION**

**BANK ADDRESS** : Next to Hanuman Temple, Baba Kharak Singh Marg, Capital Point, Connaught Place, New Delhi.

**NOTE : \*\*ALL APPLICANTS NEED TO TAKE AN APPOINTMENT BEFORE THE SUBMISSION OF THEIR VISA REQUESTS.**

**\*\*THE ORIGINAL & COPY OF PAYMENT CONFIRMATION RECEIPT IS 100% MANDATORY AT THE TIME OF SUBMISSION\***

**“MAKE SURE YOU HAVE ALL THE DOCUMENTS AT THE TIME OF YOUR APPOINTMENT”**

**\*\*VISA APPLICATION SUBMISSION TIMINGS:**

**MONDAY TO FRIDAY: 9:30 AM -1230 PM**

**\*\*All visa application documents needs to be presented at:**

**EMBASSY OF PANAMA**  
D-6/19, GROUND FLOOR  
VASANT VIHAR  
NEW DELHI-110057  
TEL: 011-26148260/68

**OR**

**THE CONSULATE GENERAL OF PANAMA**  
FLAT NO.7, 1<sup>ST</sup> FLOOR,  
CHURCHHILL CHAMBERS  
B.K. BOMAN MARG,  
MEREWEATHER ROAD,  
COLABA, MUMBAI  
TEL: 022-22871391/93