



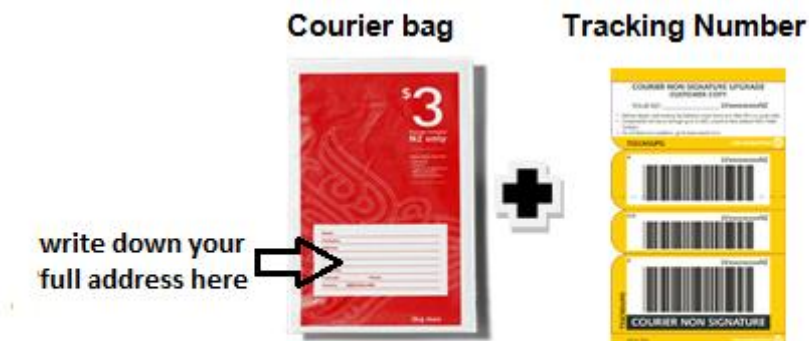
Consulate of Chile  
Wellington, New Zealand

**CERTIFICATE REQUEST FORM FOR FOREIGN-BORN CITIZENS**  
**INSTRUCTIONS FOR FOREIGN CITIZENS THAT HAVE LIVED IN CHILE**

**INSTRUCTIONS:**

1. Go to any branch of the BNZ bank (or make an online transfer) and deposit into our account, name: "Consulate Of Chile", Account Number 0 2 0 5 0 0 0 1 1 5 7 2 8 9 7, the amount of **NZ\$8. (Eight New Zealand Dollars)**- For each certificate you request.
2. Go to the courier post office, BUY 2 ENVELOPES + Tracking Numbers. Insert the following documents into a pre-paid courier envelope:

- a) **Printed Bank receipt or online transfer receipt** showing the date, account and amount paid.
- b) **Printed Complete and signed form** (see page 2).
- c) **A simple photocopy of your current foreign passport, or your Chilean ID card** (the side with your personal details).
- d) **A self-addressed courier bag** with **tracking number** -which has to be paid separately at the counter) This is the envelope you have to enclose:



**Write down or keep a copy of your tracking numbers. You will need them to check when the envelope has arrived, and the day your certificate was couriered back.**

This application has to be done by courier post to:

**Company name: CONSULATE OF CHILE**  
**Address: LEVEL 4, 1 WILLESTON STREET, "PENCARROW HOUSE", WELLINGTON 6011**  
**PO BOX 3861**  
**PH: 044716270**

DDI: 04 4716270  
E-MAIL: [wellington@consulado.gob.cl](mailto:wellington@consulado.gob.cl)  
WEBSITE: [www.chile.gob.cl/wellington](http://www.chile.gob.cl/wellington)



Consulate of Chile  
Wellington, New Zealand

**NOTE:** This process takes **5 working days** from the moment that your envelope arrives in our Consulate. We suggest requesting your document(s) in advance, and please make sure you provide all documentation required above. Failing to do so, will result in a delay of issuing and the Consulate cannot take responsibility if this causes any inconvenience.

If you don't remember your RUN number, give us a call, or e-mail us to see if we can get it for you.

**FOLLOW UP:** Check your tracking numbers to see when your application was received at this office, and when was your certificate sent back.

**IMPORTANT:** All certificates are issued in Spanish. If you need them in another language, you need to get a certified translation.

### MARK THE AMOUNT OF CERTIFICATES YOU NEED

TYPE OF CERTIFICATES	AMOUNT NEEDED
Birth Certificate	
Marriage Certificate (Date of Marriage _____ )	
Death Certificate	
Police Record Certificate/Criminal record	
Driver's Record Resumé	

### PERSONAL INFORMATION All of these are mandatory fields

Full name	
RUN (Chilean ID number)	
Current address and city	
Contact number	
E-mail address	

**AFFIDAVIT: I \_\_\_\_\_ hereby authorize the Consulate of Chile in Wellington to issue certificates on my behalf, and to courier these to the address I have detailed on the enclosed courier bag.**

SIGNATURE \_\_\_\_\_

DDI: 04 4716270  
E-MAIL: [wellington@consulado.gob.cl](mailto:wellington@consulado.gob.cl)  
WEBSITE: [www.chile.gob.cl/wellington](http://www.chile.gob.cl/wellington)