

CHILE EXPAT FAMILY IMMIGRATION DOCUMENT ORGANIZER & CHECKLIST

A practical companion to The Chile Relocation Guide — Books One & Two
chileexpatfamily.com

HOW TO USE THIS WORKSHEET

Print one personal checklist for each applicant, including children. Use the family tracker for shared records. Mark “Required” only after checking your particular SERMIG residence subcategory. The country that issues a document determines where to obtain its apostille or legalization—not necessarily your citizenship. This organizer is not legal advice. Requirements can change.

Before choosing where to apply: If you are entering Chile as a tourist (Permanencia Transitoria), plan to apply for Temporary Residence from outside Chile unless you qualify for a permitted exception. Exceptions include qualifying family reunification with a Chilean citizen or permanent resident, dependent applications linked to a temporary resident, humanitarian grounds, and certain other officially authorized cases. Having a relative in Chile alone is not enough. Confirm your eligibility with SERMIG before relying on an application from inside Chile.

START HERE — YOUR APPLICATION

Applicant's full name: _____

Nationality / nationalities: _____

Country of current residence: _____

Country/countries lived in during last five years: _____

Passport number (optional; store securely): _____

Intended Chilean residence subcategory: _____

Applying from: ☐ Outside Chile ☐ Inside Chile

Applicant type: ☐ Principal ☐ Dependent spouse/partner ☐ Child ☐ Other

Planned application date: _____ Planned travel date: _____

Official subcategory page checked on (date): _____

Notes / advice from attorney: _____

1. PERSONAL DOCUMENT CHECKLIST

Mark R = required for my case; O = optional/useful; N/A = not applicable.

Got = obtained; Ready = checked and ready to submit.

1. Passport / identity

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

2. Passport-style photo

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

3. Criminal background check

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

4. Birth certificate

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

5. Marriage / partnership certificate

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

6. Divorce / name-change record

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

7. Child custody / consent

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

8. Income / pension evidence

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

9. Bank / financial evidence

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

10. Employment documentation

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

11. Education / transcripts

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

12. Professional credentials

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

13. Other: _____

☐ R ☐ O ☐ N/A ☐ Got ☐ Ready

2. INDIVIDUAL DOCUMENT TRACKER

Print one copy for each document you need to track.

Document name: _____

Applicant's full name: _____

Issuing country: _____

Issuing authority: _____

Date requested: _____

Date received: _____

Document issue date: _____

Expiry date or acceptance deadline: _____

Apostille or legalization needed? ☐ Yes ☐ No ☐ Confirm

Apostille or legalization authority: _____

Date submitted for authentication: _____

Date returned after authentication: _____

Official translation needed? ☐ Yes ☐ No ☐ Confirm

Translator or translation service: _____

Translation completion date: _____

Digital copies: ☐ PDF scanned ☐ Secure backup saved

Date uploaded to SERMIG: _____

Uploaded file name: _____

Notes or outstanding tasks: _____

3. BEFORE YOU SUBMIT

Work through these checks before ordering time-sensitive records or submitting your application.

☐ **1. Confirm your application requirements**

Use your SERMIG residence subcategory to decide which documents each applicant needs.

[SERMIG residence subcategories](#)

☐ **2. Check your passport**

For applications from abroad, SERMIG generally requires at least one year of passport validity from the application date. Check your category's exceptions.

☐ **3. Plan your criminal record check**

For applicants over 18, confirm which country's certificate is required. The country-of-origin certificate must generally be no more than 60 days old when submitted. Allow time for the apostille and any translation.

☐ **4. Confirm the apostille or legalization**

Check how each foreign-issued document must be authenticated. Use the authority for the country that issued the document. The country links on the next pages will help.

☐ **5. Check translation requirements**

SERMIG generally requires an official translation for documents in languages other than Spanish or English. Confirm the accepted translation process for your application.

☐ **6. Prepare clear digital files**

Keep originals and secure backups. Documents are generally uploaded as PDFs; the recent application photo is JPG or PNG. Check the portal's current file-size limits.

☐ **7. Recheck document dates**

SERMIG's general guidance sets 30 days for private-issued records and 60 days for public-issued records, unless the document states a different validity. Check how the rule applies to each record. Updated documents may also be requested during review.

[SERMIG general requirements](#)

Requirements checked on: _____

4. OFFICIAL DOCUMENT LINKS

Use these links to find the issuing authority and authentication process. Click the blue link text in the digital copy. Always confirm the document type accepted by SERMIG.

United States

Federal and state records use different apostille authorities. Civil records normally come from the state or local office where the event was registered.

[Criminal record check — FBI guidance](#)

[Birth and marriage records — USAGov](#)

[Apostille — federal and state document guidance](#)

Canada

Confirm the type of police certificate needed. Obtain civil records from the relevant province or territory; the apostille authority depends on the document.

[Criminal record checks — RCMP](#)

[Birth and marriage records — provincial and territorial offices](#)

[Apostille — Global Affairs Canada guidance](#)

European Union countries

There is no single EU-wide criminal record certificate or apostille office. Select the country that issued your record. EU rules for using documents within the EU do not automatically apply to Chile.

[National justice information — European e-Justice Portal](#)

[Apostille authorities — HCCH country directory](#)

For civil and criminal records, follow the issuing country's government or registry instructions.

OFFICIAL DOCUMENT LINKS CONTINUED

Australia

Check the national police certificate needed for overseas use. Civil records are issued by the relevant state or territory registry.

[National police checks — Australian Federal Police](#)

[Birth and marriage records — registry office directory](#)

[Apostille and authentication — DFAT](#)

New Zealand

Check the Ministry of Justice criminal record process and the Department of Internal Affairs requirements for using records overseas.

[Criminal record check — Ministry of Justice](#)

[Birth and marriage certificates — NZ Government](#)

[Apostille and authentication — NZ Government](#)

Other countries

Locate the issuing country's police and civil registry services. Check whether the Apostille Convention applies; otherwise confirm consular legalization.

[Apostille Convention country status — HCCH](#)

[Apostille authorities by country — HCCH](#)

Your issuing authorities

Issuing country: _____

Police certificate authority: _____

Birth or marriage registry: _____

Apostille or legalization authority: _____

Translation service if needed: _____

Official website or notes: _____

5. FAMILY APPLICATION TRACKER

Use one page for your family. Copy this page if you have more than four applicants.

Track each person's residence subcategory and progress separately.

APPLICANT 1

Full name: _____

Residence subcategory: _____

Status: ☐ Documents ready ☐ Application submitted

Application date: _____

APPLICANT 2

Full name: _____

Residence subcategory: _____

Status: ☐ Documents ready ☐ Application submitted

Application date: _____

APPLICANT 3

Full name: _____

Residence subcategory: _____

Status: ☐ Documents ready ☐ Application submitted

Application date: _____

APPLICANT 4

Full name: _____

Residence subcategory: _____

Status: ☐ Documents ready ☐ Application submitted

Application date: _____

SHARED FAMILY DOCUMENTS

☐ Marriage or partnership evidence checked, if applicable

☐ Birth or parentage evidence checked, if applicable

☐ Custody or travel-consent requirements checked for minors, if applicable

FAMILY NOTES AND OUTSTANDING TASKS

6. APPLICATION AND FOLLOW UP

Print one copy for each applicant. Use this page after preparing your documents.

APPLICANT AND ACCOUNT

Applicant's full name: _____

Residence subcategory: _____

SERMIG account email: _____

Keep passwords in a password manager, not on this worksheet.

SUBMISSION AND PAYMENT

Application submission date: _____

Application or confirmation number: _____

Fee requested and currency: _____

Fee payment date: _____

Payment receipt reference: _____

ADDITIONAL DOCUMENT REQUESTS

Date request received: _____

Response deadline shown in notice: _____

Documents or corrections requested: _____

Date response submitted: _____

☐ Response confirmation saved ☐ Copies of submitted documents saved

DECISION AND NEXT STEPS

Decision date and result: _____

Electronic permit download date if approved: _____

Next action required by the notice: _____

Deadline for that action: _____

FOLLOW UP NOTES

[SERMIG digital procedures](#)

7. AFTER APPROVAL AND ARRIVAL IN CHILE

Print one copy for each applicant. Follow the instructions issued for that person's permit.

Applicant's full name: _____

☐ 1. Read and save your approval notice

Check the conditions, required actions and deadlines. Keep a secure copy.

Approval date: _____

Action or deadline stated in the notice: _____

☐ 2. Download and save your electronic permit

Save your Estampado Electrónico and check your personal details.

Download date: _____

[SERMIG electronic permit guidance](#)

☐ 3. Confirm entry and permit activation

If applying from abroad, check the deadline to enter Chile and how your permit becomes active. For an in-country application, follow the activation instructions for your case.

IMPORTANT: Enter Chile using your residency permit. Present your passport and Estampado Electrónico to the immigration officer, and confirm that your entry is recorded as a resident, not as a tourist.

Entry deadline if applicable: _____

Actual entry date if applicable: _____

Permit activation date: _____

☐ 4. Arrange your Chilean identity card

Check when you must request a Registro Civil appointment and which documents to bring. Record the booking deadline separately from the appointment date.

Deadline to request appointment: _____

Appointment requested on: _____

Appointment date and office: _____

Cédula received on: _____

[Identity card requirements — ChileAtiende](#)

☐ Identity number (RUN) recorded securely ☐ Permit and cédula copies saved

☐ 5. Organize your practical records

Arrange health coverage, banking, tax, schooling and housing records as needed.

NEXT ACTIONS AND NOTES

8. OTHER RECORDS TO ORGANIZE

These records may help with your move. They are not automatically required for immigration.

- ☐ Driver's license and driving history
- ☐ Academic transcripts, diplomas and professional credentials
- ☐ Children's school and vaccination records
- ☐ Medical and prescription summaries
- ☐ Pet import documents and veterinary certificates
- ☐ Property purchase, rental and insurance paperwork
- ☐ Tax and pension records
- ☐ Other: _____

Foreign qualifications may need separate recognition or professional authorization in Chile. Check the process for your qualification before relying on it.

9. CONTACTS AND NOTES

Attorney or adviser: _____

Email and phone: _____

Translator: _____

Email and phone: _____

Document issuing authority: _____

Email and phone: _____

Consulate: _____

Email and phone: _____

QUESTIONS AND OUTSTANDING TASKS

KEY LINKS

[SERMIG Temporary Residence requirements](#)

[SERMIG digital procedures](#)

[HCCH apostille country status and authorities](#)

For country-specific criminal records, civil certificates and apostilles, see pages 5–6.

Check the latest official requirements before submitting your application.

[Chile Expat Family • chileexpatfamily.com](http://chileexpatfamily.com)

Bonus organizer for readers of The Chile Relocation Guide. Personal use only.