



## SHOOTING PERMIT REQUEST (SP)

### Permit Application

**IMPORTANT:** the request must be made at least 30 days before starting to film.

1. Application letter addressed to the Film Commissioner Mrs. Yvette Marichal and Alexandra Guerrero Head of Registry, signed by the producer or his legal representative. Also, an application form shall be requested to the Department of Registry (SIRECINE).
2. Copy of the producer's or legal representative's valid ID.
3. Producer's Certificate of Registration at the Film Commission.
4. Copy of the script, with proof of registration at the National Author Rights Office (ONDA - Copyright), and a synopsis of the film or audiovisual.
5. Transfer of copyright documents where the producer is given authorization to produce the script, use the music or any other copyright related element.
6. Type of cinematographic or audiovisual production.
7. List of the creative, technical and artistic personnel hired to work in the film.
8. Shooting Schedule, including duration, dates and locations.
9. Project Budget (Must be in Dominican Pesos).
10. Insurance Policy that covers damages to third parties, **valid during the full production period.** This policy should include all producers involved.
11. Incentive to which the producers will apply.

### **The documents should be submitted as follows**

- 1 physical copy in a three ring binder
- 1 digital copy (CD or USB)

The **Shooting Permit** is valid for the full period of filming or for a **maximum of two years.**