

GUIDE SIRE-G06

Application for the Shooting Permit - Transferable Tax Credit and other Audiovisual Projects

1. What is the Shooting Permit (PUR in Spanish)? It is the mandatory permit for audiovisual projects that intend to film in the Dominican territory. It enables the project to access various incentives provided in the Law, and facilitates the processes of obtaining the different institutional permits.

2. When should I request the PUR? At least fifteen (15) days prior the start of production.

3. What documentation must I submit to DGCINE for the PUR application?

Legal basis: Art. 94 of the Implementing Regulations of Law No. 108-10

- 3.1  Complete the form **SIRE-F05**.
- 3.2  Copy of the identification document of the local producer of the project or its legal representative.
- 3.3  If the process is carried out by a legal representative, provide a copy of the power of attorney legalized by a notary, and duly signed by the Dominican production service company. **(If applicable)**.
- 3.4  Copy of the script.
- 3.5  Copyright registration of the script.
- 3.6  Synopsis and storyline of the project.
- 3.7  Document that justifies the rights of the producer regarding the script, music and any other copyright pertaining to the production.
- 3.8  Provisional cast and crew list using the DGCINE template **SIRE-PL02. (Download here)**.
- 3.9  Shooting schedule including duration, dates and locations.
- 3.10  Production budget. The budget must be presented in Dominican pesos (RD\$).
- 3.11  Civil liability insurance policy for damages caused to third parties issued by an insurance company registered at the Superintendency of Insurance of the Dominican Republic, whose main establishment is in the Dominican Republic. This insurance must be valid for the duration requested for the Shooting Permit. The policy must include the foreign producer and the local producer or executive producer.

NOTE: In case the project is applying for the Transferable Tax Credit (Article 39 of Law No. 108-10), the budget must be at least US\$500,000.00.

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4. Where should I send the shooting permit request? Send requests **only** to the following email address: proyectos@dgcin.gob.do

5. How should I send the request?

5.1 Each request must be sent in a single email with the following subject line: **SHOOTING PERMIT REQUEST (INSERT NAME)**, all in capital letters, without commas, accents, “ñ,” “&,” or special characters.

Correct example: **SHOOTING PERMIT REQUEST ONE NIGHT**

5.2 Each document must be individual in PDF format (maximum size 40 MB), except for documents that are also requested in editable format.

5.3 File name:

5.3.1 It must include the requirement number from **point 3** of this guide (e.g., 3.1, 3.2, 3.3...) followed by the name of the document (which can be summarized in 3 to 5 letters), followed by an underscore and the name of the project in uppercase letters, without spaces, commas, accents, “ñ”, “&” or special characters.

5.3.2 Maximum length: 20 characters (not counting the .PDF extension).

Correct examples:

3.1FORM_ONENIGHT.pdf

3.2ID_ONENIGHTE.pdf

3.3POWER_ONENIGHT.pdf

6. How much does the service cost and how do I pay? The Shooting Permit is free of charge.

7. How long is it valid for? The PUR is valid for the period covered by the insurance policy.

8. What are the timings?

8.1 Within **2 business days**, compliance with all requirements will be verified after the application has been received in full.

8.2 The DGCINE reviews the application and issues the PUR within **5 business days**.

9. What do I need to do to renew the Shooting Permit?

9.1 Each request must be made in a **single email** with the following subject line: **SHOOTING PERMIT RENEWAL REQUEST (INSERT NAME)**, all in capital letters, without commas, accents, “ñ,” “&,” or special characters.

Correct example: **SHOOTING PERMIT ONE NIGHT RENEWAL REQUEST**

9.2 Copy of the expired SHOOTING PERMIT.

9.3 Civil liability insurance policy for damages caused to third parties issued by an insured company recognized by the Superintendency of Insurance of the Dominican Republic, whose main establishment is in the DR. This must be valid for the duration requested for the Shooting Permit. The policy must include the foreign producer and the local producer or executive producer.

REGISTRY FORM SIRE-F06

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Application type:

Transferable Tax Credit (Article 39 of the Law No. 108-10) Not applicable

Production Services Company Information:

Company name: _____ RNC: _____

Name of the legal representative: _____

SIRECINE Production Company No.: _____ (If applicable) _____ Country: _____

Nationality: _____

Producer information:

Producer's name: _____ ID or Passport: _____

SIRECINE Producer No.: _____ (If applicable) _____ Country: _____

Nationality: _____

Email: _____

Project details:

Project title: _____

Feature Film Documentary Short film TV Series Reality Show Music Video TV Commercial

Other: _____ Genre: _____

Duration (mm;sc): _____ Shooting format(s): _____ Exhibition format: _____

Start day of shooting: _____ Total budget for the project in Dominican pesos: _____

End date of shooting: _____ Languages used in the project: _____

Project locations: _____

REGISTRY FORM **SIRE-F06**

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Coproduction

If your project is a coproduction, please complete this field:

Coproduction country 1:

Percentage of co-producing company:

Amount in Dominican pesos coproducing company:

Dominican percentage:

Foreign Service Company name:

Foreign producer's names:

Coproduction country 2:

Percentage of co-producing company:

Amount in Dominican pesos coproducing company:

Dominican percentage:

Foreign Service Company name:

Foreign producer's names:

Coproduction country 3:

Percentage of co-producing company:

Amount in Dominican pesos coproducing company:

Dominican percentage:

Foreign Service Company name:

Foreign producer's names:

Coproduction country 4:

Percentage of co-producing company:

Amount in Dominican pesos coproducing company:

Dominican percentage:

Foreign Service Company name:

Foreign producer's names:

Date and Signature:

SIGNATURE OF THE PRODUCER

Signature:

Date:

SIGNATURE PRODUCTION COMPANY REPRESENTATIVE:

Signature:

Date: