DAVINCI PASSPORT
APPLICATION GUIDE

DAVINCI PASSPORT

We are happy to see you getting ready to submit your application!

This guide will help you navigate the process, understand the document requirements, and ensure the correct format for each of the documents.

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MAIN APPLICANT

REQUIRED DOCUMENTS

[1]   Birth Certificate (notarized color copy)

[2]   Passport (notarized color copy)

[3]   Police Clearance Certificate (original)

[4]   CV/Resume (see Exhibit 1)

[5]   Supporting Documents with Commentary (explanation below)

[6]   Cover Letter (explanation below)

REQUIRED INFORMATION

[1] Legal first and last name

[2] Date of birth

[3] Country of citizenship

[4] Country of residency

[5] Legal address

[6] Marital status

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DEPENDENTS

You can include family members as dependents, such as your spouse (marriage certificate required) and children under the age of 18.

DOCUMENTS FOR SPOUSE

[1]   Birth Certificate (notarized color copy)

[2]   Passport (notarized color copy)

[3]   Marriage Certificate (notarized color copy)

DOCUMENTS FOR CHILDREN

[1]   Birth Certificate (must include name of the parent applying as

the main applicant) (notarized color copy)

[2]   Passport (notarized color copy)

Please note: If the children included in the application apply without one of the legal or biological parents, a declaration of consent must be provided (see Exhibit 2).

REQUIRED INFORMATION
FOR ALL DEPENDENTS

[1]   Legal name and last name

[2]   Date of birth

[3]   Country of citizenship

[4]   Country of residency

[5]   Legal address

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FREQUENTLY ASKED QUESTIONS

WHAT TO EXPECT FROM AN INTERVIEW?

An interview is a possible step during the processing of your application but only in the event that the review committee needs to ask you more questions over video. Only the main applicant would be required to join the online interview. No preparation is necessary.

WHAT SUPPORTING DOCUMENTS CAN I PROVIDE?

Whatever supporting documents best showcase your skills and achievements should be provided. There is no particular list that we require but some examples include:

❖ Diplomas, degrees, and certificates

❖ Awards, honors, prizes

❖ Professional reference letter

WHAT IS THE COVER LETTER?

The cover letter for the DaVinci passport is a free-form essay that supports and expands on the documents provided for the objective qualification of excellence. This is one of the most important parts of the application because we want to know "why you?" and to understand the ways in which you plan to contribute to the rebirth of El Salvador.

WHAT DOES "NOTARIZED COLOR COPY" MEAN?

The copy is considered certified if a Notary Public has signed and stamped the document, declaring it a true copy of the original. For your portal application submission, please scan the certified copy of the document. The committee will provide you with the necessary information once physical documents need to be sent.

WHAT IS THE DECLARATION OF CONSENT?

It is a formal, notarized document in which a legal or biological parent explicitly gives permission for their child to be included in an application without the parent's presence. This document confirms that the absent parent is aware of and agrees to the child's participation in the application process, ensuring that all legal guardians are informed and have consented to the action.

WHAT IS THE PROFESSIONAL REFERENCE LETTER?

It is a document written by someone who knows you professionally and can attest to your skills, qualifications, work ethic, and accomplishments. It includes the writer's relationship with you, examples of your work, and a recommendation.

WHAT ARE THE RESIDENCY REQUIREMENTS?

While there are no language requirements for the DaVinci Passport, there are residency requirements. We expect a commitment to live and build in El Salvador. During the first 36 months (3 years) successful applicants will need to have resided 18 months in El Salvador. The initial three year passport will not renew in the applicant fails to meet this requirement.

HOW TO REACH OUT TO THE REVIEW COMMITTEE?

Once your application is submitted, you will have a point of contact you can reach out to if you have any questions.

WHAT ARE THE PROCESSING FEES?

Regular process: $185 per applicant, including dependents.

Expedited process: $1850 (main applicant only) + $185 per dependent.

CAN I EXPEDITE THE PROCESS?

Yes, expedited processing is available for an additional fee.

Unlike regular processing (90 days), expedited processing will take 10 days.

EXHIBITS

YOUR NAME
YOUR ADDRESS
YOUR PHONE NUMBER
YOUR EMAIL ADDRESS

To the committee of El Salvador DaVinci program.

Education:
[YEAR OF GRADUATION], [UNIVERSITY NAME AND LOCATION], [DEGREE EARNED]

Work Experience:
[DATES OF EMPLOYMENT MM/YYYY - MM/YYYY], [POSITION], [LOCATION]
Responsibilities included [BRIEF DESCRIPTION OF DUTIES AND ACCOMPLISHMENTS]

Awards and Recognitions:
[YEAR RECEIVED], [NAME OF AWARD/HONOR], [REASON/DESCRIPTION], [ISSUING AUTHORITY]

[DATE]

[YOUR SIGNATURE]

EXHIBIT 1

Declaration of Consent

I, NAME OF THE PARENT NOT INCLUDED IN THE APPLICATION hereby solemnly declare that I am the
MOTHER/ of NAME OF YOUR CHILD born on DD / MM /20 YY
who resides at RESIDENTIAL ADDRESS . I further state that I give
my full consent for NAME OF THE PARENT NOT INCLUDED IN THE APPLICATION to include
NAME OF YOUR CHILD as a dependent in the application
for citizenship of El Salvador.

This statement is given by me, NAME OF THE PARENT NOT INCLUDED IN THE APPLICATION this
DD day of MONTH , 20 YY .

SIGNATURE OF THE PARENT NOT INCLUDED IN THE
APPLICATION

NAME OF THE PARENT NOT INCLUDED IN THE
APPLICATION

NOTARY STAMP

On the DD day of MONTH , 20 YY , NAME OF THE PARENT NOT INCLUDED IN THE APPLICATION
did personally appear before me and gave the above statement.

SIGNATURE OF THE NOTARY

NAME OF THE NOTARY

EXHIBIT 2