

CA
0
9g

IICA



ORIENTATION HANDBOOK FOR INTERNATIONAL PROFESSIONAL PERSONNEL AT HEADQUARTERS

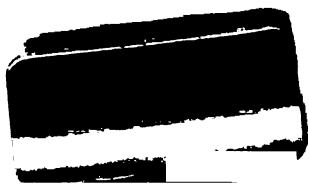
December 1993

DIRECTORATE OF HUMAN RESOURCES
DIRECTORATE OF EXTERNAL RELATIONS



1
1

1
1



IICA



ORIENTATION HANDBOOK FOR INTERNATIONAL PROFESSIONAL PERSONNEL AT HEADQUARTERS

August 1993

**DIRECTORATE OF HUMAN RESOURCES
DIRECTORATE OF EXTERNAL RELATIONS**

11CA
D10
I39g.
(En) .

B1. ~~11044~~

00000938



The Inter-American Institute for Cooperation on Agriculture (IICA) is the specialized agency for agriculture of the inter-American system. The Institute was founded in 1942, when the Governing Board of the Pan American Union approved the creation of the Inter-American Institute of Agricultural Sciences.

Devoted originally to agricultural research and graduate training, IICA gradually evolved into an agency for technical cooperation and institutional strengthening in the field of agriculture, in response to the changing needs of the hemisphere. These changes were officially recognized through the ratification of a new Convention in 1980. Under the new Convention, the Institute's purposes are "to encourage, promote and support the efforts of the Member States to achieve their agricultural development and rural welfare."

The Member States of IICA are: Antigua and Barbuda, Argentina, Barbados, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, St. Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago, the United States of America, Uruguay and Venezuela.



INTRODUCTION

The objective of this **Orientation Handbook** is to extend a cordial welcome to the **International Professional Personnel** joining the Institute and to provide information on the following aspects:

- I. General Information on IICA**
- II. Institutional Structure**
- III. Types of Personnel**
- IV. Duties, Obligations and Privileges**
- V. Leave**
- VI. Insurance**
- VII. Staff Association and Credit Union**
- VIII. Procedures for Requesting Exemptions and Official Travel Documents**
- IX. Information on Costa Rica**

This Handbook does not take the place of personnel manuals prepared by the Institute. Rather, it aims to provide new staff members with general information on the principal benefits they will enjoy as international employees.

One of the Institute's greatest satisfactions is to have a highly qualified staff who are proud to be part of the IICA team.

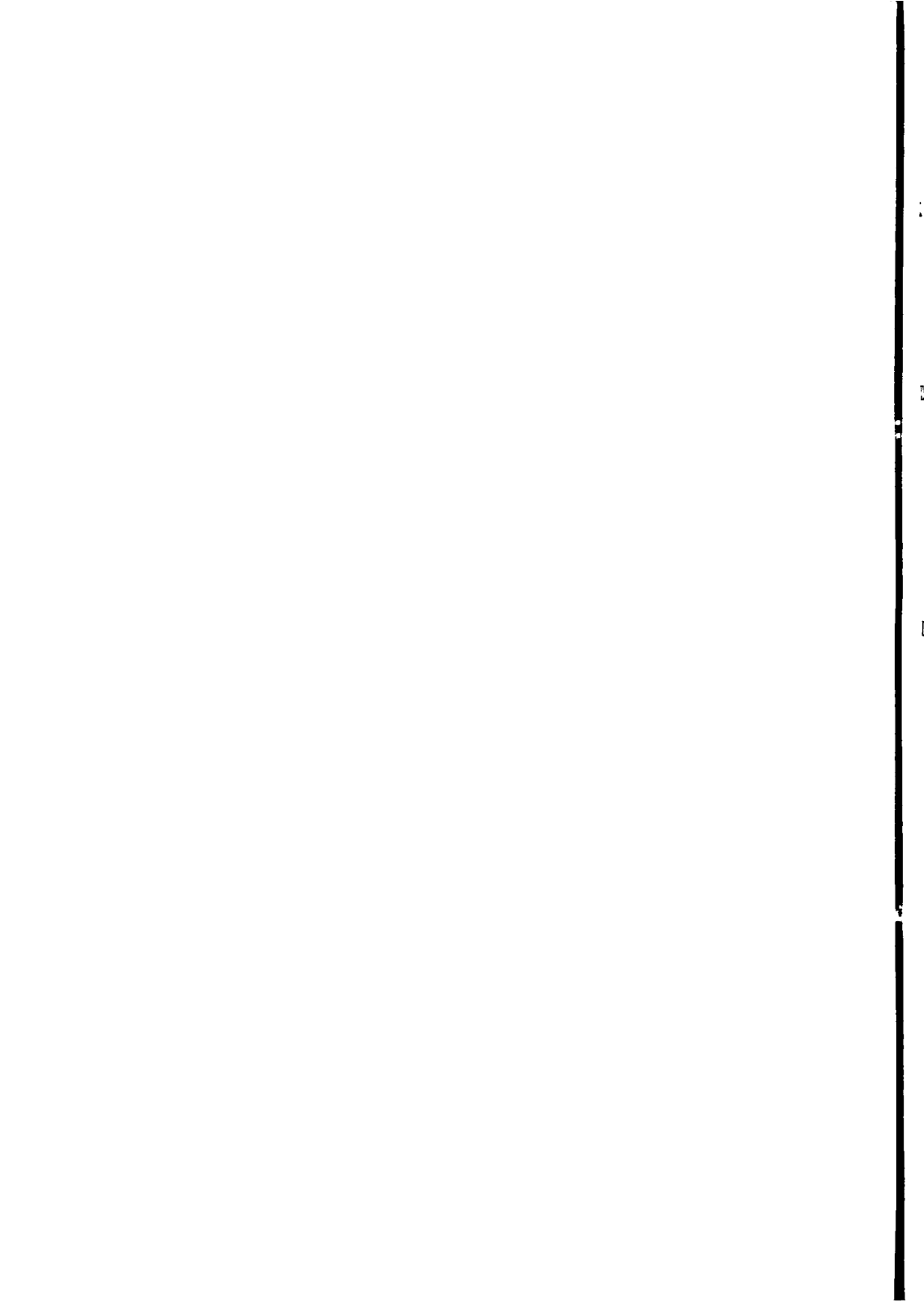


TABLE OF CONTENTS

I.	GENERAL INFORMATION	13
	What is IICA?	13
	Purposes of the Institute	13
II.	STRUCTURE OF THE INSTITUTE	15
	Governing Bodies	17
	Organizational Structure of the Institute	18
	IICA's Programs	21
III.	TYPES OF PERSONNEL	25
	International Professional Personnel	25
	Local Professional Personnel	25
	General Services Personnel	26
	Emeritus Personnel	26
IV.	DUTIES, OBLIGATIONS AND PRIVILEGES	29
	Hours of Work	29
	Official Holidays	29
	Annual Vacation	29
	Salaries	29
	Recognition for Years of Service	30

	Retirement and Pension Plan	30
	Educational Allowance	30
	Settlement Allowance	31
	Post Adjustment	31
	Official Travel Document	31
	Home Leave	31
	Political Activities	31
	Privileges, Immunities and Exemptions	32
V.	LEAVES	35
	Sick Leave	35
	Leave without Pay	35
	Leave for Further Professional Training	35
	Leave Due to a Death in the Family	35
	Leave for Marriage	35
	Maternity Leave	35
VI.	INSURANCE	39
	Policies	39
VII.	STAFF ASSOCIATION AND CREDIT UNION	43
	Staff Association	43
	OAS Staff Federal Credit Union	43

VIII. PROCEDURES FOR REQUESTING EXEMPTIONS AND OFFICIAL TRAVEL DOCUMENTS	47
Processing Official Documents and Exemptions	47
Identification Documents	47
Importation Requirements	47
Registration, License Plates, Nationalization, Sale, Transfer and/or Re-export of Exempted Vehicles	47
Other Prerogatives	48
Requests for Additional Information or Documents in connection with Exemptions, Visas, MI Status or Other Items Mentioned Above	48
Additional Information	48
IX. INFORMATION ON COSTA RICA	65
History of Costa Rica	65
Area and Geographical Location	68
Capital and Major Cities	68
Population	68
Finding Your Way Around San Jose	69
System of Government	69
Climate	70
Official Language	70
International Relations	70
Currency	70

National Banking System	71
Money Exchange	72
Housing	72
Payment for Telephone, Electricity and Water Services	72
Education	73
Churches and Other Houses of Worship	75
Medical Services, Clinics and Hospitals	76
Veterinarians	77
Emergency Numbers	77
Embassies	78
Consulates	81
Natural Resources	81
Museums and Theaters	101
Transportation	102
Hotels	104
Private Clubs	105
Media	105
Entertainment	106
Restaurants	107
Florists	108
Hardware stores	108

I. GENERAL INFORMATION



I. GENERAL INFORMATION

A. What is IICA?

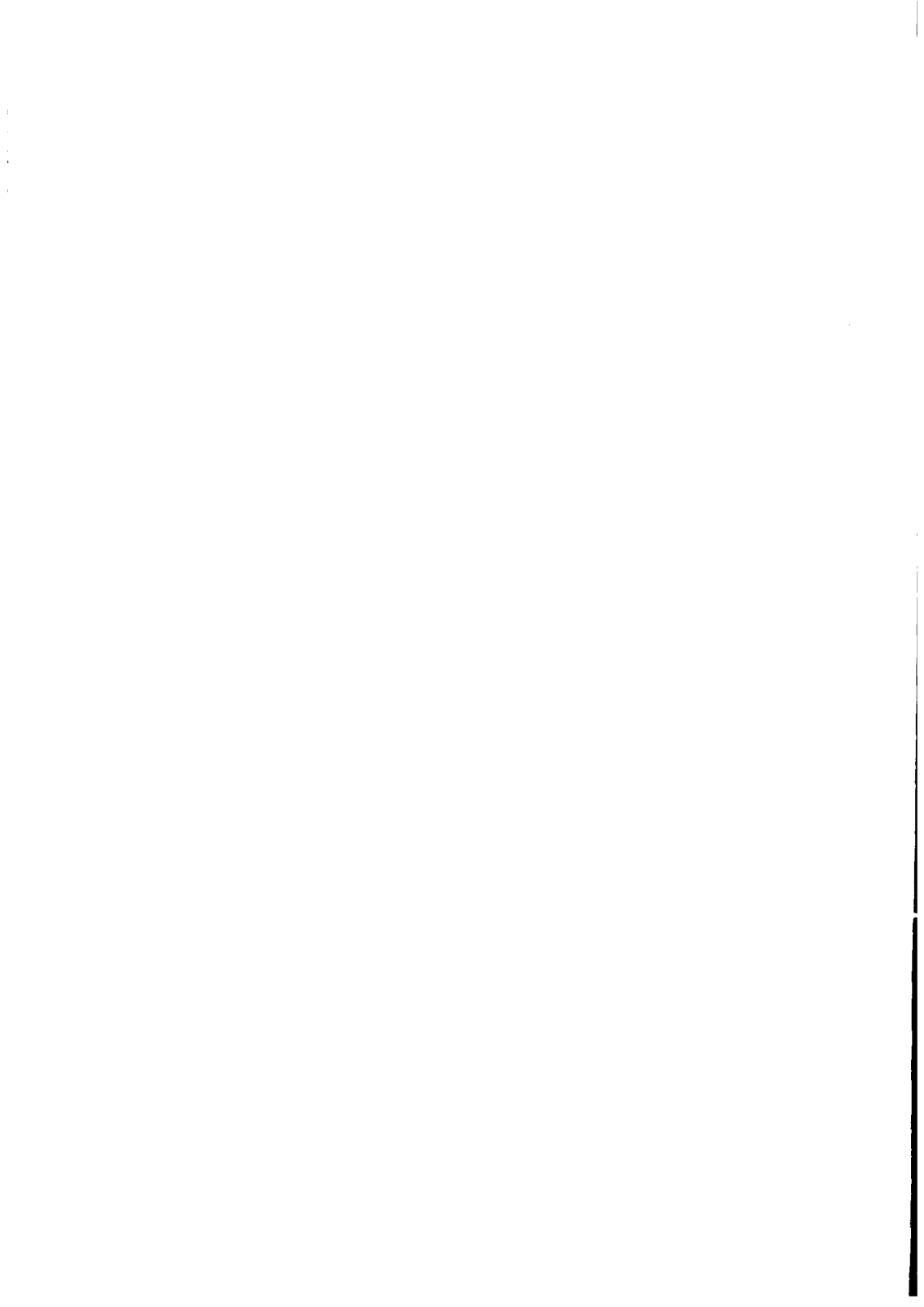
The Inter-American Institute for Cooperation on Agriculture (IICA) is an institution of inter-American scope, with international juridical status, specializing in agriculture.

B. Purposes of the Institute

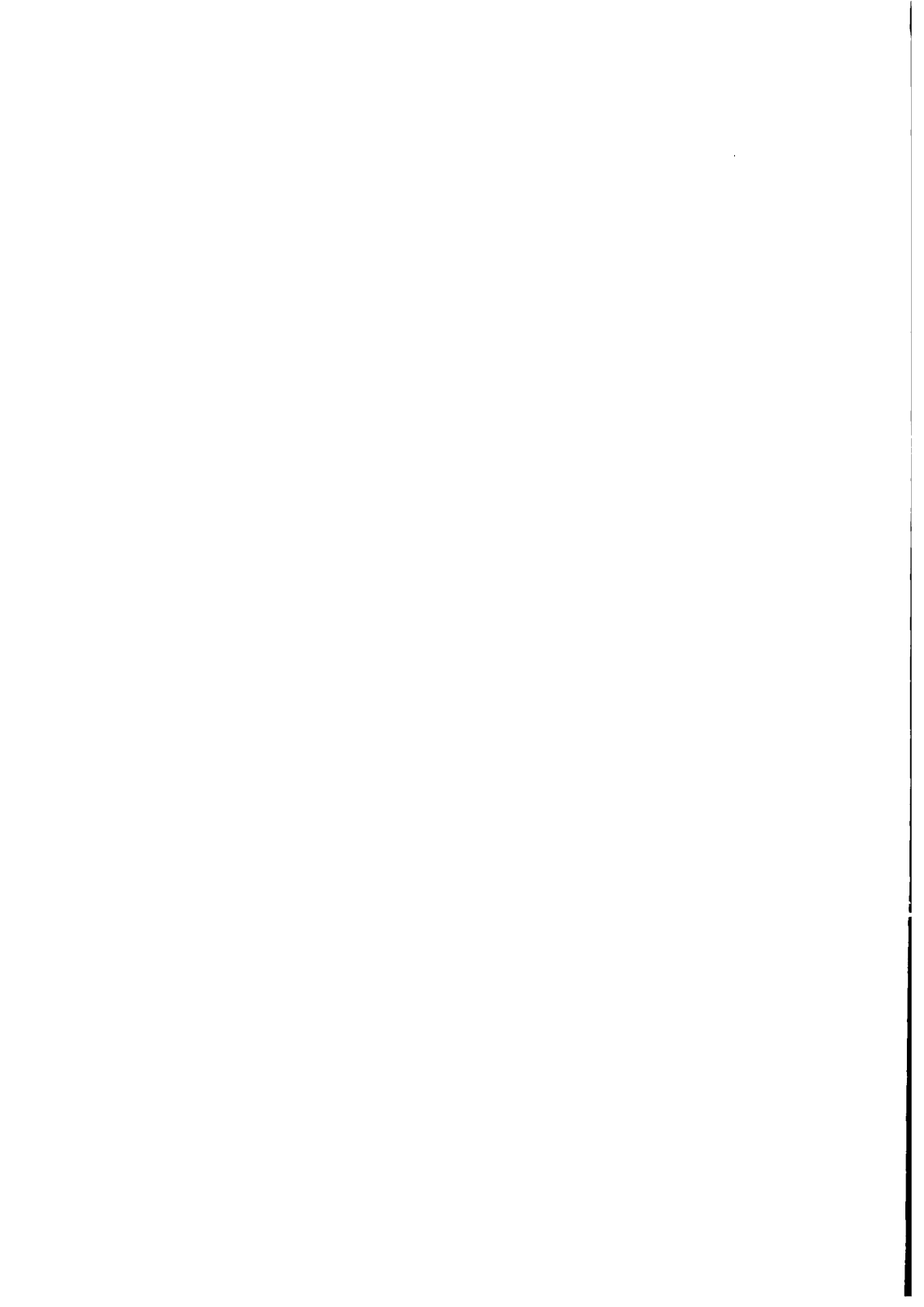
The objectives of the Institute are to encourage, promote and support the efforts of the Member States to achieve their agricultural development and rural welfare.

To achieve its purposes, the Institute has the following functions:

1. To promote the strengthening of national education, research, and rural development institutions, in order to give impetus to the advancement and the dissemination of science and technology applied to rural progress;
2. To formulate and execute plans, program, projects, and activities, in accordance with the needs of the governments of the Member States, to contribute to the achievement of the objectives of their agricultural development and rural welfare policies and programs;
3. To establish and maintain relations of cooperation and coordination with the Organization of American States (OAS) and with other agencies or programs, governmental and nongovernmental entities that pursue similar objectives;
4. To act as an organ for consultation, technical execution, and administration of programs and projects in the agricultural sector, through agreements with the Organization of American States, or with national, inter-American or international agencies and entities.



II. STRUCTURE OF THE INSTITUTE



II. STRUCTURE OF THE INSTITUTE

A. The Institute has the following governing bodies

- 1. The Inter-American Board of Agriculture**
- 2. The Executive Committee**
- 3. The General Directorate**

1. The Inter-American Board of Agriculture (IABA)

IICA is the specialized agency for agriculture of the inter-American system and is headquartered in San Isidro de Coronado, in the province of San Jose, Costa Rica. The new Convention, which was opened to the signature of the countries on March 6, 1979, entered into force on December 8, 1980. It establishes the Inter-American Board of Agriculture (IABA) as the highest governing body of the Institute.

The IABA is composed of all 32 Member States, represented by their ministers or secretaries of agriculture or senior officials of the agricultural sector. Among other functions, it is responsible for adopting measures related to the policy and action of the Institute. The IABA meets regularly every two years.

The Seventh Regular Meeting of the IABA was held in Mexico, in 1993. The preceding six meetings were held in Buenos Aires, Argentina (1981), Kingston, Jamaica (1983), Montevideo, Uruguay (1985), Ottawa, Canada (1987), at Institute Headquarters in San Jose, Costa Rica (1989) and in Madrid, Spain (1991).

2. The Executive Committee

The Executive Committee is composed of representatives of 12 Member States elected for a two-year term, in accordance with a pre-established order of rotation. The Committee held its Thirteenth Regular Meeting at Institute Headquarters in June 1993.

3. The General Directorate

The General Directorate exercises the functions established for it in the Convention and those assigned to it by the IABA and the Executive Committee.

B. Organizational Structure of the Institute

1. Office of the Director General

- a. Director General**
- b. Deputy Director General**
- c. Advisors to the Director General**
- d. Internal Audit**

2. Directions of Operations

- a. IICA Office in Haiti**
- b. Directorate of Central Area Operations**
 - b.1 IICA Office in Costa Rica**
 - b.2 IICA Office in the Dominican Republic**
 - b.3 IICA Office in El Salvador**
 - b.4 IICA Office in Guatemala**
 - b.5 IICA Office in Honduras**
 - b.6 IICA Office in Mexico**
 - b.7 IICA Office in Nicaragua**
 - b.8 IICA Office in Panama**
- c. Directorate of Caribbean Area Operations**
 - c.1 IICA Office for the Eastern Caribbean States (Antigua and Barbuda, Dominica, Grenada, St. Kitts and Nevis, Saint Lucia and St. Vincent and the Grenadines)**
 - c.2 IICA Office in Barbados**
 - c.3 IICA Office in Belize**
 - c.4 IICA Office in Guyana**
 - c.5 IICA Office in Jamaica**
 - c.6 IICA Office in Suriname**
 - c.7 IICA Office in Trinidad and Tobago**

d. Directorate of Andean Area Operations

- d.1 IICA Office in Bolivia**
- d.2 IICA Office in Colombia**
- d.3 IICA Office in Ecuador**
- d.4 IICA Office in Peru**
- d.5 IICA Office in Venezuela**

e. Directorate of Southern Area Operations

- e.1 IICA Office in Argentina**
- e.2 IICA Office in Brazil**
- e.3 IICA Office in Chile**
- e.4 IICA Office in Paraguay**
- e.5 IICA Office in Uruguay**

3. Program I Directorate: Agricultural Policy Analysis and Planning

4. Program II Directorate: Technology Generation and Transfer

5. Program III Directorate: Organization and Management for Rural

6. Program IV Directorate: Trade and Integration Development

7. Program V Directorate: Agricultural Health

8. Center for Programs and Investment Projects (CEPPI)

- a. Investment Projects Area**
- b. Project Design and Methodologies Training Division**
- c. Sectoral Studies Area**

9. Directorate for Information, Communications, Training and Institutional Affairs (DICCAl)

- a. Training Division**
- b. Communications Division**
- c. Documentary Information Division**
- d. Editorial Service**
- e. Print Shop**

- f. Language Services Unit**
- g. Official Documents and Meetings Unit**
- h. Cafeteria**

10. Directorate of Finance

- a. Office of the Comptroller**
 - a.1 Accounting Control and Analysis Unit for the Country Offices**
 - a.2 External Resources Unit**
 - a.3 Financial Analysis Unit**
 - a.4 Accounting Unit for Headquarters**
 - a.5 Financial Informatics Unit**
- b. Services Division**
 - b.1 General Services Unit**
 - b.2 Document Transmittal Unit**
 - b.3 Purchasing Unit**
- c. Informatics Service**

11. Directorate of Programming and Evaluation (DIPROE)

- a. Programming Division**
- b. Division for the Evaluation of Technical Cooperation**
- c. Division of Technical Cooperation Strategies and Projects**

12. Directorate of Human Resources (DHR)

- a. Personnel Administration Division**
- b. Benefits and Remuneration Division**

13. Directorate of External Relations (DIREX)

- a. International Cooperation Division**
- b. Public Information Unit**
- c. Official Relations and Protocol Unit**
- d. IICA Office in Canada**
- e. IICA Office in the United States**

C. IICA's Programs

IICA's five Programs provide the framework for the Institute to exercise technical leadership and to develop regional and country-level actions.

Program I: Agricultural Policy Analysis and Planning

Program I works to encourage the countries to define an agricultural policy in which strategies are clearly formulated, institutional reforms are adopted and strategic investment programs for sustainable development are designed and put into operation. In particular, emphasis is placed on upgrading capabilities for designing policies, reforms and investments take into account the international situation and promote sustainable development.

Program II: Technology Generation and Transfer

Program II promotes and supports Member State actions in connection with institutional development and modernization, aimed at improving the design of technology policy; strengthening the planning, programming, organization and administration of national technology generation and transfer systems; and promoting closer ties among these, with a view to increasing reciprocal cooperation and improving international relations. The aim is to make better use of available resources and a more effective contribution to solving the technological problems of agricultural production. Efforts in this field will seek to promote equitable distribution of benefits and conservation of natural resources.

Program III: Organization and Management for Rural Development

The principal objective of Program III is to support the Member States in developing differentiated policies for rural development and in strengthening the national institutions responsible for formulating, executing and evaluating them, with a view to modernizing the small-farm economy and rural society. This will help boost their contribution to the reactivation of agriculture, strengthen the participation of small-farmer groups in decisions affecting them and improve the living conditions of the rural population, especially the most underprivileged.

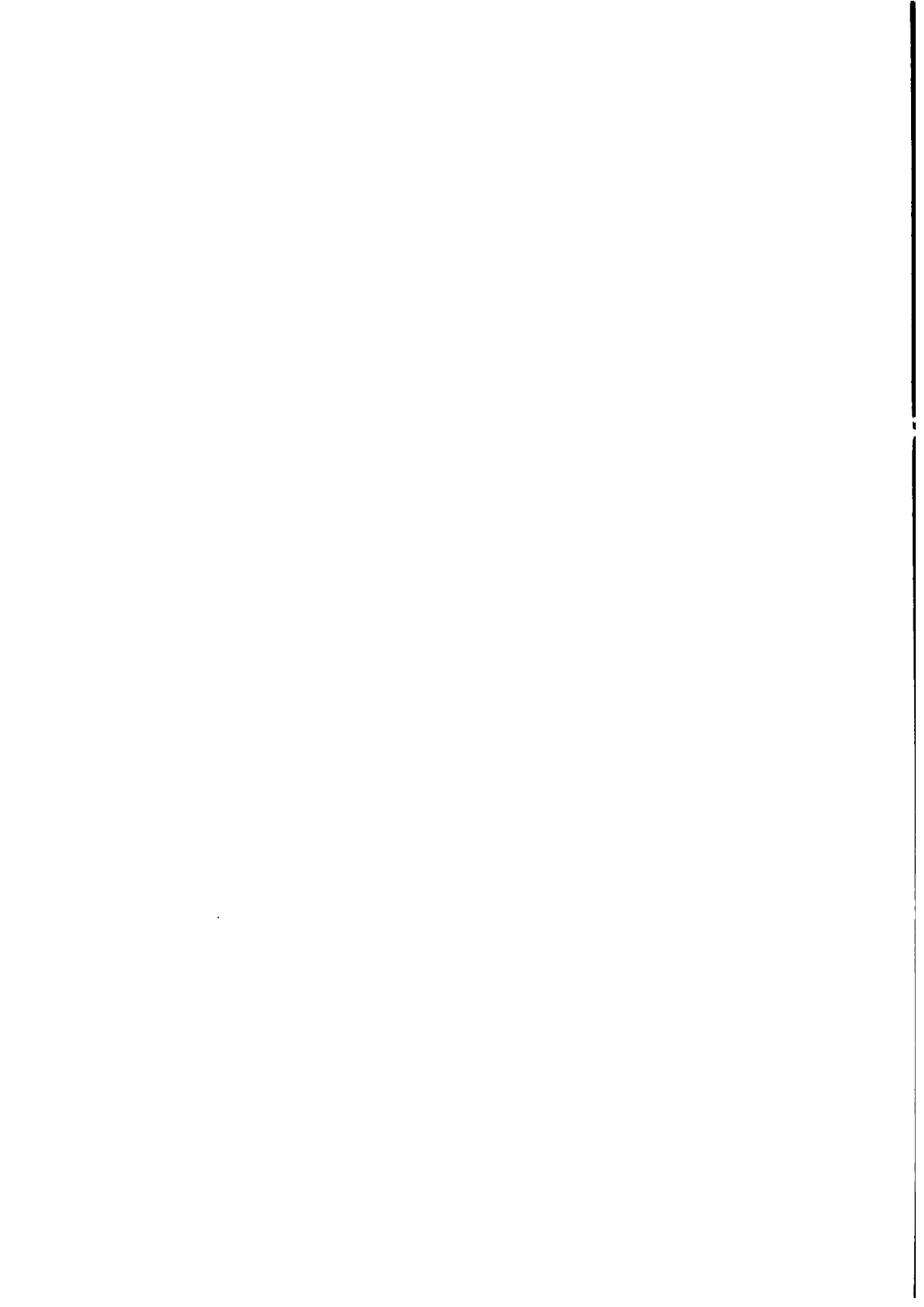
Program IV: Trade and Integration

The principal objective of Program IV is to provide IICA's member countries with technical cooperation for modernizing their agri-food systems by strengthening regional and subregional integration, and for gaining a better position on international markets for agricultural and agroindustrial products.

Program V: Agricultural Health

The actions of Program V are designed to help reactivate the agricultural sector by solving problems caused by the presence and impact of diseases and pests that limit marketing and reduce productivity. To accomplish this, it concentrates on: promoting agricultural exports, by supporting the countries in complying with the sanitary requirements of international trade; increasing productivity, by assisting the countries to reduce the impact of certain health problems with economic repercussions; and preventing the introduction and establishment of exotic diseases and pests, thus avoiding agricultural emergencies.

III. TYPES OF PERSONNEL



III. TYPES OF PERSONNEL

The personnel of the Institute are classified in the following categories:¹

A. **International Professional Personnel:** made up of persons with high academic standing and broad professional experience, appointed or hired on contract as international staff to perform their duties in any of the Member States. It includes:

1. **Regular:** persons with appointments covering an indefinite period of time, subject to performance appraisal every two years, and responsible for carrying out the technical or basic functions and activities of the Institute.
2. **Temporary:** Persons appointed for a fixed term of up to two years, for the provision of specific services.
3. **Trust:** Persons appointed and removed at the discretion of the Director General to hold positions defined as positions of trust. Such appointments shall not extend beyond the term of the Director General.
4. **Associate:** Persons appointed to perform functions of a professional, technical or scientific nature, in accordance with contracts or agreements concluded with other institutions co-participating in programs of common interest; or to provide services ad-honorem, with authorization of the institution to which they belong. Local Associate Professional Personnel is a separate category.

B. **Local Professional Personnel:** Specialists with professional degrees, associated with the Institute by contracts that are in accordance with the labor laws and practices of the countries in which they provide their services and with all pertinent stipulations of IICA's Rules of Procedure or regulations which do not contradict local laws and practices.

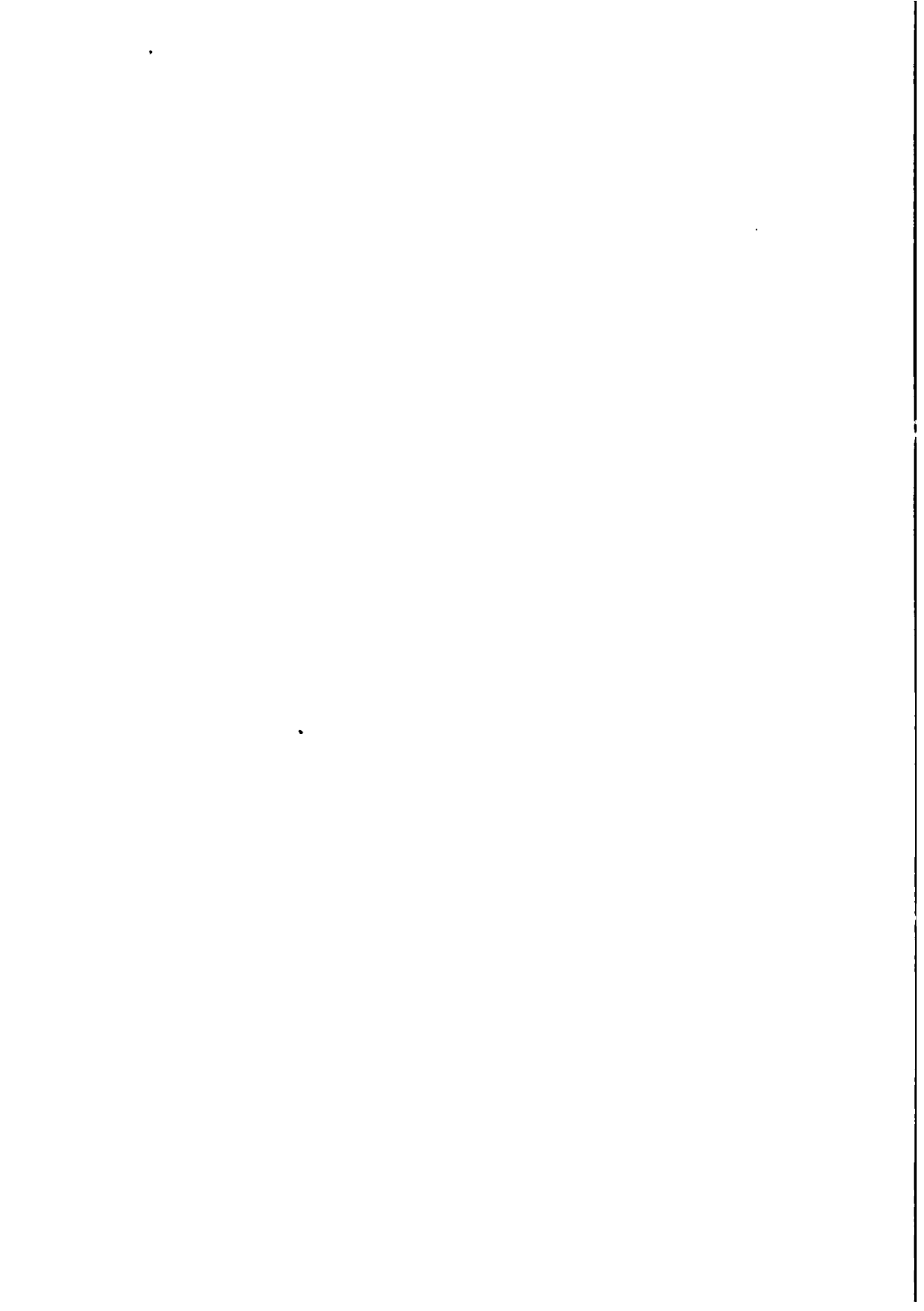
¹ (Chapter III, Article 12 of the Rules of Procedure of the General Directorate)

- C. **General Services Personnel.** Persons who are hired to perform tasks that may or may not require technical training or a professional degree, and who are hired locally to perform functions of an administrative nature or to provide secretarial or auxiliary services.

They are hired in accordance with the labor laws and practices of the countries in which they provide their services, and with all pertinent stipulations of IICA's Rules of Procedure or regulations which do not contradict local laws and practices.

- D. **Emeritus Personnel:** The IABA may confer appointment and title of:
1. **Director Emeritus:** To a person who has served as Director General of the Institute, showing outstanding technical ability and an outstanding spirit of service.
 2. **Emeritus:** At its own initiative or by proposal of the Director General, to staff members with high professional personnel classification, who have made outstanding contributions, have completed thirty years of professional practice, have been linked to the activities of the Institute for the past fifteen years, and have completed ten years at IICA's direct service.

IV. DUTIES, OBLIGATIONS AND PRIVILEGES



IV. DUTIES, OBLIGATIONS AND PRIVILEGES

- A. Hours of Work:** The Director General shall set the working hours for IICA Headquarters, notifying the staff of same (Rule 3.1, Staff Rules). At present, the working hours at Headquarters are from 8:00 to 17:00 hours, with one hour for lunch. Cafeteria service is available.
- B. Official Holidays:** International Professional Personnel are entitled to the following official holidays (Rule 3.2, Staff Rules):
1. January 1
 2. Good Friday
 3. December 25
 4. National independence day in the country where he/she is working (one per year, September 15 in Costa Rica)
 5. National independence day of the country of which he/she is a citizen
 6. Five additional days as determined by the Director General in accordance with the legal holidays officially observed in each country. If any of the official holidays falls on a Saturday, staff members will have the preceding Friday off; should it fall on Sunday, they will have the following Monday off.
- C. Annual Vacation:** International Professional staff members accumulate annual vacations at the rate of twenty-six (26) working days per year, equivalent to two and one-sixth ($2 \frac{1}{6}$) working days per month, and may accumulate unused annual leave up to a maximum of fifty-two (52) working days. Records on vacation time are kept in accordance with the requirements established in the corresponding personnel manuals of the Institute (Rule 6.1, Staff Rules).
- D. Salaries:** Salaries are paid on a monthly basis and may be deposited in the staff member's personal account in the American Security Bank. IICA opens such an account for each staff member at the beginning of his/her employment with the Institute and upon presentation of the corresponding forms (Rule 4.1, Staff Rules, and Chapter II, section 1, of the System for the Determination of Remuneration for IICA Personnel)

E. Recognition for Years of Service:

A bonus in recognition for years of service is paid to all International Professional Personnel who resign, or whose appointments are terminated for reasons of health, the elimination of the contract of employment, retirement or death. The amount of the bonus will be proportional to the time the staff member has served the Institute, in accordance with the scale established in the System for the Determination of Remuneration for IICA Personnel (Rule 4.2.8, Staff Rules, and Chapter II, section 4.8 of the System for the Determination of Remuneration for IICA Personnel).

F. Retirement and Pension Plan: (Rule 4.2.9 of the Staff Rules)

1. Participation in the Retirement and Pension Plan by International Professional Personnel with regular appointments is compulsory and is governed by the provisions contained in the Retirement and Pension Plan of the OAS General Secretariat, in Article 14 d.
2. Persons holding appointments as international professional temporary or trust personnel are entitled to participate in the Retirement and Pension Plan of the OAS, in accordance with its rules. At their option, however, they may elect instead to participate in the Provident Plan of the OAS, in accordance with its rules. (Amended LABA III-E(86)). Additional information may be obtained from the Directorate of Human Resources, Benefits and Remunerations Division.

G. Educational Allowance: Regular or temporary International Professional Personnel are provided with an educational allowance to help defray the cost of the education of dependent children. This allowance is paid monthly, at the request of the employee, who is responsible for providing annually the appropriate documentation from the educational center his/her dependent children attend. At present, the annual allowance is US\$1,380.00 for dependents over three years of age enrolled in kindergarten, grade school or high school, and payable monthly until the conclusion of his/her high school studies. An annual allowance of US\$1,530 is provided for dependents who are full-time university students, until they are twenty-five years of age or receive their first university degree, whichever occurs first (Rule 4.2.3, Staff Rules, and

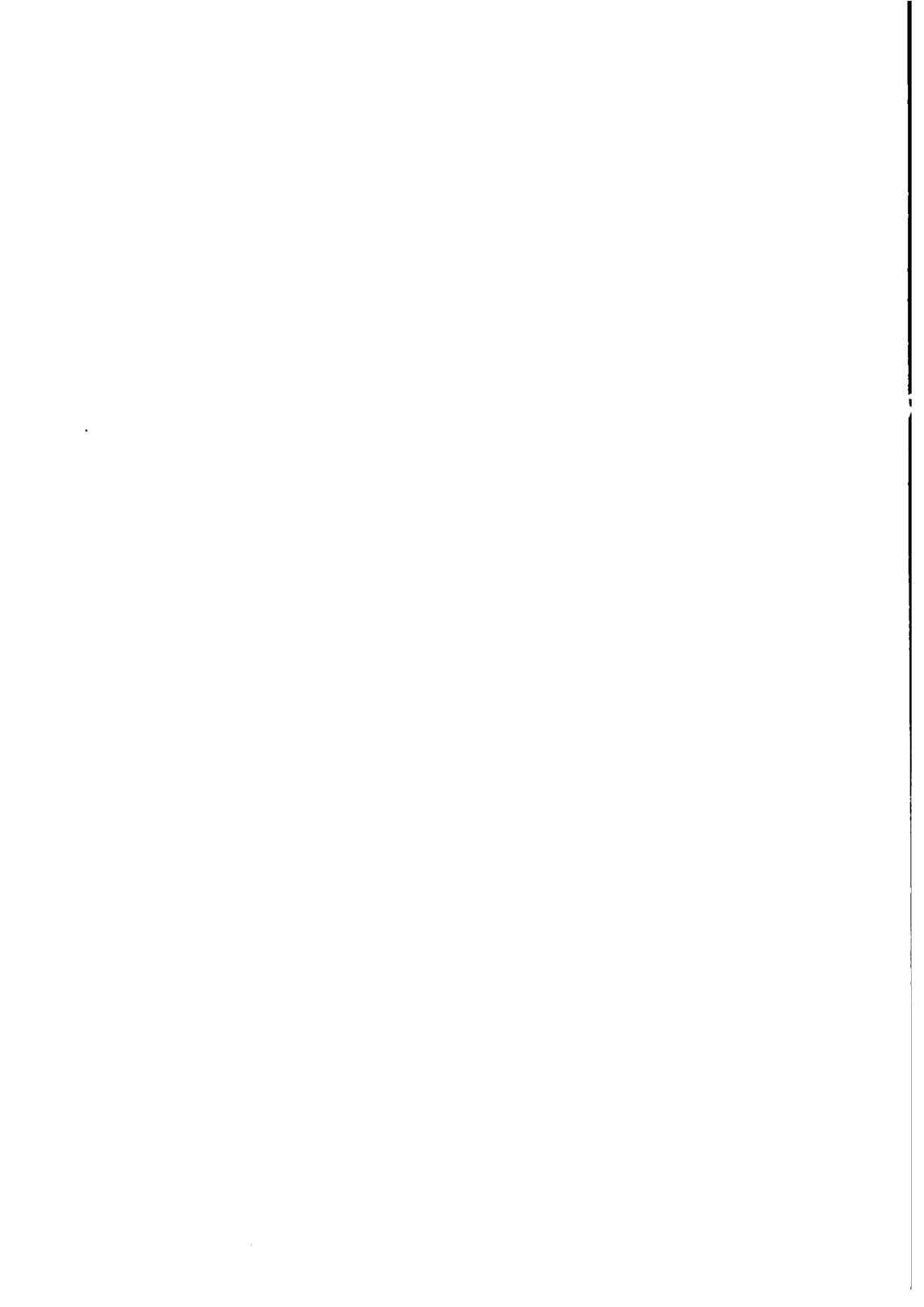
Chapter II, section 4.2 of the System for the Determination of Remuneration for IICA Personnel).

- H. Settlement Allowance: International Professional Personnel, at the time of appointment or upon transfer to a new duty station, receive a settlement allowance for themselves and as many as four primary dependents who accompany the staff member and reside with him/her at the new duty station. The allowance represents the total contribution for the special expenses that the staff member must incur for themselves and their dependents after arrival at the new duty station, for a period not to exceed 30 days (Rule 4.2.4, Staff Rules, and Chapter II, Section 4.3 of the System for the Determination of Remuneration for IICA Personnel).**
- I. Post Adjustment: To compensate for cost-of-living differences between countries, IICA will apply a cost-of-living differential in remuneration (post adjustment) to its Regular and Temporary International Professional Personnel (employed for three months), according to the scales in force, by using the data provided by the International Civil Service Commission. The amount may vary from time to time and country to country (Rule 4.2.1, Staff Rules, and Chapter II, Section 3 of the System for the Determination of Remuneration for IICA Personnel).**
- J. Official Travel Document: International Professional Personnel, while on official travel status, are entitled to carry the OAS Official Travel Document, which serves to identify bearers as IICA staff members and facilitate their travel in pursuit of IICA's interests (Rule 8.5, Staff Rules). This document is obtained from the Directorate of Human Resources, upon submission of the corresponding form. The Directorate of Human Resources is responsible for custody of the document when the staff member is not on official travel status.**
- K. Home Leave: Regular or Temporary International Professional Personnel acquire the right to home leave after a two-year appointment period has been served, and a contract continuation for at least one more year has been accepted. In cases in which this additional period has not been completed, the provisions of the Staff Rules shall apply (Rule 6.8, Staff Rules).**
- L. Political Activities: In order to maintain the independence and impartiality inherent to their status as international civil servants,**

International Professional Personnel may not participate in any political activities other than voting in their countries of nationality (Rule 3.7, Staff Rules).

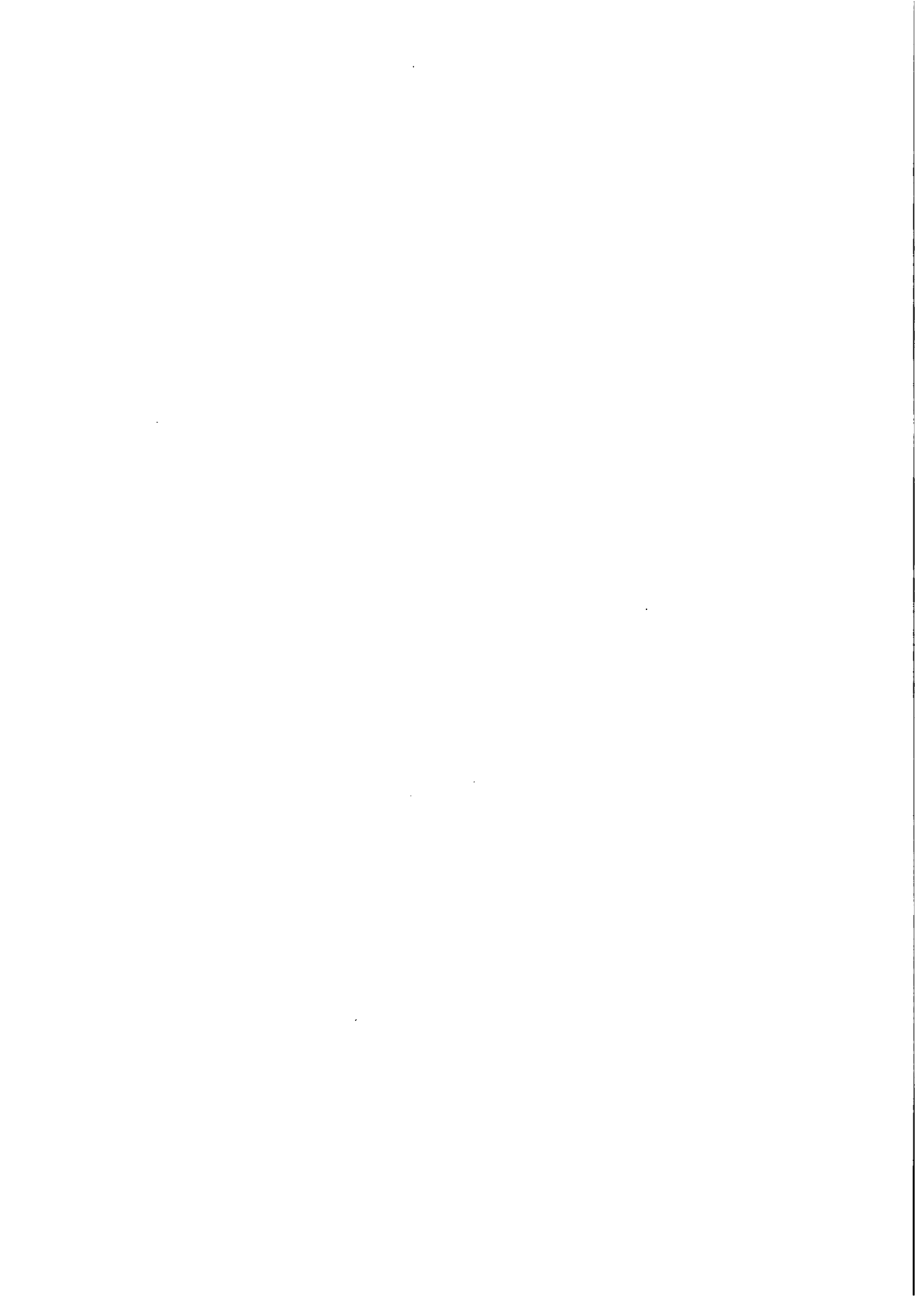
M. Privileges, Immunities and Exemptions: IICA requests member governments to grant privileges, immunities and exemptions to its International Professional Personnel in accordance with national laws and with the Basic Agreements signed by IICA and the Member States (Rule 3.10, Staff Rules).

V. LEAVES

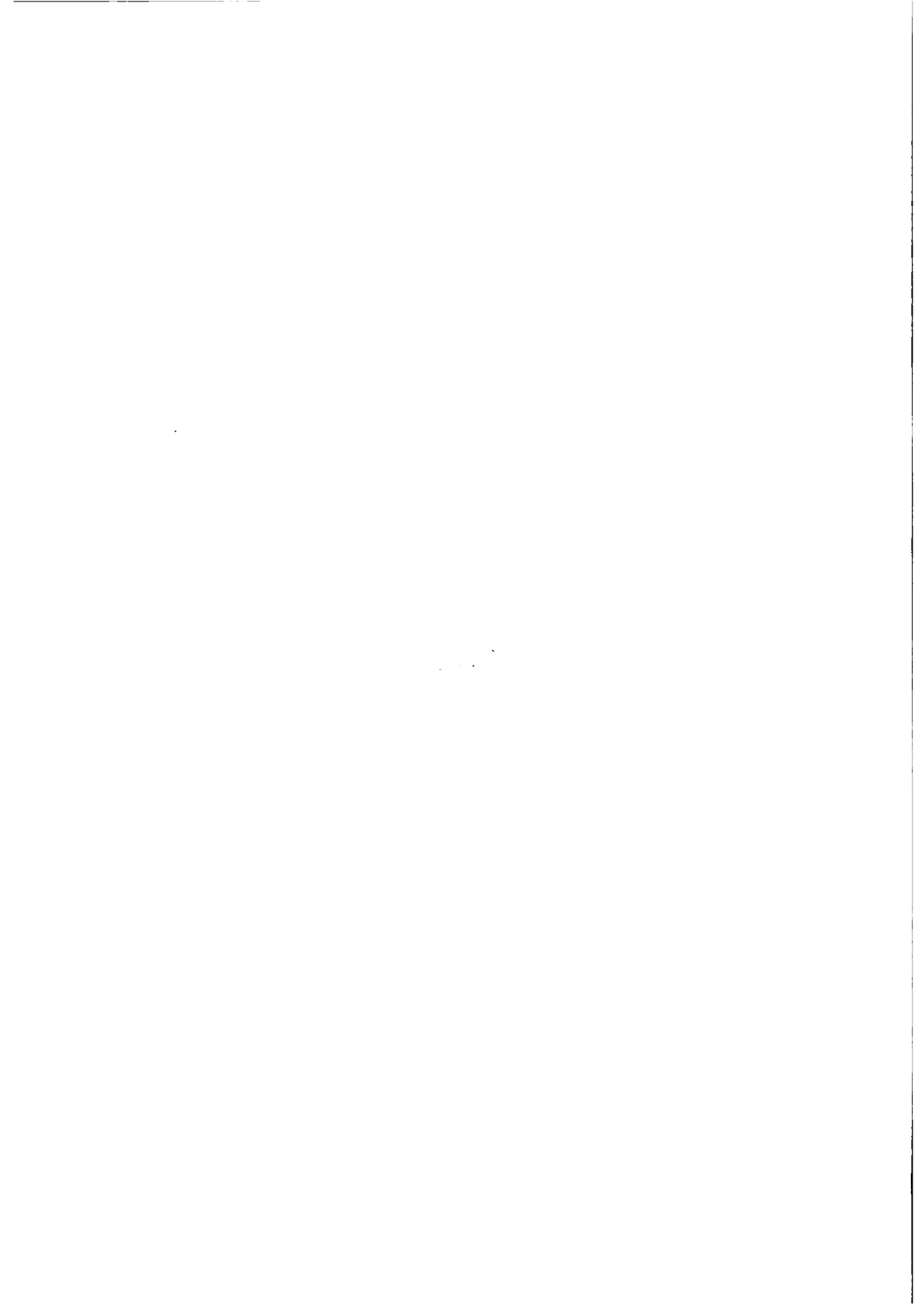


V. LEAVES

- A. **Sick Leave:** International Professional Personnel who, because of illness or accident, are prevented from performing their work, or who cannot report for work because of measures taken for public health reasons, are entitled to sick leave (Rule 4.2.13, Staff Rules).
- B. **Leave without Pay:** Special leave without pay may be granted by the Director General only when it serves the Institute's aims (Rule 6.4.1, Staff Rules).
- C. **Leave for Further Professional Training:** The Director General may grant staff members leave to obtain further professional training when this will better the staff member's performance and increase his/her capabilities, to the benefit of IICA (Rule 6.5, Staff Rules).
- D. **Leave Due to a Death in the Family:** Five paid working days will be granted to a staff member for the death of immediate family members (spouse, children, parents). Any additional time required shall be deducted from accumulated vacation time (Rule 6.6, Staff Rules).
- E. **Leave for Marriage:** Three working days will be granted to a staff member upon his/her marriage (Rule 6.7, Staff Rules).
- F. **Maternity Leave:** Female International Professional Personnel are eligible for maternity leave with full pay (Chapter II, Section 4.12 of the System for the Determination of Remuneration for IICA Personnel).



VI. INSURANCE



VI. INSURANCE

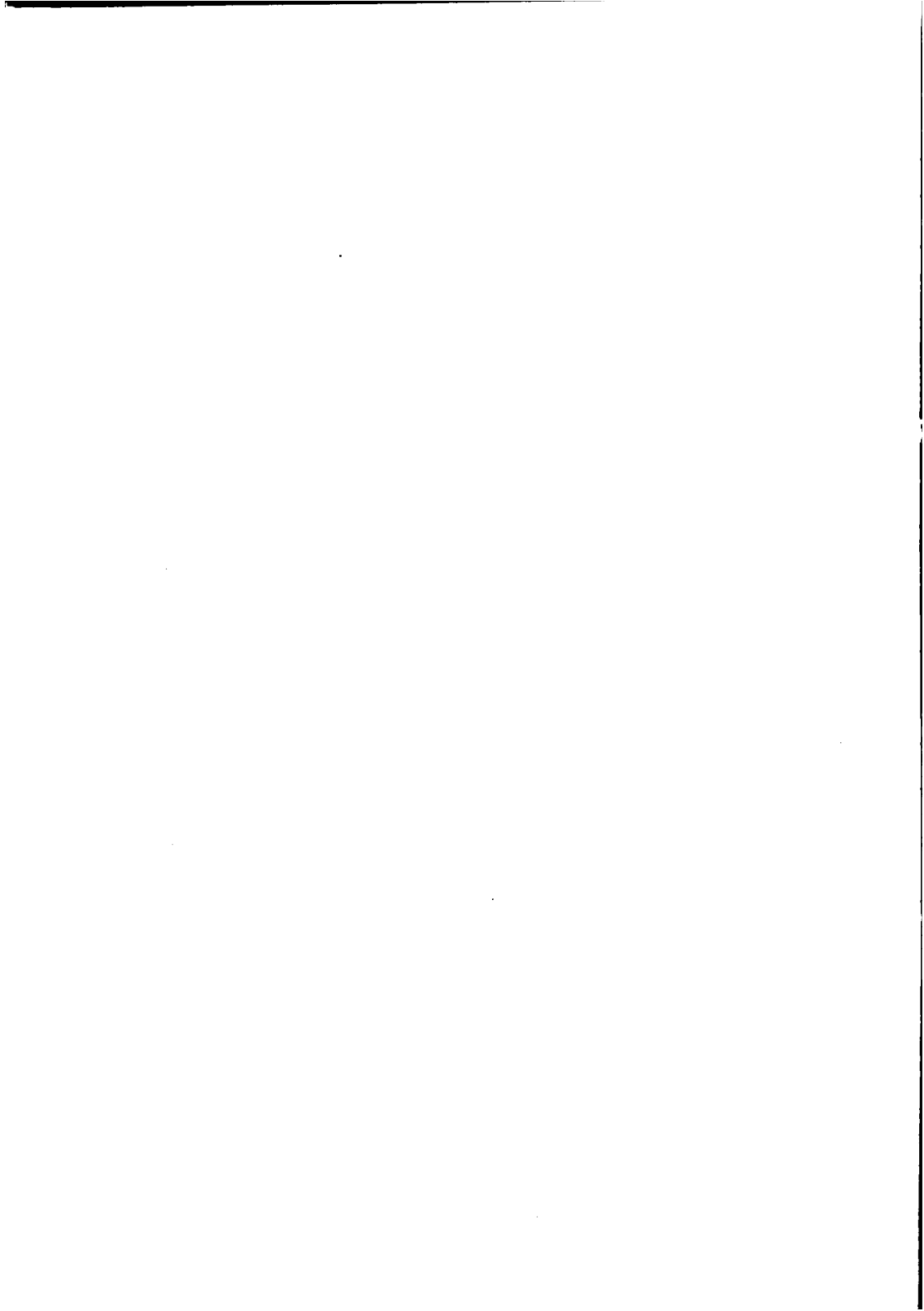
A. Policies

IICA offers its International Professional Personnel a Group Insurance Plan; some policies are mandatory and others are optional.

The policies are:

- 1. Accident Insurance***
 - 2. Health Insurance***
 - 3. Basic Life Insurance***
 - 4. Additional Life Insurance**
 - 5. Extended Sick-Leave Insurance**
 - 6. Automobile Insurance**
 - 7. Group Term Ordinary Insurance (GTO)**
 - 8. Homeowners Insurance**
 - 9. Dental Insurance**
- * mandatory policies**

Further information may be obtained from the Benefits and Remuneration Division of the Directorate of Human Resources



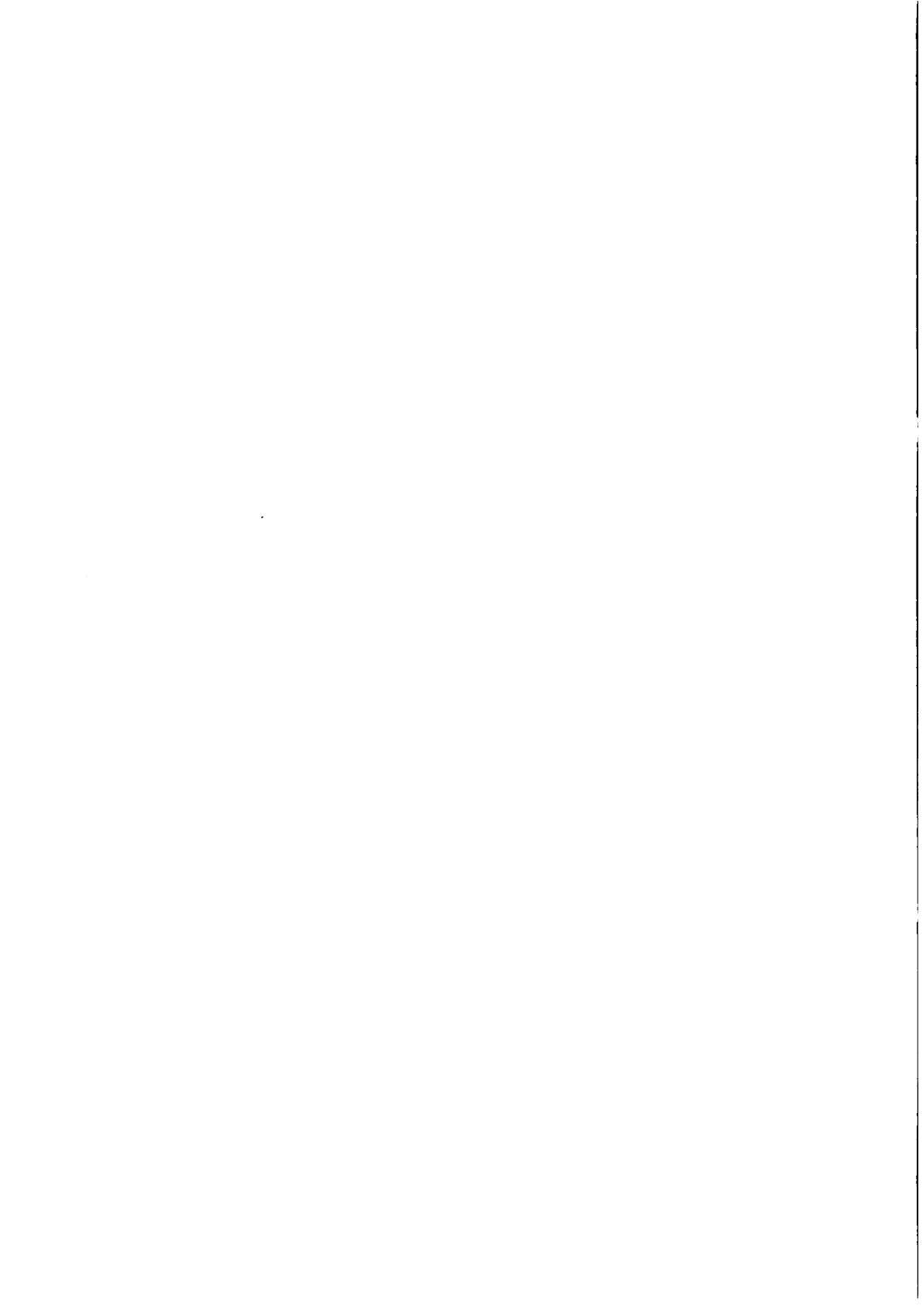
**VII. STAFF ASSOCIATION AND
CREDIT UNION**



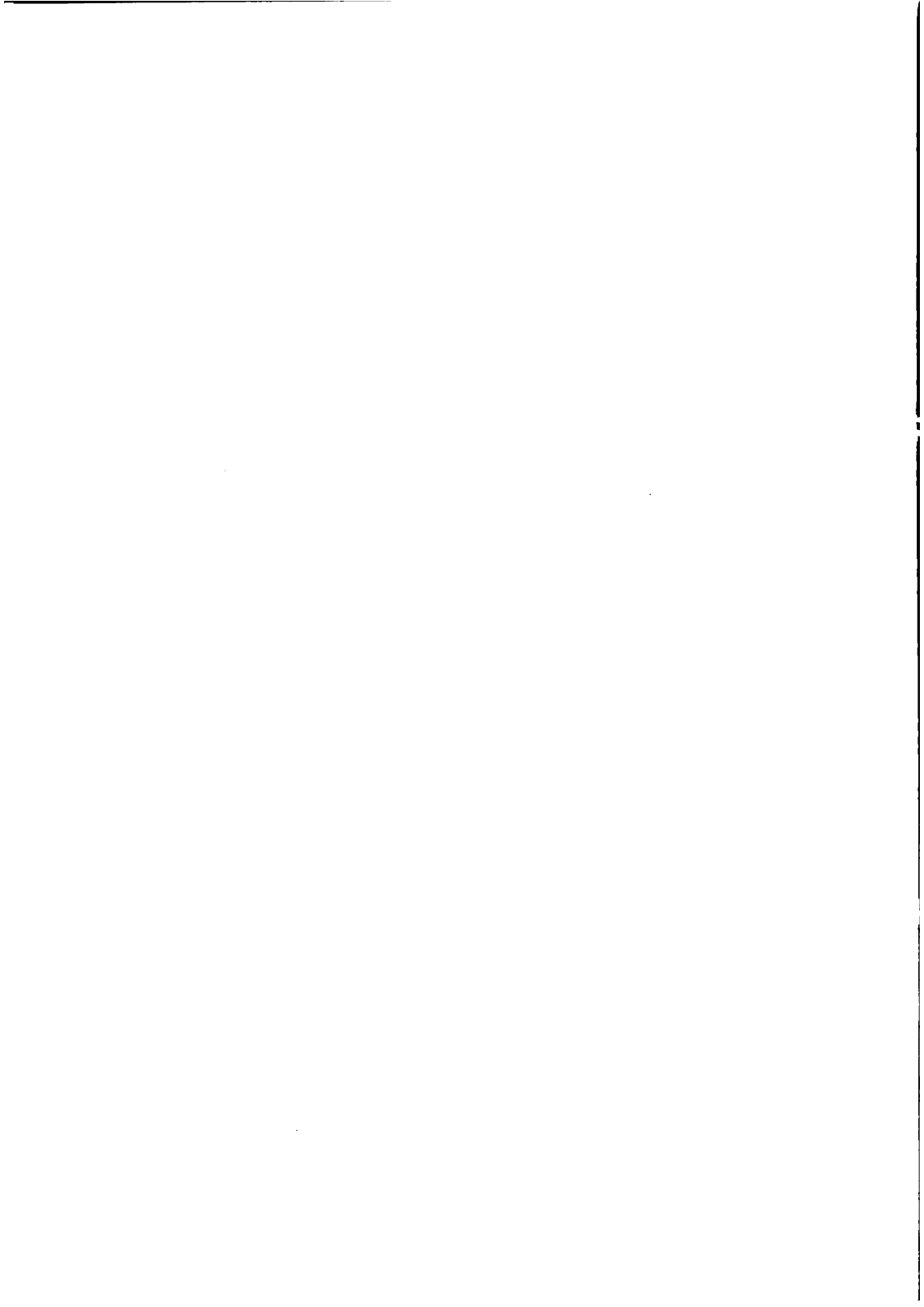
VII. STAFF ASSOCIATION AND CREDIT UNION

- A. **Staff Association**: In order to maintain ongoing contact between the staff and the Director General, there exists a Staff Association, whose members are the staff members of the Institute. Its officers make proposals and discuss them with the Director General, or his/her representative, concerning all matters that are of common interest to the staff members or affect their working conditions and general well-being (Chapter VII, Staff Rules).
- B. **OAS Staff Federal Credit Union**: The Credit Union is a cooperative financial institution. Its members share a common objective: to save money and obtain low-interest loans. It is an independent non-profit organization authorized and supervised by an agency of the Federal Government of the United States. All IICA International Professional Personnel in regular positions or with a contract exceeding six months are eligible to join the Credit Union.

Further information may be obtained from the Benefits and Remunerations Division of the Directorate of Human Resources.



**VIII. PROCEDURES FOR REQUESTING
EXEMPTIONS AND OFFICIAL
TRAVEL DOCUMENTS**



VIII. PROCEDURES FOR REQUESTING EXEMPTIONS AND OFFICIAL TRAVEL DOCUMENTS

PROCESSING OFFICIAL DOCUMENTS AND EXEMPTIONS

I. IDENTIFICATION DOCUMENTS

1.1 OAS Official Travel Document

1.1.1 Issuance of OAS Official Travel Document

1.1.2 Renewal of Official Travel Document

1.1.3 Cancellation of Official Travel Document

1.2 International Mission (MI) Identification Card

1.2.1 Issuance of International Mission (MI) Identification Card

1.2.2 Renewal of International Mission (MI) Identification Card

1.2.3 Cancellation of International Mission (MI) Identification Card

1.3 Personal passports

II. IMPORTATION REQUIREMENTS

2.1 Household belongings

2.2 Vehicles

2.3 Household Appliances

2.4 Food and household supplies, alcohol, tobacco

2.5 Others

III. REGISTRATION, LICENSE PLATES, NATIONALIZATION, SALE, TRANSFER AND/OR RE-EXPORT OF EXEMPTED VEHICLES

3.1 Registration

3.2 MI license plates

- 3.3 Renewal of temporary license plate**
- 3.4 Nationalization or sale of exempted vehicles**
- 3.5 Advance sale of exempted vehicles**
- 3.6 Transfer of exempted vehicles**
- 3.7 Re-exportation of vehicles**

IV. OTHER PREROGATIVES

- 4.1 Exemption from payment of property tax**
- 4.2 Exemption from payment of 12% sales tax on local purchases**
- 4.3 Exemption from payment of tourist tax on international airfares.**

V. REQUESTS FOR ADDITIONAL INFORMATION OR DOCUMENTS IN CONNECTION WITH EXEMPTIONS, VISAS, MI STATUS OR OTHER ITEMS MENTIONED ABOVE

VI. ADDITIONAL INFORMATION

PROCESSING OFFICIAL DOCUMENTS AND EXEMPTIONS

The Government of Costa Rica, through its Ministry of Foreign Affairs, places the Institute's International Professional Personnel in the category of officials of an International Mission, which entitles them to special treatment by local governmental officials, exempts them from the payment of specific taxes and enables them to import and avail themselves of goods and services acquired for their own use and that of their immediate family.

The exercise of these rights is governed by various legal provisions applied through administrative mechanisms established within the Ministries of Foreign Relations, Treasury, Public Works and Transportation, and Public Security, which

are responsible, in their respective areas of competence, for authorizing requests submitted by international personnel.

In order to provide Institute staff members with orientation in this area, the following describes the procedures and requirements involved in processing the corresponding official identification documents, requesting exemption from the payment of certain taxes, and matters related to the purchase, ownership and sale of exempted vehicles.

All these procedures are initiated within the Institute by submitting the necessary requests to the Directorate of Human Resources, which verifies, initially, whether or not they are justified.

The Official Relations and Protocol Unit of the Directorate of External Relations, which is the only the only unit authorized to work in liaison with the Ministries, processes all requests on behalf of staff members.

It is also responsible for following up on individual requests, and, as such, is the unit the staff members should consult regarding the status of their requests.

I. IDENTIFICATION DOCUMENTS

1.1 OAS Official Travel Document

According to Rule 8.5.1 of the Staff Rules, the OAS Official Travel Document, hereinafter referred to as "the document," serves to identify bearers as IICA staff members and is used as an immigration document to facilitate travel while on official travel status.

The document is issued by the headquarters of the Organization of American States and is recognized by all OAS member states, except the United States of America.

1.1.1 Issuance of OAS Official Travel Document

For the OAS Official Travel Document to be issued, the following documents must be submitted to the Directorate of Human Resources:

- b. **Two passport-size photographs (5 cms x 5 cms) of the staff member, signed on the front by the staff member.**
- c. **Two photographs of his/her family (excluding the staff member).**

1.1.2 Renewal of Official Travel Document

The staff member must submit his/her OAS Official Travel Document to the Directorate of Human Resources prior to its expiration date. When all pages have been used, he/she is to follow the procedure established in point 1.1 above.

1.1.3 Cancellation of Official Travel Document

Upon conclusion of his/her contract with the Institute, the staff member is to submit the OAS Official Travel Document to the IICA Office in the country of his/her final destination. The Office, in turn, will return the document to the Directorate of Human Resources, which will undertake the procedures necessary for cancelling it.

When a staff member's contract terminates and he/she is repatriated, US \$500 shall be withheld from his/her severance pay as collateral for the Document. The Document, which is to be used for the trip home, should be returned to the IICA Office in the country, within 30 days of the staff member's arrival, at which time the US \$500 will be returned.

1.2 International Mission (MI) Identification Card

This identification document, valid only within the territorial limits of Costa Rica, is issued by the Ministry of Foreign Affairs to staff members, their spouses and their children sixteen years of age or older.

For the General Directorate of Traffic, this document serves to validate the driver's license issued to the staff members and their dependents in their country of origin, and as such, becomes an official document of the Government of Costa Rica.

1.2.1 Issuance of International Mission (MI) Identification Card

The following documents must be submitted:

- a. A completed "Issuance of International Mission Identification Card" form (Appendix 2).
- b. Two passport-size photographs of the staff member, his/her spouse and his/her children sixteen years of age or older.
- c. A letter addressed to the Ministry of Foreign Relations requesting that the identification cards be issued (Appendix 3).
- d. A copy of the driver's license of each person.

The first three documents are sent to the Ministry of Foreign Relations, which issues the corresponding identification cards. These are then sent, along with the respective letter, to the Ministry of Public Security for approval.

Lastly, the identification card, along with a copy of the driver's license, is sent to the General Directorate of Traffic, which authorizes the bearer to drive within the territorial limits of Costa Rica.

1.2.2 Renewal of the International Mission (MI) Identification Card

The staff member must ask the Directorate of Human Resources to renew his/her identification card and those of family members at least 10 days prior to its expiration date. The staff member must also submit a letter asking the Ministry of Foreign Relations to renew his/her identification card (Appendix 5).

1.2.3 Cancellation of International Mission (MI) Identification Card

Upon conclusion of his/her term of employment with the Institute, the staff member must return the (MI) identification

cards issued to him/her and family members, submitting the corresponding letter.

1.3 Personal Passports

Upon arriving at IICA, staff members must submit their personal passports and those of their spouses and children to the Directorate of Human Resources. The Ministry of Foreign Relations will be requested to issue the visa that will enable them to enter, leave and remain in the country for one year. This must be accompanied by the respective letter (Appendix 7).

At the end of that period, the passports must again be submitted to the Ministry of Foreign Relations, with a letter requesting renewal (Appendix 7).

The Government of Costa Rica will issue a six-month visa to a maid entering the country under the responsibility of the staff member. In order to request the visa, the staff member must submit the maid's passport and a letter of application (Appendix 8) to the Directorate of Human Resources.

Should the maid's period of employment conclude prior to the end of the six-month period, the staff member must notify the Directorate of Human Resources and submit her passport and a letter requesting cancellation of the visa (Appendix 9).

IMPORTANT: Should any of the staff member's documents be lost or stolen, he/she must make a formal report to the Organismo de Investigacion Judicial -OIJ- (a branch of the police force) and then follow the procedures established in point 1.1 to 1.3 of this Handbook. The request for replacement of documents must be accompanied by a copy of the police report.

II. IMPORTATION REQUIREMENTS

According to Articles 24-28 of Chapter III of the Regulations Governing Diplomatic and Consular Immunities and Privileges and those Granted to International Organizations, international personnel

duly accredited with the Ministry of Foreign Affairs may import free of taxes and duties the following items:

- a. Household belongings
- b. One vehicle
- c. Household appliances
- d. Food and households supplies, alcohol, tobacco
- e. Other items expressly regulated in this section.

In general, the importation process is slow. Staff members must realize that the importation of their household belongings or any other items will take an average of forty-five days, from the time processing begins until they are actually received, and that no mechanisms of any kind exist to expedite this process. Please take special note of this situation, which adds to the inconvenience and problems associated with any transfer.

2.1 Household Belongings

For staff members to import all of their personal belongings, they must submit the form entitled "Franquicia"(Appendix 10) to the Directorate of Human Resources. All items to be exonerated must be identified in SPANISH. If the space provided on the form is insufficient, additional sheets should be used. On the form, state "ver las __ hojas adjuntas" (see the __ additional sheets), indicating the number thereof. Each additional sheet must be signed by the staff member.

In order to avoid delays and problems in processing these requests, please be extremely careful and clear in providing the information requested, especially with regard to:

- Personal passport number and MI identification card number
- The total CIF value in US\$ of all items to imported. On the additional sheets, each item should be identified, providing its approximate cost and the cost of shipping it to Costa Rica.
- Name of customs-clearance house
- Weight in kilograms
- Number of boxes/packages
- Name of consignee

- Name of sender
- Bill of lading
- Name of the company shipping the goods, and whether they are being shipped by sea, air or land.

2.2 Vehicles

Staff members may import, tax- and duty-free, one motor vehicle every two years, as of the date the vehicle is registered with the Public Registry of Motor Vehicles.

Vehicles imported tax- and duty-free are not restricted in terms of cost or engine size.

To initiate processing, the staff member must submit to the Directorate of Human Resources the following documents:

- a. The completed "Franquicia" form (Appendix 10), providing the following information on the car to be imported:
 - . Make
 - . Model and year
 - . Color
 - . Engine size
 - . Motor number
 - . Chassis number
 - . CIF Value of vehicle
 - . Name of customs-clearance house
 - . Country of origin
 - . Weight in kilograms
 - . Name of sender
 - . Name of consignee
 - . Name of shipping company transporting the vehicle

- b. Certificate from the Public Registry of Vehicles, indicating that the staff member does not already own a car with MI license plate (Appendix 11- Application, Appendix 12- Certificate).

- c. **Memorandum to the Office of the Deputy Director General requesting authorization to import the vehicle (Appendix 13).**
- d. **Letter addressed to the Ministry of Foreign Relations and signed by the Deputy Director General, requesting authorization to import the vehicle (Appendix 14).**
- e. **Application for MI license plates, duly filled out and signed by the Deputy Director General (Appendix 15).**

2.3 Household Appliances

According to Article 16 of Chapter I of the Regulations Governing Diplomatic and Consular immunities and Privileges and those Granted to International Organizations, "the tax-and duty-free purchase of household appliances, tableware, crystal and silverware is authorized, within reasonable limits, to meet the needs of the interested party."

The Government of Costa Rica has authorized the purchase of such items, in addition to those items brought into the country as part of one's household belongings. Items that may be imported as household belongings, or purchased locally, include: one refrigerator, one stove, one microwave oven, one washing machine, one clothes dryer, one dishwasher, two televisions and one sound system, as well as a computer whose cost does not exceed US\$1,500 (one thousand five hundred dollars).

The General Law on Exemptions, which took effect in April 1992, states that the importation of such items may be exonerated only once. Nevertheless, there are cases in which the replacement of such items can be authorized, provided the staff member is willing: a) to pay the taxes that would have been levied if the item had not been exonerated, or b) to donate the items to be replaced to an educational or charitable institution.

2.4 Food and Household Supplies, Alcohol and Tobacco

Regarding the importation of alcoholic beverages and tobacco products, the Ministry of Foreign Relations periodically establishes quotas for the maximum number of such items that may be

imported by the Institute and its staff (Appendix 16). It is not permissible to accumulate such quotas, or to get an "advance" from a subsequent quota.

No quotas have been established for food and household supplies, but their importation is subject to what is considered to be a normal amount for meeting the needs of staff members.

Staff members wishing to import food and household supplies, alcohol and tobacco products must submit to the Directorate of Human Resources the "Franquicia" form (Appendix 10), with a detailed description of all articles to be imported, identifying clearly:

- a. Name of the custom-clearance house
- b. Name of sender
- c. Name of consignee
- d. Weight of shipment in kilograms
- e. Number of boxes/packages in shipment
- f. Total CIF value in US\$, including transportation costs
- g. Copy of the bill or pro-forma invoice (attach list) of the goods, including transportation costs

2.5 Other Imports

Any other items the staff member wishes to import, and not addressed in the preceding paragraphs, shall be described on the appropriate forms and processed following the same procedures. The Official Relations and Protocol Unit of DIREX is available to advise staff members on compliance with special requirements, but it must be understood that the opinions of the Unit are not issued in lieu of consultation with the competent authorities, or their final decision.

In particular, should it be necessary to import medications or chemical products, the list of same must first be submitted to the General Directorate of the Ministry of Health, to determine whether or not there are restrictions on the importation of the product.

III. REGISTRATION, LICENSE PLATES, NATIONALIZATION, SALE, TRANSFER AND/OR RE-EXPORT OF EXONERATED VEHICLES

3.1 Vehicle Registration

In order to register an exonerated vehicle with the Public Registry of Motor Vehicles, the staff member must submit the following documents to the Directorate of Human Resources:

- Authorized application form for MI license plates (Appendix 15)**
- Letter from Ministry of Treasury, authorizing registration of vehicle (Appendix 17)**
- Original and copy of technical inspection report on vehicle (Appendix 18)**
- Original of import clearance certificate (Appendix 19)**
- Original of customs clearance certificate (Appendix 20)**
- Letter signed by the staff member and notarized by a lawyer, requesting registration of the vehicle (Appendix 21)**

The staff member must also submit the amount of money needed to cover minimum mandatory insurance on the vehicle, the registration fees and the cost of and fees for making the license plates.

Note: Staff members must obtain the last three documents listed above from the customs agency responsible for getting the car out of customs.

3.2 MI License Plates

In order to request MI license plates, staff members must submit to the Directorate of Human Resources:

- Copy of the application ticket for registration in the Public Registry of Vehicles (Appendix 18)**
- Copy of the minimum mandatory insurance policy (Appendix 22)**

3.3 Renewal of Temporary License Plates

The staff member must submit to the Directorate of Human Resources:

- Copy of the minimum mandatory insurance policy (Appendix 22)
- Original of temporary MI license plate (Appendix 23) if it has expired; if not, a copy of same
- Copy of deed of ownership (Appendix 24)

3.4 Nationalization or Sale of Exonerated Vehicles

The Government of Costa Rica offers international personnel the option of nationalizing or selling the exonerated vehicles they bring into the country, after two years, as of the date on which the vehicle was registered in the Public Registry of Vehicles.

To this end, staff members must submit to the Directorate of Human Resources:

- The metal license plates or the temporary plates (paper), as the case may be (Appendix 23)
- Copy of the minimum mandatory insurance policy (Appendix 22) for the current year, as well as a copy of the deed of ownership (Appendix 24)
- Original of the "marchamo" (sticker given to owner upon payment of all appropriate taxes and displayed on the windshield of the vehicle) (Appendix 25)
- Two certificates from the Public Registry of Vehicles, proving the vehicle has been registered for two years (Appendix 26)
- A memorandum addressed to the Deputy Director General, requesting authorization to nationalize or sell the vehicle (Appendix 27)
- Letter addressed to the Ministry of Foreign Relations, signed by the Deputy Director General, requesting authorization to nationalize or sell the vehicle.

Once this procedure has been completed, the staff member must request regular license plates and submit the necessary documents,

which include the letter from the Ministry of Treasury authorizing nationalization or sale of the vehicle (Appendix 29), and the receipt issued when the MI plates were turned in (Appendix 30).

3.5 Advance Sale of Exonerated Vehicles

Should a staff member decide to sell his/her vehicle to someone who is not entitled to exoneration privileges, prior to expiration of the period for nationalizing the vehicle, the staff member must follow the same procedure established for nationalization of a vehicle. In addition, a portion of the taxes originally exonerated must be paid, prorated for the time left in the two-year period.

3.6 Transfer of Vehicle

A staff member may transfer ownership of his/her vehicle to another person entitled to vehicle exoneration privileges, provided that person is willing to use this privilege through a transfer.

To begin the process, the staff member transferring the vehicle must submit to the Directorate of Human Resources:

- Two original, updated certificates, showing the duration of ownership of the vehicle, issued by the Public Registry of Vehicles (Appendix 26), at the request of the staff member.
- A memorandum addressed to the Deputy Director General of IICA requesting authorization to transfer the vehicle (Appendix 31)
- A letter to the Ministry of Foreign Relations, signed by the Deputy Director General, requesting authorization to transfer the vehicle (Appendix 32)
- Copy of the sales contract, duly recorded by a lawyer (Appendix 33).

3.7 Re-exportation of Vehicles

This option applies when a staff member wishes to take out of Costa Rica an exonerated vehicle that has not yet fulfilled the period for nationalization. The staff member must submit the following documents:

- Import clearance certificate (Appendix 19)
- Certification of registration of the vehicle to be exported, showing ownership and that it is free of encumbrances (Appendix 26)
- A written request on legal paper (or attach a 2-colon official stamp), addressed to: Señores Dirección General de Comercio Interior, Ministerio de Economía, Industria y Comercio, including the following data (Appendix 34):
 1. Name of exporter or seller, identification card number, address and telephone.
 2. Name of consignee or purchaser, and address.
 3. Detailed description of vehicle to be re-exported (make, model, year).
 4. Selling price or actual value.
 5. Custom house and means of transportation.
 6. Explanation of reasons for re-exportation.
 7. Signature of the exporter, which must be verified against his/her identification card in cases in which the request is presented by a third party, notarized by a lawyer.
- A request submitted to the Department of Exonerations of the Ministry of Economy (3rd Floor, above Restaurante Alpino), asking that they issue a document indicating they are not opposed to the re-exportation of the vehicle (Appendix 35).
- A letter to the Department of Motor Vehicles of the Public Registry of Vehicles, requesting authorization to re-export the vehicle (Appendix 36).
- Letter signed by the Deputy Director General, to the Ministry of Foreign Relations, requesting authorization to re-export the vehicle (Appendix 37).
- Memorandum addressed to the Deputy Director General, requesting authorization to re-export the vehicle (Appendix 38).

NOTE: All requests are to be submitted in duplicate (original plus copy).

IV. OTHER PREROGATIVES

4.1 Exemption from Payment of Land Taxes

The General Directorate of Direct Taxation of the Ministry of Treasury has exempted from payment of land tax all property duly registered in the name of international staff members. Staff members must submit the respective request for exemption to the Directorate of Human Resources (Appendix 39), along with a letter certifying their status as international staff members of the Institute. This exemption must be renewed in January of each year.

4.2 Exemption from Payment of 12% Sales Tax on Local Purchases

The Ministry of Treasury exempts from payment of this tax those basic and indispensable items purchased by international staff members on the local market, and which are intended to meet the basic needs of staff members and their families. Staff members must submit to the Directorate of Human Resources the original and eight (8) copies of the request for exemption (Appendix 40), as well as the original bill marked paid. This procedure takes approximately 60 days. The approved request must then be presented to the place of purchase, which will refund the amount charged for sales tax.

4.3 Exemption from Payment of Tourist Tax on International Airfares

Article 6 of Law No. 29 of December 19, 1942, authorizes exemption from payment of taxes on international airfares in the following cases:

- a. When the Institute purchases tickets to be used in pursuing its objectives.
- b. When members of the international professional staff who are not Costa Rican citizens purchase a ticket for their personal use, or for their family.

Staff members must submit the request for exemption to the Official Relations and Protocol Unit, using the corresponding form (Appendix 41), in the case of official travel, or a letter addressed to the Costa Rican Tourism Institute, for personal tickets (Appendix 42).

V. REQUESTS FOR CORRECTIONS, ADDITIONAL INFORMATION OR DOCUMENTS RELATED TO EXEMPTIONS, VISAS, MI STATUS OR OTHER ITEMS MENTIONED ABOVE

If the ministries or other agencies involved in the procedures described in this document make official observations or comments, the Official Relations and Protocol Unit notifies the Directorate of Human Resources, which, in turn, informs the staff member of the situation, and of any changes that must be made.

Once staff members have satisfied the additional requisites, they should submit same to the Official Relations and Protocol Unit, through the Directorate of Human Resources, so processing may continue.

Once approval has been granted, the Official Relations and Protocol Unit will pick up the document from the corresponding ministry or agency and submit it to the Directorate of Human Resources, which will deliver it to the staff member.

VI. ADDITIONAL INFORMATION

A compendium of special laws, specific laws, decrees and regulations enacted at different times to regulate the concession of benefits and privileges for international personnel accredited in Costa Rica are at your disposal in the Official Relations and Protocol Unit. This Unit will provide any assistance you may need in fulfilling the requirements described herein, in accordance with pertinent institutional policies.

IMPORTANT: All documents mentioned in this manual may be obtained from the Directorate of Human Resources, Benefits and Remunerations Division.

This information on chapter VIII was prepared by IICA's Directorate of External Relations, and is based on the pertinent legal provisions currently in effect, the internal provisions adopted for purposes of these procedures, and the experience gained by the Official Relations and Protocol Unit in conducting such procedures on behalf of the Institute and its international personnel.

We hope that the information contained here in will be of help to all staff members of the Institute, but especially those entering for the first time. Welcome to IICA.

IX. INFORMATION ON COSTA RICA



IX. INFORMATION ON COSTA RICA

A. History of Costa Rica

1. Discovery and Conquest

In 1502, Christopher Columbus arrived in Costa Rica during his fourth voyage; at that time there were approximately 27,000 indigenous inhabitants in the area. The discovery period continued until 1509, with the explorations of Diego de Nicuesa and Alonso de Ojeda along the Atlantic coast. In 1524, the first city, Villa de Bruselas, was founded, named by Francisco Fernandez de Cordoba.

Nevertheless, it was not until 1561 that the colonization of Costa Rica really began, when Juan de Cavallon founded the city of Castillo de Garcimuñoz in the Central Valley. It was during this period that Juan Vazquez de Coronado and Perafan de Rivera served as the first governors of Costa Rica.

2. Colonization

During the colonial period, which lasted about two and a half centuries, the indigenous population of Costa Rica gradually declined as the groups of Spaniards and mestizos grew and as more and more Spaniards and Europeans arrived from the Old World.

It is estimated that by the early 17th century, the indigenous population was half of what it had been when the Conquest began. By the middle of the century, the population had been reduced to 24,000 inhabitants.

During the colonization period, the Spaniards and their descendants worked the land, raised cattle and other domestic animals, build their huts, houses and villas, created small industries and engaged in limited trade. At that time, the province of Costa Rica was perhaps the most forgotten, the poorest and the most backward of the all those of the General Captaincy of Guatemala.

• Source of information: Costa Rican Institute of Tourism

Nevertheless, several important urban centers gradually came into being. The first was Cartago, which exists today in the location where it was founded in 1564; in 1714, a small parish which later became the town of Heredia, was established in Cubujuquí. San Jose (formerly Villa Nueva de la Boca del Monte) was founded in 1737 and Villa Hermosa, today Alajuela, was founded in 1782.

The region was not very attractive from the economic point of view for the Spaniards, thus cocoa and tobacco became the main crops. As there was very little foreign trade, cocoa beans were used as currency instead of metal coins.

During this period, education and cultural development were marked by poverty and need.

3. The Republic

In 1901, when the population of Costa Rica stood at around 52,591 inhabitants, a series of significant changes began to take place. In 1821, political events in the hemisphere led to the promulgation of the Act of September 15, declaring Costa Rica's independence from Spain. A major economic transformation brought about a series of measures of great importance to the development of Costa Rica, and, in 1848, Costa Rica was declared a Republic.

In regards to education and culture, primary education, considered to be the foundation for all democratic systems, was declared free and obligatory.

In economic matters, mining activities began in the Montes del Aguacate and Sierra del Guanacaste areas (1820-1840 and 1890 and 1930), and around 1843-1844 Costa Rica's first coffee exports were shipped to Great Britain, which gave rise to a true economic revolution.

Coffee production continued developing throughout the century and continues to be an crucial part of the country's economy.

The construction of the railroad to the Atlantic coast in 1871 gave rise to another major agricultural export enterprise: banana production. In 1899, the United Fruit Company was founded, and banana production skyrocketed. Thus, on the eve of the twentieth century, Costa Rica began to break away from the isolation and social exclusion that characterized it during the colonial period.

4. A New Century

The first forty years of the Republic were marked by the strengthening of institutions, the consolidation of the legal system and rapid changes due to economic growth. By 1900, the population of Costa Rica had reached 303,762 inhabitants. Coffee and banana production were on the increase; new schools, roads, ports and public buildings had been constructed. Electricity, telegraph and mail services were extended to larger numbers of people, reflecting progress and employment.

With the outbreak of World War II, however, a pall descended over Costa Rica. European markets closed to Costa Rican commodities, particularly coffee, and exports to Costa Rica of widely consumed necessities caused serious economic and fiscal problems. To this must be added the events of 1948. Nonetheless, much progress was made in social issues. Under the administration of Dr. Rafael A. Calderon Guardia (1940-1944), the Social Security System was established, the University of Costa Rica was founded, the Constitution was amended to include a chapter on social guarantees and, lastly, the Labor Code was promulgated.

During the period of the Provisional Government, presided over by Jose Figueres Ferrer, the 1949 Constitution, which is still in force, was promulgated, the army was banned, private banks were nationalized and the Supreme Electoral Board was established.

The decade of the 1950s began with the administration of Otilio Ulate Blanco (1949-1953) and continued with the administrations of Jose Figueres, Mario Echandi, Francisco Orlich, Jose Joaquin Trejos, Jose Figueres and Daniel Oduber. During the administration of Rodrigo Carazo Odio (1978-1982), the United Nations Organization, in a 1980 resolution of the General Assembly, resolved to establish the University for Peace in Costa Rica, in appreciation of the efforts of the people of Costa Rica to preserve peace and democratic traditions.

Under the administration of Luis A. Monge Alvarez, the Government declared permanent and unarmed neutrality, thus enabling Costa Rica to remain outside the armed conflicts raging in Central America.

In 1988, Costa Rica was honored when President Oscar Arias was awarded the Nobel Peace Prize, a decision that paid homage to Costa Rica's way of life.

The current President of Costa Rica, Rafael Angel Calderon Fournier, was elected during the tenth round of elections convened by the Supreme Electoral Board to elect the country's president, deputies and municipal authorities. Calderon took office on May 8, 1990 and will serve through 1994.

B. Area and Geographical Location

Costa Rica has a land area of 51,200 km₂ and is situated in the Central American isthmus between Panama and Nicaragua. It is in the northern hemisphere (08° 02'N, 11°13'N/082° 33', 085°57'0) and has 212 km. of coastline on the Caribbean and 1,1016 km. on the Pacific.

Three mountain ranges, which constitute an extension of the Andes, cross the country from northwest to southeast, with elevations as high as 3,800 meters. A tectovolcanic depression, known as the Central Valley, measures 3,000 km² and lies in the center of the country. It is an agricultural and livestock area which cradles the capital city of San Jose and holds the greatest part of Costa Rica's population. Small in size, Costa Rica is great in natural beauty. It is one of the most stable and peaceful democracies in Latin America, since it abolished the army in 1949 and declared its perpetual neutrality in 1983.

C. Capital and Major Cities

The capital, San Jose, is located in the Central Valley 1,150 meters above sea level.

The country is divided into seven provinces: San Jose, Alajuela, Heredia, Cartago, Guanacaste, Puntarenas and Limon, each with a provincial capital of the same name (except Guanacaste, whose provincial capital is the city of Liberia).

D. Population

As of 1989, there were approximately 3,063,608 Costa Ricans, affectionately called "ticos."

E. Finding Your Way Around San Jose

Streets in San Jose are divided into "Avenidas" (avenues) and "Calles" (streets). Avenida Central divides the city into avenues, running north and south. Calle Central does the same for streets, running east and west. The numbering of the streets is: even-numbered calles are west of Calle Central, and odd-numbered calles are to the east; even-numbered avenidas are south of Avenida Central, and odd-numbered avenidas are to the north.

Directions are given in meters from a given point of reference, not by number of blocks. A block, regardless of its actual length, is considered 100 meters. When boarding a taxi, the best thing to do is tell the driver the name of your destination. (i.e., Museo Nacional, Museo del Jade, Plaza de la Cultura).

Below is a list of some of the principal points of reference for San Jose:

Auto Mercado Centro, calle 3, avenida 2,
Banco de Costa Rica, calles 4-6, Avenida Central
Banco Nacional, calles 2-4, Avenida Central
Catedral Metropolitana, calle central, avenidas 2-4
Centro Colón, Paseo Colón, calles 3-5, avenida 1
Fuente de la Hispanidad, San Pedro
ICE Sabana Norte
Oficina Principal de Correos (Central Post Office), calle 2, avenidas 1-3
Parque Morazán, calles 5-9, avenida 3
Paseo de los Estudiantes, calle 9, avenidas 8-14
Plaza de la Cultura, calles 3-5, Avenida Central
Plaza de la Democracia, calles 15-17, Avenidas Central
Soda Tapia, Sabana Este, calle 42, avenida 2
Teatro Nacional, calles 3-5, avenida 2
Terminal de Buses "La Coca Cola" (bus terminal), calles 16-18, avenida 3.

F. System of Government

The Republic of Costa Rica is governed by the Constitution of November 7, 1949, which establishes in Article 1:

"Costa Rica is a democratic, free and independent Republic," and according to Article 9, its Government "...is of the people, representative, alternative and responsible..."

The Government of Costa Rica has three branches: the Executive Branch, exercised by a president elected every four years by popular vote; the Legislative Branch (Legislative Assembly), made up of 57 deputies elected by popular vote for four-year terms; and the Judicial Branch, headed by the Supreme Court, whose 17 members are elected by the Legislative Assembly for eight-year terms. In addition, a Supreme Electoral Board is responsible for organizing, supervising and conducting the elections every four years. Voting is secret, and suffrage universal for citizens eighteen years of age and older.

G. Climate

Costa Rican enjoys a spring-like climate throughout the year, with an average temperature of 20°C in medium to high altitudes. In low areas, the average temperature is 26°. The rainy season lasts from May to November; the dry season from December to April.

H. Official Language

The official language of Costa Rica is Spanish. However, a second language, usually English, is taught in the schools and is spoken and understood by a good part of the population.

I. International Relations

Costa Rica's official neutral position makes it possible to establish relations with almost all the countries of the world. This also explains why a large number of international cooperation missions and agencies, particularly from Europe and North America, have offices in Costa Rica.

In principle, all citizens from the Americas need entry visas for Costa Rica. Citizens from Venezuela, Brazil, the United States and Canada can enter with tourist cards purchased from the airlines. The airport exit tax currently stands at about US\$7.25, and is subject to change.

J. Currency

The currency unit is the *colón* and its value is established by law. The Central Bank establishes the exchange rate for the operations of the national banking system, in relation to the foreign exchange market.

Principal credit cards are also widely accepted (VISA, MASTERCARD, AMERICAN EXPRESS, and others).

K. National Banking System

Legislation on checking accounts and checks does not allow for personal joint accounts. Nevertheless, it permits the holder of the account to authorize one or several people to sign checks.

Checking accounts in *colones* can be opened with a minimum deposit of 40,000 *colones*; dollar accounts require a minimum deposit of US\$1,200.00.

PRINCIPAL BANKS OF THE NATIONAL BANKING SYSTEM

NAME	TELEPHONE
Banco Anglo Costarricense	222-3322
Banco Central de Costa Rica	233-4233
Banco Crédito Agrícola de Cartago	551-3011
Banco Nacional de Costa Rica	223-2166
Banco de Costa Rica	255-1100

PRINCIPAL PRIVATE BANKS

NAME	TELEPHONE
Banco BCT S.A.	233-6611
Banco BANEX	257-0522
Banco Capital	221-5811
Banco Cooperativo Costarricense	222-8062
Banco de COFISA, S.A.	221-2212

PRINCIPAL PRIVATE BANKS

NAME	TELEPHONE
Banco de Fomento Agrícola	231-4444
Banco de la Construcción	221-5811
Banco de la Industria	221-3355
Banco de San José, S.A.	221-9911
Banco del Comercio, S.A.	233-6011
Banco INTERFIN	221-8022
Banco Internacional de Exportación	222-3033
Banco Lyon, S.A.	221-2611
Banco Metropolitano	233-8111

L. Money Exchange

There are many places to exchange money; the best-known are: FINCRESA, telephone 53-8844; CEDELSA DE COSTA RICA, S.A., telephone 225-6879.

LL. Housing

In general, members of the International Professional Personnel staff prefer to live in the following residential areas: Curridabat, Escazu, San Pedro de Montes de Oca, Los Yoses and Moravia.

M. Payment for Telephone, Electricity and Water Services

Payment for these services must be made by presenting the bill, prior to the expiration date, to any agency of the national banking system. These bills can also be paid at several of the major supermarkets.

N. Education

Kindergartens (8:00 to 11:00 a.m.). There is a wide variety of private and public kindergartens for bilingual children (Spanish, English, German and/or French).

Many private schools follow the curriculum of the Ministry of Education, but also emphasize a foreign language:

PRIMARY	LANGUAGE	TEL.	LOCATION
Escuela Anglo Americana	Sp/Eng	222-1723	Bo. Escalante, San Jose
Escuela Británica	Sp/Eng	220-0819	Urb. La Catalina, Pavas
Escuela Calasanz	Sp/Eng	225-0105	San Pedro, San Jose
Escuela Panamericana	Sp/Eng	220-0997	Guachipelín, Escazú
Primary Saint Francis	Sp/Eng	235-6685	Moravia, San Jose
Escuela Internacional S.E.K.	Sp/Eng	253-1231	Bo. Fco. Peralta, San Jose
Escuela Humboldt	Ger/Sp	232-0093	La Favorita, Pavas, San Jose
Escuela Franco Costarricense	Fr/Sp	279-6618	Concepción de Tres Ríos
Escuela Metodista	Sp/Eng	225-8007	Bo. Roosevelt, San Pedro
Country Day School	English	228-0873	Escazú, San José
Lincoln School	Eng/Sp	235-9097	Moravia, San Jose
Costa Rica Academy	English	239-0974	Ciudad Cariari, Heredia
Escuela Saint Clare	Sp/Eng	235-7244*	Moravia, San Jose
International Christian School	Eng/Sp	225-8165	Bo. Escalante, San Jose
The European School	Eng/Sp	237-6815	Heredia

SECONDARY	LANGUAGE	TEL.	LOCATION
Liceo Franco Costarricense	Fr/Sp	279-6616	Concepcion de Tres Ríos
Country Day School	English	228-087	San Jose
Colegio Humboldt	Ger/Sp	232-0093	La Favorita, Pavas, San Jose
Lincoln School	Sp/Eng	235-9097	Moravia, San Jose
Colegio Metodista	Sp/Eng	225-8007	Bo. Roosevelt, San Pedro
Colegio Saint Clare	Sp/Eng	235-7244	Moravia, San Jose
Colegio Calasanz	Sp/Eng	225-0105	San Pedro, San Jose
Colegio Saint Francis	Sp/Eng	235-9161	Moravia, San Jose
Costa Rica Academy	English	239-0974	Ciudad Cariari, Heredia
International Christian School	Eng/Sp	225-8165	Bo. Escalante, San Jose

UNIVERSITIES	TELEPHONE	LOCATION
Autónoma de Centro América (UACA)	223-5822	Bo. Fco. Peralta, San Jose
Universidad de Costa Rica	225-5555	San Pedro, San Jose
Universidad Estatal a Distancia	225-8788	La Paulina, San Pedro
Universidad Interamericana Puerto Rico	233-9610	San Pedro, San Jose
Univ. Latinoamericana Ciencia y Tecn. (ULACIT)	255-1250	San Jose
Universidad Nacional	237-6333	Heredia
Universidad para la Paz	249-1072	Ciudad Colón
Instituto Tecnológico de Costa Rica	551-5333	San Jose-San Carlos-Cartago
National University	231-5855	La Uruca

Library Services

Costa Rica has a National Library, which is located to one side of the National Park, and includes publications from all areas. Some form of identification must be presented in order to use the library. The University of Costa Rica also provides excellent services through its central library and the libraries of each department.

IICA houses the Venezuela Library at its Headquarters. It contains a large number of publications, principally dealing with agriculture.

Orton Memorial Library

The Orton Memorial Library is located in Turrialba, Costa Rica, on the campus of the Tropical Agriculture Research and Training Center (CATIE). Its collection of documents covers all aspects of the agricultural sciences, and includes 77,000 monographs and 11,000 titles of serial publications and newspapers.

CATIE employees and students, as well as IICA employees, can borrow from the Library, while officials and students from other institutions in Costa Rica have limited use of the Library.

Directorate for Information, Communications, Training and Institutional Affairs (DICCAI)

This unit supports and coordinates activities related to training, communications, information and the editing and publication of Institute

materials, and assists the Director General in carrying out responsibilities relevant to relations with the Executive Committee and the IABA, serving as the Technical Secretariat of both.

O. Churches and Other Houses of Worship

The official religion in Costa Rica is Roman Catholic. However, the Constitution guarantees the right to practice any other religion.

Below is a list of some of the churches and houses of worship nearest to the Auroa Holiday Inn and the Hotel Europa.

CATHOLIC

Metropolitan Cathedral

On the east side of Central Park, Calle Central, between Avenidas 2 and 4.
Services: Mon.-Sat., 6:30, 8:00, 11:00 and 17:00; Sun. 6:30, 9:00, 10:00, 11:00 and 12:00.

El Carmen

Calle Central, Avenida 3

Services: Mon.-Fri., 7:00 and 17:00; Sat. 7:00, 16:00 and 17:30; Sun. 8:00, 10:00 and 17:30.

La Dolorosa

300 meters south of the Metropolitan Cathedral

Services: Every day at 6:00, 7:30, 11:15 and 19:00.

Our Lady of Fatima

Calle 41, Avenidas 12-14, Los Yoses.

Services: Mon.-Sat. 7:15, 11:00, 18:45. Sun. 7:15 (children's Mass), 11:00, 17:30, 19:00.

ANGLICAN

El Buen Pastor

North Side of Colegio de Señoritas

Services: Wed. 12:15 (Spanish); Sun. 8:30 (English) and 10:30 (Spanish)

EVANGELICAL

Biblical Temple of San Jose

Calle 8 between Avenidas 2 and 4

Services: Sat. 18:00 and 20:30; Sun. from 9:00 to 12:00, from 14:30 to 17:00 and from 19:00 to 21:00.

JEWISH

Centro Israelita Sionista (Orthodox)

Avenida Central, between Calles 20 and 22

Services Fri. 17:30; Sat. 10:00 and 17:00; Sun 7:00 and 17:30.

B'nai Israel

600 mts. West of Pop's in Sabana Sur (on the old road to Escazu, facing the Brazilian Embassy residence)

Services; Fri. at 20:00 (Span., Eng. and Hebrew)

P. Medical Services, Clinics and Hospitals

San Jose has a system of modern and reputable clinics and hospitals under the administration of the Social Security system (CCSS) and others under private administration. Most hotels have doctors on call for any emergency that might arise on the premises. There are several private clinics and hospitals that provide services 24 hours a day.

CLINICA AMERICANA	Calle San Antonio de Guadalupe	2221010
CLINICA CATOLICA	Calle central y primera, Av.14	2255055
CLINICA BIBLICA	Avenida 8, calles 15 y 17	2236422
CLINICA SANTA RITA	Barrio Aranjuez	2216433
HOSP. CALDERON GUARDIA	San Jose	2326122
HOSP. NAL. DE NIÑOS	San Jose	2220122
HOSP. SAN JUAN DE DIOS	La Uruca, San Jose	2220166
HOSP. MEXICO		2326122

Q. Veterinarians Telephone

Drs. Echandi	223-3111
Drs. Lutz	225-6422
Drs. Starke Ludwing	253-7142

OTHERS: Consult the yellow pages of the telephone directory.

R. Emergency Numbers

The following is a list of several of the most important emergency numbers:

Fire Department/Paramedics/Rescue	118
Red Cross	128 - 221-5818
Police	117
Poison Control Center	223-1028
Traffic Police	227-7150 and 227-8030
National Emergency Commission	122
Power Failures	126 or 221-5033 and 221-5333
Tax Information	125
Judicial Investigation Agency (OIJ) (crime prevention)	222-1365 and 221-5337

INTERNATIONAL PHONE CALLS

Operator assistance	116
MIDA inquiries, international information and operating problems	124
To report damages in the metropolitan water system	255-0033 and 223-5555
Rural guards	127
Child Protection Center	257-2929

TELECOMMUNICATIONS

Directory assistance	113
Telephone services	115
Telegrams	123
Failures	119
Local collect calls	110
Time	112
Inquiries on international call charges	224-1124

S. Embassies

ARGENTINA. Chancellery; Avenida 6 entre calles 21 y 25, casa 2173. Telephones: 221-6869 and 221-3438

BELGIUM. Chancellery; Del Auto Mercado Los Yoses, 100 metros este y 25 al sur. Telephones: 225-6633 and 225-6255

BOLIVIA. Chancellery; Avenida segunda, entre calles 19 y 21, Casa 1939. Telephones: 233-6244 and 233-4994

BRAZIL. Chancellery; Edificio Plaza de la Artillería, piso 7, calle 4, avenidas central y primera. Telephones: 223-4325 and 233-1092

CANADA. Chancellery; Avenida Central, calle 3, Edificio Cronos, piso 6. Telephone: 223-0446

COLOMBIA. Chancellery; Calle 5, Av. 5. Telephones: 221-0725 and 222-9205

CHILE. Chancellery; Barrio Dent, del Automercado de Los Yoses 50 metros este y 225 metros norte. Telephones: 224-4234, 224-1702 and 225-0413

CHINA. Chancellery; ~~708~~ 708 metros sur del ICE, San Pedro de Montes de Oca. Telephones: 224-8180, 224-8191 and 224-2637

CZECHOSLOVAKIA. Chancellery; Residencial El Prado, del Rótulo de la Plaza del Sol, 200 metros sur, casa esquinera. Telephones: 224-9342 and 224-6467

DOMINICAN REPUBLIC. Chancellery; Rohrmoser Boulevard, costado norte de Nunciatura Apostólica, casa 58. Telephone: 232-7392

ECUADOR. Chancellery; Avenida segunda entre calles 19 y 21, casa 1939.
Telephone: 223-6281

EL SALVADOR. Chancellery; Final Av. 10, Barrio Los Yoses, Casa 3370.
Telephone: 224-9430

FRANCE. Del Indoor Club, 200 metros sur y 25 metros este, Curridabat.
Telephones: 225-0733, 225-0933 and 225-0058

GERMANY. Chancellery; Rohrmoser, 2 cuadras norte, 50 metros oeste de la Residencia de la Embajada de España. Telephones: 232-5533 and 232-5450

GREAT BRITAIN. Chancellery; Edificio Centro Colón, piso 11.
Telephones: 221-5566, 221-5816 and 221-5716

GUATEMALA. Chancellery; Del Restaurante Reggio, en Sabana Oeste, 250 metros oeste carretera a Pavas. Telephones: 231-6645 and 231-6654

HONDURAS. Chancellery; Edificio Jiménez de la Guardia, piso 2, Av. 5, calles 1 y 3, San Jose. Telephones: 222-2145 and 223-4843

HOLY SEE. (APOSTOLIC NUNCIO). Chancellery; Barrio Rohrmoser.
Telephone: 232-2128

ISRAEL. Chancellery; Calle 2, avenidas 2 y 4, piso 5. Telephones: 221-6011 and 221-6444

ITALY. Chancellery; Avenida Central, Los Yoses, del Auto Mercado 100 metros este. Telephones: 234-2326 and 224-6574

JAPAN. Chancellery; Barrio Rohrmoser, de la Nunciatura Apostólica, 400 metros este y 100 norte. Telephone: 232-1555

KOREA. Chancellery; Calle 28, Av. 2, Barrio San Bosco, San Jose.
Telephones: 221-2398 and 233-1929

MEXICO. Chancellery; Avenida 7, casa 1371. Telephones: 222-5528, 221-4448 and 222-5485

NICARAGUA. Chancellery; Avenida Central, Barrio La California, casa 2540. Telephones: 222-2372 and 233-3479

NORWAY. Chancellery; Edificio Centro Colón, piso 10. Telephone: 257-1414

ORDEN SOBERANA Y MILITAR DE MALTA. Chancellery; Calles 5 y 7, Av. 12, casa 558. Telephones: 222-2274 and 223-2597

PARAGUAY. Los Yoses del Auto Mercado 400 metros oeste y 50 este. Telephone: 226-8097

PANAMA. Chancellery; Del Higuérón de San Pedro, 600 metros sur y 25 metros oeste. Telephones: 225-0667 and 225-3401

PERU. Chancellery; Los Yoses del Automercado 300 metros sur, 50 metros oeste. Telephone: 225-9145

ROMANIA. Rohrmoser, La Geroma, del Parque de la Amistad, 5 cuabras al norte, 100 metros al este, 125 metros al norte. Telephone: 231-0741

SPAIN. Chancellery; Calle 32 entre avenidas Segunda y Paseo Colón. Telephones: 222-1933, 221-7005 and 222-5745

SWITZERLAND. Chancellery; Edificio Colón, piso 4, Paseo Colón. Telephone: 221-4829

THE NETHERLANDS. Chancellery; De la segunda entrada de Los Yoses, 100 metros al sur. Telephones: 225-3516, 234-0949 and 234-0950

THE RUSSIAN FEDERATION. Chancellery; Curridabat, Lomas de Ayarco Sur. Telephone: 225-5780

UNITED STATES OF AMERICA. Chancellery; Carretera a Pavas, diagonal Estación de Servicio La Favorita, Pavas. Telephone: 233-1155

URUGUAY. Chancellery; Los Yoses, del Automercado 400 metros sur y 125 oeste. Telephone: 223-2512

VENEZUELA. Chancellery; Los Yoses, del Automercado 100 sur y 125 este. Telephones: 225-5813 and 224-4682

T. Consulates

Telephone:

Consulate General of Austria	255-3007
Consulate General of Belize	253-9626
Consulate General of Bolivia	255-1805
Consulate General of Denmark	231-6283
Consulate General of Finland	257-0210
Consulate General of Greece	225-9413
Consulate General of Haiti	259-1219
Consulate General of Jamaica	228-0802
Consulate General of Monaco	223-5017
Consulate General of Panama	225-0667
Consulate General of Paraguay	225-2802
Consulate General of Sweden	232-8549

U. Natural Resources

Costa Rica is the perfect place to enjoy beautiful, luxuriant countrysides, sun bathe on white sands, go fishing, rest and have fun, in an extravagant natural setting with an ideal climate.

Costa Rica is more than a land of peace. It is a small country that enjoys a variety of climates which is expressed through rich and unique vegetation. It is one of the most privileged areas in the world in terms of its natural resource endowment.

NATIONAL PARKS

Province

Santa Rosa National Park	Guanacaste
Palo Verde National Park	Guanacaste
Barra Honda National Park	Guanacaste
Manuel Antonio National Park	Puntarenas
Corcovado National Park	Puntarenas
Braulio Carrillo National Park	Heredia
Chirripó National Park	San Jose
Tortuguero National Park	Limon
Cahuita National Park	Limon

ISLANDS

**Coco Island
Guayabo Island
Negritos Island
Los Pájaros Island
El Caño Island**

**Pacific Ocean
Gulf of Nicoya
Gulf of Nicoya
Gulf of Nicoya
Pacific Ocean**

VOLCANOES

Northern Sector:

**Orosi
Rincón de la Vieja
Miravalles
Tenorio
Arenal
Poas**

**Cartago
Guanacaste
Guanacaste
Guanacaste
Alajuela
Alajuela**

Southern Sector:

**Barba
Irazu
Turrialba**

**Heredia
Cartago
Cartago**

BIOLOGICAL RESERVES

**Lomas Barbudal Biological Reserve
Carara Biological Reserve
Cabo Blanco Absolute Wildlife Reserve
Hitoy Cerere Biological Reserve**

**Guanacaste
Puntarenas
Puntarenas
Limon**

NATIONAL REFUGES

**Bolaños Island Wildlife Reserve
Tamarindo National Wildlife Refuge
Peñas Blancas Wildlife Refuge**

**Guanacaste
Guanacaste
Puntarenas**

Ostional National Wildlife Refuge
Curu National Wildlife Refuge
Golfito National Wildlife Refuge
Tapanti National Wildlife Refuge
Caño Negro National Wildlife Refuge
Barra del Colorado Nat. Wildlife Refuge
Gandoca-Manzanillo Nat. Wildlife Refuge

Guanacaste
Guanacaste
Puntarenas
Cartago
Alajuela
Limon
Limon

WATER SPORTS

River Rapids:

Pacuare River
Reventazon River
Sucio River
General River

Surfing:

Jaco Beach
Langosta Beach
Avellanas Beach
Grande Beach

VISITING COSTA RICA PROVINCE BY PROVINCE

SAN JOSE

Surface area:	4,959 km₂
Population:	117,636
Capital:	San Jose
Climate:	23°, average
Altitude:	1,160 meters above sea level

San Jose is the center of the country's most densely populated area. It is cradled by mountains that provide a spectacular panorama.

Tourist Attractions

San Jose is the site of several museums, which house part of its cultural patrimony:

National Museum

Formerly: Army Headquarters

Today: The National Museum of Costa Rica

The Museum houses a vast collection of pre-Colombian, colonial and early Republic objects. It also contains an important natural history collection.

Located: Calle 17 and Avenida Central

Hours: Tuesday to Sunday from 8:30 to 17:00.

Jade Museum

The museum contains a fascinating collection of pre-Colombiano objects.

Located: INS Building (National Insurance Institute)

Calle 7 and Avenida 7

Hours: Monday to Friday from 9:00 to 15:00.

Gold Museum

This museum houses a permanent exhibit of pre-Colombian gold objects in a large modern, underground hall.

Located: Plaza de la Cultura
Calle 5 - Avenida Central and Segunda

Museum of Contemporary Art

The Museum houses a beautiful collection of paintings and sculptures by nineteenth and twentieth century Costa Rican artists.

Located: Former La Sabana Airport
Hours: Tuesday to Sunday from 10:00 to 17:00.

Museum of Natural Sciences

The Museum contains more than 1,500 specimens, some already extinct.

Located: Former La Salle School Building
Hours: Monday to Friday from 8:00 to 15:00.

National Theater

The Theater is an architectural gem, built in 1897, which has become a symbol of Costa Rican culture.

Chirripo National Park

Chirripo mountain is the highest peak in Costa Rica, at 3,845 meters above sea level. An expedition to Chirripo includes the possibility of viewing lakes that originated in the last ice-age, some 25,000 years ago, the beauty of highland cloud forests, and a wide variety of flora and fauna.

The park is a refuge and breeding ground for quetzales. This large park is part of the first biosphere reserve established in Costa Rica, and is named after

part of the Talamanca mountain range. It became a park in 1982. Given its importance, in 1983 UNESCO declared it part of the world's patrimony. The Park has an information center and marked trails.

ALAJUELA

Surface area:	9,752 km ₂
Population:	545,554
Capital:	Alajuela
Distance from San Jose:	22 kilometers
Climate:	23° to 26°, Average
Altitude:	925 meters above sea level

Alajuela is one of the largest and most diverse provinces of the country, with altitudes ranging from 2,704 to 92 meters above sea level in a relatively small area, which enables visitors to observe remarkable changes in flora and fauna.

Tourist Attractions

Juan Santamaria Museum

The museum houses national handicrafts. One room presents scenes from the battle of Santa Rosa, when Costa Rican troops defeated filibusters in 1856.

Location:

Hours: Tuesday to Saturday from 8:00 to 16:30.

La Guacima Race Track

Here visitors can experience the thrill of car and other vehicle races.

Location: La Guacima

Hours: Saturdays and Sundays

Sarchi

The center of Costa Rican handicrafts.

Sarchi offers tourists a wide variety of souvenirs made of local precious woods. This is the home of the multi-colored oxcarts, the symbol of Costa Rican folklore.

Poas Volcano National Park

Poas is an active and accessible volcano. Visitors can observe geysers and active fumaroles at the bottom of the crater, an enormous hole 1.5 km wide and 300 meters deep. The park contains several types of vegetation, including a cloud forest and a secondary forest. One of the most beautiful places in the Park is the Botos Lake, which fills an extinct crater.

The area, located 37 km from Alajuela, is 2,704 meters above sea level. The Park has trails, look-outs, picnic areas, rest rooms, refuges, a visitors' center with an auditorium and exhibit room.

Arenal Volcano

Arenal volcano is in constant activity. It is a 1,633 meter high, perfectly cone-shaped volcano located near Ciudad Quesada, San Carlos. The Cerro Chato, an extinct crater, is located next to Arenal. Lake Arenal, located adjacent to the volcano, is the largest lake in Costa Rica and is part of the Arenal hydroelectric project. The lake is used for sporting activities, including water skiing, fishing, sailing, and both rowboat and motorboat rides.

The Caño Negro National Wildlife Refuge, located 45 kms away, is home to a wide variety of water fowl.

CARTAGO

Surface area:	3,124 kms.
Population:	344,160
Capital:	Cartago
Distance from San Jose:	27 kms.
Climate:	20° to 23°, Average
Altitude:	1,439 meters above sea level

Cartago, one of the smallest provinces of Costa Rica, has conserved colonial traditions more than any other province. It was the colonial capital until 1823. The Basilica of the Virgin of Los Angeles, the patron saint of Costa Rica, is located in the city of Cartago. Most of the soils in this area are volcanic in origin and are used mostly to cultivate coffee, sugar cane, potatoes and vegetables. It is also particularly well-suited for dairy farming.

Tourist Attractions

Los Angeles Basilica

This is the sanctuary of the patron saint of Costa Rica, the Virgin of Los Angeles. It was built in the nineteenth century, in the ornate Byzantine style.

Ujarras Ruins

The first church built in Costa Rica was located here. Today, only ruins remain, which are admired as relics of that period.

Charrara Lake Recreational Area

This is a recreational area located in front of the lake created by the Cachi hydroelectric dam. Tourists can enjoy water sports, picnic and camping areas and restaurant services.

Orosi Church

The church was built in 1735, and is the oldest colonial church of the country. It contains a small museum of colonial and religious art.

Irazu Volcano National Park

At more than 3,432 meters, Irazu is the highest volcano in Costa Rica. It is located 53 km from San Jose, 31 km to the northeast of Cartago. The trip to Irazu is very picturesque. The volcano is an active quartziferous stratum volcano, with an irregular cone shape. Forest vegetation grows on the sides.

The volcano has erupted over the years, spewing large clouds of ash and burning rocks, accompanied by rumblings and local tremors. The last such activity was recorded in 1963-1964.

On a clear day, you can see both the Pacific and Atlantic oceans and a large part of the country from the summit of Alto Grande. There are marked trails and picnic areas.

Guayabo National Monument

Located on the slopes of Turrialba Volcano, Guayabo lies 83 km from San Jose. It is the most significant archaeological site of Costa Rica, where petroglyphs, mounds, roads and other ceremonial stone structures can be observed. There is an information center and picnic areas.

Lankaster Gardens

This botanical center is run by the biology department of the University of Costa Rica. It covers an area of 11 hectares and contains 800 species of land and tree orchards.

Orosi Look-out Point

Located in the Reventazon Valley, the look-out point provides a view of the rivers flowing through the valley, as well as forests containing a wide variety of flora and fauna. Near the town of Orosi is the Macho River Forest Reserve and the Tapanti National Wildlife Reserve.

Ujarras Look-out Point

From this look-out point you can enjoy beautiful natural scenery and breathtaking views.

Turrialba

This city was the home of indigenous tribes before the arrival of the Spaniards. During the colonial period, it was part of the most accessible route between Cartago and the town of Matina de Limon. The city has become an important tourist center thanks to the rising popularity of river rafting on the Reventazon and Pacuare Rivers.

The Turrialba volcano is located to the north of the city, 3,329 meters above sea level. The road up the volcano is one of the most picturesque in Costa Rica. This volcano has been inactive for more than 100 years.

HEREDIA

Land surface:	2,656 km ²
Population:	246,331
Capital:	Heredia
Distance from San Jose:	10 km
Climate:	23°, average
Altitude:	1,150 meters above sea level

Heredia, originally called Cubujuqui, was founded in the eighteenth century. It is a land of coffee fields and mountains. The province of Heredia is rich in colonial tradition. Tucked away among its modern buildings are old Spanish-style adobe houses with tile roofs. Still standing are the colonial-period offices of the local government, postal and telegraph offices, the house of former president Alfredo Gonzalez Flores, the old fortress and the church of Heredia, built in 1793. Heredia is located on the slopes of the Central Mountain Range, and extends north to the Nicaraguan border.

The region is known worldwide for its coffee plantations. Travelling through the province, tourists will see large plantations of the "golden grain" - coffee. Heredia is known as the "City of Flowers," because of its lavish vegetation.

Tourist Attractions

Monte de la Cruz

This is a charming recreational area, located only 16 km. from Heredia. It offers visitors a magnificent view of the Central Valley, with sports and picnic areas.

Ojo de Agua

This recreational and swimming resort, located in San Antonio de Belen, is 19 km. from San Jose. The main attraction is the *ojo de agua* (spring) that pumps over 23,000 liters of fresh water a minute.

Braulio Carrillo National Park

The Park is located in the Central volcanic mountain range, northeast of the Central Valley, and includes:

Barba Volcano (2,906 meters above sea level)

Cacho Negro

Bajo de la Hondura

This wildlife area, together with the Poas, Irazu, Turrialba national parks and other protected areas, constitute Costa Rica's second biosphere reserve. It is known as the *Cordillera Volcanica Central*.

This is one of the parks most frequently visited by scientists and naturalists from around the world, since it possesses an evergreen forest, and is home to more than 6,000 species of plants, including orchids and ferns. There is also abundant fauna, particularly birds (333 species have been observed, including quetzales, the most beautiful bird of the Americas, and the *yigüirro*, the national bird.)

The Park, included on the itineraries of people interested in wildlife, includes high mountains and dense forests.

GUANACASTE

Surface area:	10,410 km ²
Population:	245,127
Capital:	Liberia
Distance from San Jose:	281 km
Climate:	28°, average
Altitude:	25 meters above sea level

Guanacaste is one of the largest and least populated provinces. Large plains characterize this area, making it perfect for cattle ranching and the production of grains. It is famous for its spectacular beaches, many of white sand, that line the Pacific coast. The Santa Rosa National Park, one of the most important national parks in Costa Rica, is located in Guanacaste.

Santa Cruz

This city has been declared the national folklore city of Costa Rica. It is famous for its colorful festivals, where visitors are treated to delicious typical food and regional dances: including the "Punto Guanacasteco."

Santa Cruz is one of the best handicraft centers in the country. Artisans continue to produce pottery in the traditional way, as did the native Chorotegas.

Rincon de la Vieja National Park

The Park is located in the Guanacaste mountain range, 39 km from Nicoya. The volcano of the same name is located in the Park. The summit has two active craters, which formed simultaneously, growing into a single mountain. At the foot of the mountain, in *Las Pailas*, there are hot springs, fumaroles, solfataras, pot holes of boiling mud and steam geysers. Inside the tropical jungle there is an information center and marked trails.

Palo Verde National Park

The Park is a refuge for migratory birds and water fowl, providing shelter for some 50,000 birds that live in one of its sections (*Laguna Foohas*). Mammals, monkeys and small felines also live there. The Park has an information center and marked trails.

Barra Honda National Park

Located 22 kms from Nicoya, the Park contains subterranean caves that formed over thousands of years. The caves are true monuments, considered nonrenewable natural resources, about 60 millions years old. Vertical drops range from 15 to more the 100 meters in depth. From the top of the ridge, visitors can view the low-lying regions of the Tempisque River, the Gulf of Nicoya and several islands. The Park also has potable fresh water springs.

Santa Rosa National Park

This Park is located in the province of Guanacaste, in the north Pacific region of Costa Rica. It is a marvelous place for visitors to appreciate savannahs and dry tropical forests and a sanctuary for different species of Pacific turtles, including leatherbacks and Ridley. Biological diversity is great and the Park has become an important center for research on tropical dry- forest ecology. Previously an immense plantation, today a testimony of historical events.

In 1856, Costa Rican soldiers defeated filibusters at this location. Today its **Casona** contains a museum honoring this patriotic feat. The Park has camp grounds with services that include sanitary facilities, potable water, public telephone, guides, etc.

Guanacaste Beaches

The Guanacaste coast is one of the most beautiful areas of Costa Rica. Some of the beaches of this area include:

Tamarindo Beach
Coco Beach
Ocotol Beach
Pez Vela Bay
Flamingo Beach
Garza Beach
Hermosa Beach
Samara Beach
Nosara Beach

All of the beaches can be reached from San Jose by car. Trips range from 3.5 to 4.5 hours.

Flamingo Bay

This is one of the most beautiful bays in the province. Its beaches, particularly Flamingo beach, have white sands and spectacular views. The coast is dotted with other beaches including Penca, Prieta, Potrero, Brasilito and Conchal, a shell-covered beach.

Tamarindo Beaches

The beaches are located in Santa Cruz, and are rich in flora and fauna. The Tamarindo National Wildlife Refuge is located here, where several types of turtles are protected. Other beautiful beaches located in this area include Langosta and Playa Grande. The latter has a very beautiful estuary, perfect for row boating. All the beaches have moderate waves that invite bathers to jump in and swim.

Junquillal Beach

This beach is located near the city of Santa Cruz. The coast is dotted with small beaches, enclosed among large rocky platforms. You can also visit Avellanas Beach, Pargos Beach, Lagarto, Manzanillo, Concavas and Azul Beach.

Ostional and Nosara Beaches

These beaches are located near the city of Nicoya, one of the oldest geographic areas in Costa Rica. Beaches located in this area include Ostional, Nosara, Guiones and Garza Beach. The first three are part of the Ostional National Wildlife Refuge. These beaches, together with Nancite Beach and the Santa Rosa National Park, have become the most important breeding grounds in the world for olive ridley turtles, which arrive at these beaches between July and November to lay their eggs.

PUNTARENAS

Surface area:	11,276 km ²
Population:	342,272
Capital:	Puntarenas
Distance from San Jose:	130 kms
Climate:	28°
Altitude:	Sea level

This is a narrow strip of territory that occupies almost two thirds of the Pacific coast. Puntarenas, the principal city of the province, is a relaxed port city. Recently, Puerto Caldera, 16 kms south of Puntarenas, has become the most important Costa Rican port for cruise ships; it is also an important cargo disembarkation port.

The area contains rain forests, cloud forests, biological reserves, swamps and some of the famous Pacific coast beaches.

Cabo Blanco Absolute National Wildlife Reserve

The Reserve is located at the southern-most tip of the Nicoya Peninsula. It is the home to sea birds, principally brown pelicans, frigate birds and brown boobies. Included in the reserve is Cabo Blanco Island, a rocky crag with vertical walls, located 1,600 meters from the coast, where the ocean is a deep blue. The island has approximately 119 species of trees, in addition to important species of fauna, such as crabs, fish, clams and others. Montezuma beach is located here and is frequented by water sports enthusiasts.

Curu National Wildlife Refuge

This is another special place. It is a small refuge with a large diversity of flora and fauna. It contains age-old silk cotton (ceiba), rosewood (cristobal) and bombax-tri (pochote) trees. It is also the home of more than 115 species of sea and land birds.

Lomas Barbudal Biological Reserve

One of the most important reserves in the country, this Reserve is located in the lower Tempisque River basin, an area that is home to the greatest concentration of birds of Costa Rica and Central America. Grey herons, white herons, ibis, ducks and other water and wading birds arrive during the winter.

Isla de Caño Biological Reserve

Isla del Caño is located in the Pacific Ocean, facing the Corcovado National Park. It is of great archeological importance since it was used as a pre-Colombian cemetery. Several almost perfectly round stone spheres, made by the natives, are still found there.

Corcovado National Park

This is one of the most recently created parks. It is located in the tropical rain forest of the Osa Peninsula. Among the approximate 500 species of trees that grow in this area is the ceiba, which grows to almost 70 meters in height. This park serves as a refuge for many types of animals, including some 367 varieties of birds, 140 species of mammals, 117 species of amphibians and reptiles, 40 species of fresh-water fish and an estimated 6,000 species of insects.

Considered one of the most important forests in the world from the biological point of view, it covers 41,789 hectares. It has a visitors' center, a research station with housing facilities, trails and a landing field (only small air craft). The Park can also be reached by the southern Inter-American highway. The most developed area is the Golfito area. It has very few sandy beaches, one of which is Punta Pavones, located in the extreme southeast of the Gulf. It is famous for its ideal surfing conditions.

Monteverde National Park

This is a magnificent cloud forest reserve, located 165 kms from San Jose. A great number of animal species are found here, including the famous "golden toad." Its rich vegetation is awe-inspiring and there are numerous trails that have been designed to delight visitors and to facilitate the work of naturalists and scientists.

Guayabo, Negritos and Los Pajaros Islands Biological Reserves

These islands are not easily accessible. They protect large colonies of sea birds, such as pelicans, frigate birds and brown boobies.

Carara Biological Reserve

This biological mecca covers 47 km² and is located 109 km from San Jose, southeast of Puntarenas in Tarcoles, on the Pacific coast. The Refuge contains both forests and open areas, with a large number of wild animals. It is known as a "biological island," because it is surrounded by farms and cattle ranchs.

It is a very interesting area from a scientific point of view, since it is in a transition area between the driest region of the country (north) and the humid southern area.

It has dense vegetation and includes primary and secondary forests, a large lake covered with water lilies and other floating water plants. Its tourist facilities include potable water, sanitary services and trails.

Puntarenas Beaches

Some of the beaches found on the mid-Pacific coast include:

Doña Ana	Matapalo
Tivives	Baru
Tarcoles	Dominical
Punta Leona	Isla Palo Seco
Herradura	Isla Damas
Jaco	Quepos
Hermosa	Manuel Antonio
Esterillos	Uvita
Bejuco	Ballena

Doña Ana Beach Recreational Area

This recreational area is run by the Costa Rican Tourism Institute. Located on the beach front 14.5 kms from Puntarenas, it is 1.5 kilometers north of the new Caldera Port.

Jaco Beach

This beach is a favorite for tourists, particularly for surfers. The gray sand beach is 30.5 kilometers long. Located just 119 km from San Jose, it has many good hotels, and efficient transportation services.

Manuel Antonio National Park

This is one of the most popular parks of the protected-areas system. To date, some 109 species of mammals and 184 varieties of birds have been identified. Located to the south of Quepos, the Park is one of the best places to observe the migration of sea birds.

The park has great scenic beauty. Its principal attraction are the beaches of Espadilla Sur and Manuel Antonio. The latter is a white sand beach, with gentle waves and crystal clear waters. An outstanding sight is the Cathedral Point tombalo, a sand bar that connects the island to the mainland, the blow hole of Puerto Escondido and the sea caves and pre-Colombian underwater turtle traps of Punta Serrucho.

Ballena Marino National Park

This park, recently inaugurated, runs from Punta Uvita to Punta Piñuelas. It protects endangered marine species, especially whales.

Osa Peninsula

The Peninsula includes areas of interest to tourists and scientists: the Corcovado National Park and the Golfo Dulce Forestry Reserve.

LIMON

Land surface:	9,188 km ²
Population:	222,528
Capital:	Puerto Limon
Distance from San Jose:	209 kms
Climate:	29°, hot and humid
Altitude:	Sea level

A unique tropical port. When Christopher Columbus first sighted our coast in 1502, it was the coast of Limon that inspired him to call his discovery Costa Rica. Not far from the city is La Uvita, the island where Columbus landed. The province of Limon is the most unique area of the Republic of Costa Rica, for it was originally settled by Jamaicans. This has given the area a distinctive setting and Caribbean culture. Limon has become an important sport-fishing area. The canals of Tortuguero, to the north, abound with tarpon and snook, treasured prizes for fishermen. The best way to get to know this picturesque province is by traveling from San Jose on the Atlantic Railroad, admiring the jungle sounds and sights.

Tortuguero National Park

This park is one of a kind. It covers 18,946 hectares, and it is the largest nesting area in the Caribbean for the green sea turtle, the leatherback turtle and the hawksbill turtle. The park is characterized by extremely abundant flora and fauna, the result of a high annual rainfall.

Eleven habitats have been identified, including coastal vegetation; berms; high, very humid forests, hillside forests, swampy forests and grassy swamps. There is abundant and varied fauna, including monkeys, frogs, fish and more than 309 species of birds. Tortuguero has a unique natural and artificial canal system that serves as a waterway for transportation and exploration. In order to reach this tourist paradise, take a boat from Moin Port, where you will begin your marvelous trip up the Parismina and Pacuare Rivers.

Barra del Colorado National Wildlife Refuge

This is one of the most important sport-fishing areas. It covers 92,000 hectares, and includes a large savannah with volcanic hills. It is a very rainy area, made up of swampy forests, grassy swamps, lakes and mixed forests. Wildlife is abundant and includes several endangered species such as manati, or sea cows, tapirs, pumas, jaguars and ocelots.

Gaspar fish, a living fossil that resembles a crocodile, can be found in the river. When they spawn, it is an extraordinary event. During certain times of the year, there are large schools of tarpon and snook, prized fish throughout the world. Travel through this refuge is done along its ample system of rivers, canals and lagoons, where you can carefully observe the fauna on the riverbanks, particularly water fowl, river turtles, monkeys and three-toed sloths.

Portete and Playa Bonita

These are two small beaches located 2.5 kms from Limon, just right for a short trip.

La Amistad International Park

La Amistad is rich and biologically diverse and, together with the Chirripo National Park, constitutes the largest virgin forest in the country. It is also one of the major potential hydroelectric regions in the country.

Cahuita National Park

Cahuita, Puerto Viejo and Manzanillo are located south of Limon, and can be reached by the coastal highway. Their main attractions are their white sand beaches and a coral reef that forms a spectacular undersea garden off Cahuita Beach, the most developed area on the Costa Rican Caribbean coast.

This reef covers 600 hectares, formed of old coral riprap, underwater fields of turtle grass, bare sand and patches of living coral.

Naturalists, who have studied the beauty of the area in depth, are awed by the elk's horn coral, brain coral, sea fans and an infinity of multicolor fish, such

as queen angel fish and angelfish. A wide variety of land fauna in the area includes crabs, raccoons, monkeys, howler monkeys and coatis. Visitors have access to an information center, camping services and sites, restaurants and picnic areas.

Hitoy-Cerere Biological Reserve

The Reserve is located in the Talamanca mountain range. It is a very humid area, crisscrossed by many stony rivers and waterfalls. It has dense evergreen forests of great biological diversity and a wide variety of birds.

Gandoca-Manzanillo National Wildlife Refuge

This beautiful refuge on the coast has white sandy beaches with gentle waves and low hills. It provides protection for several endangered species of animals, including tapirs and crocodiles.

Toucans, the great black curé and sergeant birds are frequently spotted.

V. Museums and Theaters

The National Museum

The Museum is located on Calle 17, between Avenidas Central and Segunda. It houses a large collection of archaeological, historical and natural science objects. It is open Tuesday to Sunday, from 8:30 to 17:00.

Museum of Costa Rican Art

Located in La Sabana Metropolitan Park, at the end of Paseo Colon, this Museum contains a beautiful collection of nineteenth and twentieth century Costa Rican sculptures and paintings. It is open Tuesday to Sunday, from 10:00 to 17:00.

The Jade Museum of the National Insurance Institute

The Museum is located on the eleventh floor of the National Insurance Institute. It is open from Tuesday to Friday, from 11:00 to 18:00 and from 9:00 to 16:00 on Saturdays.

The Gold Museum

This museum is located on Avenida Primera, between Calles 2 and 3. It contains one of the most valuable collections of indigenous gold in the world (approximately 2,300 pieces of gold). It is open Monday to Sunday, from 10:00 to 18:00.

The National Theater

This theater is located between Calles 3 and 5, Avenida Segunda. Built in 1897, it is an architectural gem. Construction was financed through a tax on coffee production, with the approval and enthusiastic backing of private enterprise. In 1965 it was declared a national monument.

W. Transportation

International Air Travel

IICA offers its staff the services of TAM Travel Agency, which has an office on the premises at Headquarters. TAM will help you with your travel plans or excursions.

International airlines with regular flights to Costa Rica are:

AIRLINE	TELEPHONE
AERONICA	233-2483
AIRFRANCE	222-8811
ALITALIA	222-6138
AMERICAN	222-5655
ARGENTINAS	222-1322

AIRLINE	TELEPHONE
AVIATECA	255-4949
BRITISH	223-5648
CONTINENTAL	233-0266
COPA	223-7033
IBERIA	221-3311
KLM	220-4111
LACSA	231-0033
LTU	257-2990
MEXICANA	222-1711
SAHSA	221-5774
SAM	233-3066
TACA	222-1790
UNITED	220-4844
VARIG	257-0696

Public Transportation

BUS LINE	TELEPHONE
To Guanacaste: Empresa Alfaro	222-2750
To Cartago: SACSA	551-5232
To Alajuela: Tuasa	222-5325
To Heredia	237-7616
To Puntarenas	222-0064
To Limon	223-7811

TAXIS	TELEPHONE
Taxis Unidos Aeropuerto	
Juan Santamaria	222-6865
Taxi Aereo Centroamericano	
Pavas	232-1579
Taxi Coopeguaria	226-1366
Taxi Coopetico	224-1333
Taxi Alfaro	221-8466
Taxi Coopetaxi	235-9966

MOVING COMPANIES TELEPHONE

Airport Transportation	232-0111
Mudanzas Mundiales	224-2525
Nationwide (comercializador Lajas)	253-5556
Rex Internacional	232-3513
AEI PANDAIR (Desalmacenadora La Uruca)	221-0001
Carolina Freight Carriers	233-3514
Chase Container Corp.	233-5444

CAR RENTALS TELEPHONE

Ada	233-7733
Avis	232-9922
Budget	223-3284
Costa Rica	221-1818
Elegante	233-8605
Global	223-4056
Hertz	223-5959
Toyota	223-2250
National	233-4006
Miki	223-1555

X. Hotels

Gran Hotel Costa Rica	221-4000
Hotel Ambassador	221-8155
Hotel Amstel	222-4622
Hotel Aurola Holiday Inn	233-7233
Hotel Balmoral	222-5022
Hotel Bougainvillea San Jose	240-8822
Hotel Cariari	239-0222
Hotel Corobici	232-8122
Hotel Europa	222-1222
Hotel Irazu	232-4811

Hotel Sheraton Herradura	239-0033
Hotel Villas Tournon	233-6622
Hotel Tennis Club	232-1266
Hotel Torremolinos	222-5266
Apartotel El Conquistador	225-3022
Apartotel Los Yoses	225-0033
Apartotel Napoleon	223-3256
Apartotel Tairona	253-6429

Y. Private Clubs

Country Club	228-9333
Tennis Club	222-1266
Cariari Country Club	239-2455
San Jose Indoor Club	225-9344
Punta Leona (Beach Club)	232-4661
Los Reyes	222-4555
La Campiña Country Club	272-1948

Z. Media

Radio

Radio provides the greatest amount of information on a regular basis. There are 65 medium-wave stations, 12 short-wave stations and 51 FM stations. There are an estimated one million listeners.

Television

The following is a list of private television companies:

Channel 2 Univision	231-2222
Channel 4 Multivision	233-4444
Telecentro Channel 6	232-9255
Teletica Channel 7 - 11	232-2222
Supercanal Television	228-0222
Channel 13 (State owned)	231-3333

Cable Color	231-2811
Cable Tica	254-8614
Channel 19	226-9333
Channel 38	240-3838

Video Clubs

Las Americas	257-0303
Hollywood	225-0630
Video Movies	253-1036
Video Express	221-3466

Press

The leading newspapers are La Nacion, La Republica and La Prensa Libre. Other regular publications include the weekly Semanario Universidad and Esta Semana. The Tico Times and Costa Rica Today are weekly newspapers published in English.

AA. Entertainment

Movie theaters

There are approximately 60 movie theaters in Costa Rica. Movies are usually shown at 2:30, 4:00, 6:45 and 9:00 p.m. Some of the more important movie theaters are:

California	221-4738
Colon	221-4517
2000	223-6997
Magaly	223-0085
Omni	221-7903
Sala Garbo	222-1034

Theaters

The principal theaters in San Jose are:

Sala de la Compañía Nacional de Teatro

Address: 50 meters north of the Oficina Doctores Echandi

Sala de la Calle 15

Address: Avenida Segunda, facing the Plaza de la Democracia

Teatro Nacional:

Address: Calles 11 and 15, Avenida Segunda, Cuesta de Moras

Teatro Melico Salazar:

Address: Calle Central, Avenida Segunda

Teatro Carpa:

Address: Calles 29 y 33, Avenida Primera, next to Kentucky Fried Chicken;
Road to San Pedro

Teatro Eugene O'Neil:

Address: Costa Rican-North American Cultural Center, Barrio Escalante,
Calle Los Negritos

AB. Restaurants

ABACUS. Crepes. Telephone: 228-5350

BALCON DE EUROPA. Pastas. Telephone: 221-4841

CASA ESPAÑA. Paella. Telephone: 233-0301

CHALET SUIZO. Fondue. Telephone: 222-3118

DOMINO'S PIZZA. Home delivery. Telephone: 221-3030

EL CHICOTE. Meats. Telephone: 232-0936

EL RODEO. Meats. Telephone: 239-0677

EL PUEBLO. A shopping center with a variety of restaurants, night clubs
and discotheques. Telephone: 255-2138

FLOR DE LOTO. Chinese cuisine. Telephone: 232-4652

HOTEL BOUGAINVILLEA. San Jose. International cuisine.
Telephone: 233-6622

IL TULA. Italian cuisine. Telephone: 228-0053

L'ILE DE FRANCE. French cuisine. Telephone: 222-4241

LA GAUCHADA. Turnovers and lasagna. Telephone: 232-6916

LA MASIA. Spanish cuisine. Telephone: 221-5073

LA MAZORCA. Vegetarian cuisine. Telephone: 224-8069
LAMM'S BARBECUE. Telephone: 228-2339
LA BASTILLE. French cuisine. Telephone: 222-0243
LE CHAMBOARD. Private club. Telephone: 233-7172
LE COQ HARDI. French cuisine. Telephone: 221-7947
CLUB LA PIAZZETA. French cuisine. Telephone: 222-7896
TEQUILA WILLIS. Telephone: 224-1014
PAPRIKA. Soups. Telephone: 225-8971
PICCOLA ROMA. Italian cuisine. Telephone: 223-1084
PIZZA HUT. Home delivery. Telephone: 223-3434
McDONALD'S. Telephone: 257-1112
RINCON EUROPEO. Moravia. Telephone: 235-8678
RIAS BAJAS. Sea food. Telephone: 221-7123
ROSTI POLLOS. Roast chicken. Telephone: 223-2488
SPOON. Snacks and pasta. Telephone: 221-6702
TIQUICIA. Costa Rican cuisine. Telephone: 222-0468
TRIGAL'S. Italian cuisine. Telephone: 233-2843
VALERIO'S. Italian cuisine. Telephone: 225-0838
BURGER KING. Barrio Los Yoses. Telephone: 253-8874
TACO BELL. Barrio Dent. Telephone: 225-4093
NUEVA CHINA. Barrio La Granja. Telephone: 224-4478
TYFANY'S. Hotel Herradura. Telephone: 239-0033

AC. Florists

NATURA. Calle 30, Avenida 2. Telephones: 221-6390 and 221-3015
ROSALINDA. Calles 9 y 11, Avenida 1.
Telephones: 222-0518 and 223-4771
EMBRUJOS. San Rafael de Escazú. Telephone: 228-6365
HORTENDOR. San Pedro. Telephones: 225-1421 and 228-6365

AD. Hardware stores

JIMENEZ. Avenida 10, Calles 11 y 13. Telephone: 222-5444
EL MAR. San Pedro. Telephones: 234-6898 and 253-1350
EL BUEN PRECIO. Plaza del Sol. Telephone: 234-0101
REIMERS. Avenida 3, Calles 6-8. Telephone: 255-2111
LA CASA DEL TORNILLO. Calle 9, Avenida 8. Telephone: 223-2067
CAPRIS. Rotonda de Guadalupe. Telephone: 253-3511

ANNEXES



ANEXO 1

INSTITUTO INTERAMERICANO DE COOPERACION PARA LA AGRICULTURA

No. _____

SOLICITUD

Fecha. _____

DE DOCUMENTO OFICIAL DE VIAJE DE LA OEA

Nombre completo _____

Título del cargo _____

Centro o Zona _____

Dirección _____

Teléfono _____

Nacionalidad _____

Fecha de nacimiento _____ Lugar de nacimiento _____

Estatura _____ metros

Color del pelo _____ Color de los ojos _____

Señales visibles _____

Pasaporte No. _____ de (país) _____

Fecha de vencimiento del pasaporte _____

Por la presente DECLARO, al solicitar que se expida a mi nombre el Documento de Viaje, que he leído las instrucciones que aparecen al reverso de esta solicitud; que he comprendido los propósitos del Documento, y que lo usaré únicamente para tales propósitos y lo devolveré a la autoridad pertinente a la terminación de cada viaje oficial.

Solicito se incluyan los siguientes DEPENDIENTES RECONOCIDOS en el Documento Oficial de Viaje de la OEA:

NOMBRE

PARENTESCO

Solicitante

Director del Centro o Zona

Director General

NOTA: *Acompáñense a esta solicitud dos fotografías recientes, tamaño pasaporte, de 2" x 2"; con la firma completa al frente, y dos fotografías de la familia en grupo, de 2 1/2" x 2"; (por familia, enténdase esposa e hijos). Llévese este formulario en duplicado y a máquina.*

**INSTRUCCIONES A LOS PORTADORES DEL
DOCUMENTO OFICIAL DE VIAJES DE LA OEA:**

1. El Documento de Viaje de la OEA se usará únicamente para identificar al portador como funcionario o empleado de la OEA, de una entidad de la OEA (o de una organización autorizada para usar el Documento), a fin de facilitarle el viaje en cuanto sea compatible con los intereses de la Organización.
2. Queda estrictamente prohibido el uso del Documento para apoyar solicitudes de privilegios o inmunidades que no correspondan al viaje oficial para el cual ha sido expedido.
3. El portador del Documento deberá protegerlo adecuadamente mientras lo esté usando, y lo devolverá con prontitud (dentro de los 8 días) después de terminar el viaje oficial para el cual se le expidió. El Documento deberá devolverse a la oficina responsable de su expedición.
4. La pérdida del Documento de Viaje deberá informarse inmediatamente al Director General del IICA, Apdo.: 55, 2200 Coronado, San José, Costa Rica, Telex: 2144IICA.

ANEXO 2

SOLICITUD IDENTIFICACION MISION INTERNACIONAL

NOMBRE COMPLETO: _____

NACIONALIDAD: _____

LUGAR Y FECHA DE NACIMIENTO: _____

PASAPORTE NACIONAL No.: _____

DOCUMENTO OFICIAL DE VIAJE-OEA No.: _____

CATEGORIA DE RESIDENTE EN COSTA RICA SI ___ NO ___

NOMBRE COMPLETO DE SU ESPOSA _____

NACIONALIDAD _____

PASAPORTE NACIONAL No. _____

NOMBRE DE HIJOS

**Fecha
Nacimiento**

Nacionalidad

**No. Pasaporte
Nacional**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ANEXO 3

SC/RI-
Fecha

Excelentísimo Señor

Embajador, Director General de Protocolo
Dirección General de Protocolo y
Ceremonial del Estado
Ministerio de Relaciones Exteriores y Culto
San José

Señor Director:

Muy atentamente me permito solicitar, en nombre del Instituto Interamericano de Cooperación para la Agricultura (IICA), conceder la del Instrumento de
Identificación - Misión Internacional, para las siguientes personas:

- funcionario de este
Instituto. de nacionalidad
- esposa del Sr.
, de nacionalidad

Agradezco su fina atención a la presente y sin otro particular me es grato saludar a usted con las muestras de mi mayor consideración.

Víctor del Angel
Jefe, División de
Cooperación Internacional

ANEXO 5

SC/RI-
Fecha

Excelentísimo Señor

*Embajador, Director General de Protocolo
Dirección General de Protocolo y
Ceremonial del Estado
Ministerio de Relaciones Exteriores y Culto
San José*

Señor Director:

Muy atentamente me permito solicitar, en nombre del Instituto Interamericano de Cooperación para la Agricultura (IICA), conceder la RENOVACION del Instrumento de Identificación - Misión Internacional, para las siguientes personas:

- , de nacionalidad , Carné # , funcionario de este Instituto.*
- , de nacionalidad , Carné # ,*

Agradeciendo de antemano su fina atención a la presente, me es grato saludarlo con las muestras de mi mayor consideración.

*Victor del Angel
Jefe, División de Cooperación Internacional*

ANEXO 6

SC/RI-
Fecha

Excelentísimo Señor

Embajador, Director Alterno de Protocolo
Dirección General de Protocolo y
Ceremonial del Estado
Ministerio de Relaciones Exteriores
y Culto
San José

Señor Director:

Muy atentamente me permito solicitarle en nombre del Instituto Interamericano de Cooperación para la Agricultura, cancelar los siguientes Instrumentos de Identificación - Misión Internacional: No. , a nombre de , de nacionalidad , ex-funcionario de este Instituto y el No. , a nombre de (dependientes), de nacionalidad , (tipo de parentesco).

Agradezco su fina atención a la presente y sin otro particular me es grato saludar a usted con las muestras de mi mayor consideración.

Víctor del Angel
Jefe, División de
Cooperación Internacional



ANEXO 7

SC/RI-
Fecha

Excmo. Señor
Marco Vinicio Vargas
Embajador, Director General
de Protocolo
Dirección General de Protocolo
y Ceremonial del Estado
Ministerio de Relaciones Exteriores
y Culto
San José

Estimado señor Director:

En nombre del Instituto Interamericano de Cooperación para la Agricultura me permito solicitarle muy atentamente, la concesión de visa oficial para entrar, salir y permanecer en el país por el período de 1 año para el señor _____ y su familia; el señor _____ es miembro del Personal Profesional Internacional de este Instituto.

Nombre	No. Pasaporte	Entrada	Página
--------	---------------	---------	--------

Aprovecho la oportunidad para reiterar a usted las muestras de mi más alta y distinguida consideración y estima.

Víctor Del Angel
Jefe de la División de
Cooperación Internacional

INSTITUTO INTERAMERICANO DE COOPERACION PARA LA AGRICULTURA
Sede Central / Apdo. 55-2200 Coronado, Costa Rica / Tel.: 29-02-22/
Cable: IICASANJOSE/Télex: 2144 IICA CR / FAX (506) 29-47-41, 29-26-59 IICA COSTA RICA

ANEXO 8

SC/RI-

Fecha

Excmo. Señor

Embajador, Director Alterno
de Protocolo
Dirección General de Protocolo
y Ceremonial del Estado
Ministerio de Relaciones
Exteriores y Culto

Señor Director:

En nombre del Instituto Interamericano de Cooperación para la Agricultura me permito solicitarle muy atentamente, la concesión de visa para entrar, salir y permanecer en el país por el período de seis meses para la señorita , de nacionalidad , portadora del documento Personal de Viaje No. , empleada doméstica del señor miembro del Personal Profesional Internacional de este Instituto.

La última entrada al país de la señorita Vanegas fue el , según consta en la página número de su documento personal de viaje.

Aprovecho la oportunidad para reiterar a usted las muestras de mi más alta consideración y estima.

Víctor Del Angel
Jefe de la División de
Cooperación Internacional

al

ANEXO 9

SC/RI-
Fecha

Excelentísimo Señor

Embajador, Director General de
Protocolo
Dirección General de Protocolo y
Ceremonial del Estado
Ministerio de Relaciones Exteriores
y Culto
San José

Excelentísimo Señor Vargas:

En nombre del Instituto Interamericano de Cooperación para la Agricultura me permito solicitarle muy atentamente, la cancelación de visa oficial para entrar, salir y permanecer en el país por el periodo de seis meses a la Sra. , quien trabajó para el , Miembro del Personal Profesional Internacional de nuestro Instituto, de nacionalidad portadora del Pasaporte Personal #

Al mismo tiempo agradezco su colaboración, con el fin de que se le extienda a la Sra. visa de salida para regresar a su país natal.

Aprovecho la oportunidad para reiterar a usted las muestras de mi más alta consideración y estima.

Víctor del Angel
Jefe de la División de
Cooperación Internacional

ANEXO 10

**MINISTERIO DE HACIENDA
DEPARTAMENTO DE EXENCIONES**

SOLICITUD Y AUTORIZACION DE EXONERACION DE TRIBUTOS DE IMPORTACION

N° solicitud

--	--	--	--	--	--	--	--	--	--

FORMULA 14 20

PARA USO EXCLUSIVO DEL DEPARTAMENTO DE EXENCIONES (SISTEMA MECANIZADO)	N° exención
N° boleta	Código actividad _____
	Código analista _____
	Código aduana _____
	Fecha _____
	Tipo (A) Genérica (B) Temporal

N° cédula: _____ N° expediente: _____ N° pasaporte: _____

Nombre o razón social del beneficiario: _____

Aduana desalmacenaje: _____

Fundamento legal (indicar número y fecha de promulgación de la ley, artículo e inciso)

N° de ley	Fec. promulg.	Artic.	Inci.
29	19/12/42		

N° de ley	Fec. promulg.	Artic.	Inci.

N° de ley	Fec. promulg.	Artic.	Inci.

N° de contrato: _____ Fecha: _____ Proyecto: _____

Uso Depto.
Exenciones

N°	Cantidad	Unidad de medida	Descripción del bien	Valor CIF \$	Capítulo y partida
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Peso bruto Total				Valor CIF total (\$)	

INFORMACION BASICA

Conocimiento de embarque: _____

Vapor, avión o terrestre: _____

País de procedencia: _____

Consignatario: _____

Remitente: _____

OBSERVACIONES: _____

Nombre del Representante Legal

Firma

Fecha: _____

Dirección: San Isidro de Coronado

Apartado: 55 2200 Coronado, San José Teléfono: 29-0222

ORIGINAL: Aduana de Desalmacenaje

Espacio reservado para uso exclusivo de la institución que recomendó

INSTITUCIÓN QUE RECOMIENDA: _____

Luego del estudio correspondiente se recomienda la exención de:

Todo tributo _____ Parcial _____

OBSERVACIONES:

Sello

Nombre autorizado

Fecha

Firma autorizada

Espacio reservado para uso exclusivo del Ministerio de Hacienda (Departamento de Exenciones)

Sello

p Jefe Depto Exenciones

p Director General de Hacienda

INDICACIONES:

- 1 La presente nota de exoneración tiene validez por 90 días, transcurrido dicho plazo, queda sin efecto y debe ser devuelta al Depto. de Exenciones
- 2 Este documento quedará anulado si presenta errores, enmiendas, borrones, tachaduras o cualquier otra irregularidad que indique duda en su autenticidad, salvo casos excepcionales expresamente autorizados por la Jefatura
- 3 La solicitud debe llenarse a máquina, de manera continua y sin dejar espacios en blanco. Si resulta insuficiente el espacio reservado para descripción, esta deberá continuarse en hojas blancas adjuntas, numerando los renglones e indicando la información requerida en el aparte del bien
- 4 La información debe ser brindada en español, y el valor CIF en dólares, moneda de los Estados Unidos de América.
- 5 La información del espacio reservado para el Ministerio de Hacienda debe consignarla el Departamento de Exenciones de dicho Ministerio. El espacio reservado para la institución que recomienda debe llenarlo dicha institución
- 6 En el espacio de descripción del bien después del último renglón utilizado debe trazarse una línea y escribirse "Última Línea".
- 7 Las solicitudes referentes a vehículos automotores deberán indicar las características de estos en el siguiente orden: marca, tipo, modelo, número de motor, número de chasis, cilindraje
- 8 El formulario deberá constar de original y cuatro (4) copias. Tanto la firma del interesado como cualquier recomendación adicional debe ejecutarse en la primera de las 4 copias adjuntas
- 9 La presente exención pierde todo efecto si los bienes se traspasan a terceros, sin autorización previa de este Departamento.

Firma Analista
Departamento de Exenciones



ANEXO 11

Fecha

**Señores
Registro Público de la
Propiedad de Vehículos
Motorizados
Zapote**

Estimados señores:

Por este medio solicito atentamente se sirvan certificar que a la fecha no aparece en esa dependencia ningún vehículo inscrito con placas MI, a mi nombre.

Atentamente,

**Pasaporte Personal
Nacionalidad:**

NOTA: Libre del pago de especies fiscales al amparo de la Ley No. 29 del 19 de diciembre de 1942.

INSTITUTO INTERAMERICANO DE COOPERACION PARA LA AGRICULTURA
Sede Central / Apdo. 55-2200 Coronado, Costa Rica / Tel.: 29-02-22/
Cable: IICASANJOSE/Télex: 2144 IICA CR / FAX (506) 29-47-41, 29-26-59 IICA COSTA RICA

REPUBLICA DE COSTA RICA
REGISTRO NACIONAL



REGISTRO NACIONAL
Registro de la Propiedad de
Vehículos Motorizados
Silvia Cordero B.
CERTIFICADORA No. 1

EXENTA DE TIMBRES DE LEY

EL REGISTRO PUBLICO DE LA PROPIEDAD DE VEHICULOS

KOROMAS TEL: 28 630 / 646

CERTIFICA

QUE

CEDULA

DE ACUERDO CON EL INDICE COMPUTARIZADO NO TIENE VEHICULOS INSCRITOS EN EL REGISTRO PUBLICO (NO CONTEMPLA VEHICULOS EN EL SISTEMA MANUAL)

LA PRESENTE ES PARA EFECTOS DE. **VARIOS**

DADA EN SAN JOSE A LAS 14 HORAS 49 MINUTOS DEL 12 DE AGOSTO DE 19 92

Léase que no posee ningún vehículo con placas de Misión Internacional

[Signature]
CERTIFICADOR

(NULA SI NO CONSTAN CANCELADOS LOS DERECHOS Y TIMBRES EN SOLICITUD ADJUNTA)

ANEXO 13



SEDE CENTRAL

MEMORANDO

N°

FECHA

A **L. Harlan Davis, Subdirector General**

DE

ASUNTO **Solicitud de importación de vehículo**

Por este medio le solicito muy atentamente la autorización para la importación de un vehículo a mí nombre, con la siguientes características:

MARCA:
ESTILO:
AÑO:
MOTOR:
TRANSMISION:
CHASIS:
COLOR:

Gracias anticipadas por su atención al presente.

ANEXO 14

SC/RI-

Fecha

Excelentísimo Señor

**Embajador, Director Alterno de Protocolo
Dirección General de Protocolo y
Ceremonial del Estado
Ministerio de Relaciones Exteriores y Culto
San José**

Señor Director:

En nombre del Instituto Interamericano de Cooperación para la Agricultura (IICA), y al amparo de lo que se especifica en la Ley No. 29 del 19 de diciembre de 1942, y su modificación posterior por Decreto No. 3160 del 18 de agosto de 1973, me permito solicitarle autorización para la importación de un vehículo propiedad del Sr. funcionario de este Instituto.

Las características del vehículo son las siguientes:

**MARCA:
ESTILO:
MODELO:
COLOR:
MOTOR NO.:
CHASIS NO.:
TIPO:**

Al agradecer su colaboración aprovecho la ocasión para reiterarle las muestras de mi mayor consideración y estima.

ANEXO 15

Nº 1565

San José, de de 199.....

Señor Jefe del Departamento de Inmidades y Privilegios:

Tengo el honor de solicitar, de conformidad con el convenio respectivo, autorización para el uso de placas M.I. del vehículo que a continuación se describe:

Marca	Chasis No.	Motor No.	Modelo
Denominación de la entidad o nombre del funcionario propietario del vehículo			Carné No.
Puesto que desempeña		Nacionalidad	
Convenio que concede prerrogativas o privilegios			
Firma del Jefe de la Misión		Sello	

ESPACIO PARA EL MINISTERIO DE RELACIONES EXTERIORES Y CULTO

Departamento que autoriza	Fecha	Firma del Jefe
---------------------------	-------	----------------

ORIGINAL: Dirección General de Transporte Automotor.

5 90-50 50 Trup! Imp. Nat-93-

C. C.: Dirección General de Nacionda y Ministerio de Relaciones Exteriores y Culto.



ANEXO 16

REPUBLICA DE COSTA RICA
MINISTERIO DE RELACIONES EXTERIORES Y CULTO



CUOTAS DE LICORES PARA LOS MIEMBROS DE LAS MISIONES INTERNACIONALES 1986

RANGO	WHISKY	CHAMPAGNE	VINOS*	LIQORES	GINEBRA	VODKA	RON	COGNAC	CERVEZA
Directores Generales	25 cajas **	20 cajas	60 cjs	10 cjs	10	15	15 cjs	15 cjs	120 cajas
Representantes									
Jefes de Misión									
Consultores									
Expertos	20 cajas	10 cajas	40 cjs	5 cjs	5cjs	9cjs	9 cjs	10 cjs	80 cajas
Técnicos									

NOTA: *Se incluyen dentro de este cupo el Jerez, Oporto, Vermouth, y aperitivos
 **El contenido de las cajas será tomado en botellas; el litro se tomará por botella y media y el litrón por 2 botellas.

SAN JOSE, ENERO DE 1986

ANEXO 17

MINISTERIO DE HACIENDA
REPUBLICA DE COSTA RICA

San José,

Señores
Registro Público de la Propiedad
de Vehículos Motorizados
ZAPOTE

17-10
09-10

Estimados señores:

De conformidad con lo dispuesto en la legislación: LEY No. 29 del 19/12/1942

esta Dirección autoriza a usted para que permita la inscripción libre del pago de los tributos: DERECHOS DE INSCRIPCIÓN E IMPUESTO A LA PROPIEDAD

....., el vehículo propiedad de:
....., FUNCIONARIO DEL IICA....., cuyas caracterís-

ticas se detallan a continuación:

- MARCA
- MODELO
- TIPO :
- MOTOR :
- CHASIS :

La presente nota tiene validez hasta por un lapso de tres (3) meses. De no ser utilizada en dicho período debe ser devuelta a esta Dirección.

Atentamente,

LIC. OVIDIO BALTOIANO SANDI

p/Jefe del Depto. de Exenciones

EJ.-

LIC. JULIO SANDOVAL VERBA

p/Director General de Hacienda

.....
DIRECCION
DE HACIENDA

ORIGINAL: Registro Público de la Propiedad de Vehículos Motorizados
C. C. Archivo Numérico, Archivo Alfabético e interesado

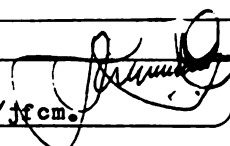
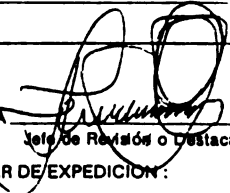
4-86-200-100 Cuadupl -Imp. Nal

ANEXO 18

Ministerio de Obras Públicas y Transportes DIRECCION GENERAL DE TRANSPORTE AUTOMOTOR REVISION TECNICA DE VEHICULOS

INSCRIPCION

No 148222

DIA										MES					ANO				
Placa →															V	NV	L	O	
1) MARCA					2) ESTILO					3) CATEGORIA									
4) TIPO					5) NUMERO DE SERIE					6) AÑO MODELO									
7) CARROCERIA					8) CAPACIDAD					9) PESO ORDINARIO MARCHA									
10) PESO MAXIMO AUTO					11)					12) COLOR									
13) MARCA Y No. DE MOTOR					14) COMBUSTIBLE														
15) CILINDRADA					16) POTENCIA														
PROPIETARIO																			
DIRECCION EXACTA																			
OBSERVACIONES:																			
<u>INSCRIPCION</u> <u>POLIZA :</u> <u>CERTIFICADO:</u> <u>TRACCION</u> <u>EXONERADO .</u>																			
 RAR/jfcm.																			
 FIRMA Jefe de Revisión o Destacado																			
VOLVER A REVISION _____ LOS REQUISITOS NO SATISFECHOS PROHIBEN LA CIRCULACION DEL VEHICULO.																			
LUGAR DE EXPEDICION :																			

Comunicación No. 18 de 1981, de 11 de Julio de 1981.

ANEXO 19

DIRECC. GENERAL - ADUANAS
PULL. DE DESALMACENAJE

AGENCIA DE VUANAS
J. L. MADRIGAL LTD

Caracas - San Antonio - Lima - El Estero
Calle Pinar Blanco - Cariffo - P.O. Box 1100
Tel. 58 49 21 3362 APDO 137 3100
Fax 58 49 21 3362 CABA - Teleg. 58 49 21 3362

No. 3333

AGENCIA DE VUANAS

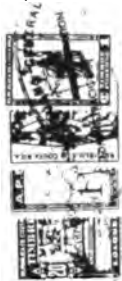
CALLE PULL. DE DESALMACENAJE

No. 3333

LINEA	MARCAS	SULTOS NUMEROS	CANTIDAD CLASE	DESCRIPCION DE LA MERCADERIA	UNIDADES	PARTIDA No.	PRINCIPAL	GASTOS	VALORES AFORO DERECHOS	PESO SALIDA	AGENCIA DE VUANAS	
											FECHA	TIPO
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
<p style="text-align: center;">FACTURA PROFORMA 5/8 POR VALOR US\$ 13,000.00 CIF CIRCULAR No. 006-89 D.G.A.</p>											<p style="text-align: center;">IMPUESTOS VARIOS</p>	
											<p style="text-align: center;">LEY 4828 SELECTIVA 1974</p>	
											<p style="text-align: center;">LEY 6946</p>	
											<p style="text-align: center;">LEY 4828 FINCAS</p>	
											<p style="text-align: center;">SUBRETENA</p>	
											<p style="text-align: center;">LEY 1421 MULTAS</p>	
											<p style="text-align: center;">TOTAL IMPUESTO VARIOS</p>	
											<p style="text-align: center;">TOTAL</p>	

GERARDO BLARDO ALVARADO
ADMINISTRADOR DE LA ADUANA CENTRAL

CERTIFICA:
QUE LA PRESENTE FOTOCOPIA ES FIEL DE LA ORIGINAL NUMERO:
NUEVE MIL QUINIENTOS OCHENTA Y TRES DEL CINCO DE MARZO -
DE MIL NOVECIENTOS NOVENTA Y DOS. Y QUE A LA FECHA SE EN-
CUENTRA EN PODER DE ESTA ADUANA. ES CONFORME SE EXTIENDE
LA PRESENTE A LOS CINCO DIAS DEL MES DE MARZO DE MIL NOVE-
CIENTOS NOVENTA Y DOS. SE AGRACIAN Y CANCELAN LOS TIMBRES -
DE LEY.-----U.L-----



Gerardo Blardo Alvarado
ADMINISTRADOR DE LA ADUANA CENTRAL

ANEXO 20



AGENCIA DE ADUANAS

J. L. Madrigal e hijo Ltda.

NO 2066177 A

Teléfonos 21-82-54 22-08-32
 Limón 58 49-08 Apdo 127-1100 1-bis San José C.R.
 Principal: Sanmaría - Limón - Caldera - Peñas Blancas - Paso Canoas - La Nueva

Señor Administrador de Aduana Fecha
 Sirvese certificar las características y los impuestos que pade el vehículo nacionalizado según póliza

Nº del
 AGENCIA DE ADUANAS MARCO A. BARBOZA VARGAS. #153
 JOSE LUIS MADRIGAL E HIJO LTDA. Firma del Representante de la Agencia

CERTIFICACION





El suscrito Administrador de la Aduana certifica que
 con póliza Nº del
 la administración de esta Aduana, autorizó la nacionalización del siguiente vehículo, propiedad de

 por ensamblar por XXX

Año Modelo (en número y letras)						
Marca		Tipo		Motor Nº		Chasis Nº
IMPUESTOS	Derechos de Aduana	Timbre Hosp.	Impuesto de Ventas	Impuesto Estab.	Impuesto Selectivo	Otros Impuestos
PAGADOS						
EXONERADOS						
LEY No. 29 DEL 19-12-42.- <small>Nota: enmendada (al haberse)</small>						
Certificado de Ingreso No.				Aduana de Ingreso		
Observaciones:						

Se extiende la presente certificación en la ciudad de
 a los días del mes de de mil novecientos XXXXXXXX.

Se agregan y concatan los timbres de Ley.
 Vista que afors Firma
 Administrador Firma


Fiscal \$ 20.00	Fiscal \$ 2.00	Fiscal \$ 2.00	Forense \$ 1.00	Estadística \$ 1.00
				



ANEXO 21

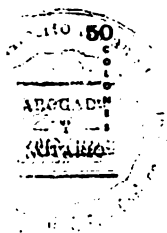
23 de marzo de 1992

Señores
Registro Nacional de la Propiedad
de Vehículos
Zapote

Estimados señores:

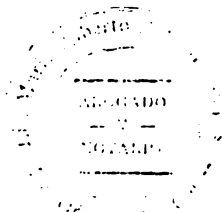
Yo, _____, mayor de edad, casado una vez, de nacionalidad _____ con carné de Misión Internacional número: _____ el Ministerio de Relaciones Exteriores y Culto de Costa Rica; con residencia en _____; solicito por este medio la obtención de placas M.I. de mi vehículo personal marca _____ Tipo: _____; Chasis: _____; Motor: _____; Color: _____; Modelo: _____; conforme a solicitud presentada por el IICA ante el Ministerio de Relaciones Exteriores y Culto debidamente aprobada.

Cordialmente



Auténtica: _____

Nota: Exento del pago de timbres al amparo de la Ley No.29 del 19 de diciembre de 1942.



INSTITUTO INTERAMERICANO DE COOPERACION PARA LA AGRICULTURA
Sede Central / Apdo. 55-2200 Coronado, Costa Rica / Tel.: 29-02-22/
Cable: IICASANJOSE/Télex: 2144 IICA CR / FAX (506) 29-47-41, 29-26-59 IICA COSTA RICA

No. 043573 REPUBLICA DE COSTA RICA 1991 - 1992

Seguro obligatorio - impuesto vehiculos - impuesto municipal
 infracciones a la ley de tránsito - multas por estacionómetros

Placa No. MI-000-03		Nombre del propietario		Cédula No.	
No. motor		matrícula		No. recibo	
No. motor		cubical		capacidad	
No. motor		carrocería		estilo	
No. motor		código de ruta			
SEGURO OBLIGATORIO I. N. S. VIGENCIA		INFRACCIONES A LA LEY DE TRANSITO MONTO		IMPUESTO PROP. VEHICULOS MINISTERIO DE HACIENDA	
Primas pend y recargos		No. infracción		Período Pend.	
Prima actual		No. infracción		Período 82	
TOTAL		No. infracción		Total Imp. Vehículo	
Kerzido S. O. A.		TOTAL		Multa e Intereses	
O1 RIOS		Timbres por infracción		TOTAL RECIBO	
Impuesto municipal		INFRACCIONES ESTACIONOMETROS		A COBRAR	
Timbre fauna silvestri.		Infracción		Pagado al	
Timbre Segur CR		No. infracción		Calero	
Costo de placas		moneda		Fórmula	

ADVERTENCIA: Este recibo debe portarse en el vehículo para cuando las autoridades de tránsito lo soliciten y debe ser presentado al I. N. S. como requisito para el trámite de aviso de accidente.

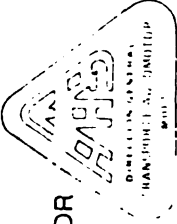
INTERESADO

MINISTERIO DE OBRAS PUBLICAS Y TRANSPORTES

DIVISION DE TRANSPORTES

DIRECCION GENERAL DE TRANSPORTE AUTOMOTOR

PLACA PROVISIONAL



MI-03-

EXPENDIDO

VALIDO POR
2 PLACA(S)

MODELO
MOTOR

VENCE

91960
99565
NUEVA

Jefe Departamento Placas

MARCA
ESTILO
PROPIETARIO
CEDULA

No.

41-02-000
NUMERO PLACA

ASIENTO CONSTITUCION

No. REGISTRAL

REGISTRO NACIONAL
CERTIFICADO DE PROPIEDAD

Marca	Estilo	Categoría	Carrocería	Color	Año
Marca Motor	Número Motor	Cilindrada	Cilind.	Comb.	Potencia
Tipo	Neto	Bruto	Remolque	Exención	Uso Disc.
				Capacidad	Valor Contrac.

PROPIETARIOS

CHASIS: CEDULA	NOMBRE	Est.Civil	Proporción
	***** NO HAY MAS PROPIETARIOS *****		

234-081-01



ANEXO 26

REPUBLICA DE COSTA RICA
REGISTRO NACIONAL



ESPAICIO
PARA TIMBRES

EL REGISTRO PUBLICO DE LA PROPIEDAD DE VEHICULOS CERTIFICA

DE ACUERDO CON EL INDICE COMPTARIZADO EL VEHICULO

PLACA 02 000

ES PROPIEDAD DE

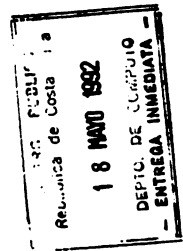
CEDULA

TIENE LAS SIGUIENTES CARACTERISTICAS

MARCA
ESTILO
CATEGORIA
TIPO
CHASIS
AÑO
CARROCERIA
CAPACIDAD
PESO NETO
PESO BRUTO
COLOR
MARCA MOTOR
NUMERO MOTOR
COMBUSTIBLE
CILINDRADA
POTENCIA
EXENCION DE IMPUESTOS

PERSONAS
KILOGRAMOS
KILOGRAMOS

CENTIMETROS CUBICOS
KILOWATTS



DIRECCION
DADO EN SAN JOSE

A LAS HORAS MINUTOS DEL DE DE 19

(NULA SIN SELLO Y FIRMA)

CERTIFICADOR

CODIGO 234-010-11

ANEXO 27



SEDE CENTRAL

A **L. Harlan Davis, Subdirector General**

DE

ASUNTO **Autorización para nacionalización de vehículo**

MEMORANDO

N° SC/

FECHA

Solicito su autorización para la nacionalización del vehículo de mi propiedad, con las siguientes características:

Marca:
Estilo:
Categoría:
Año:
Chasis No.:
Motor No.:
Placas:

Cordiales saludos,

ANEXO 28

SC/
FECHA

Excelentísimo Señor

Embajador, Director Alterno de Protocolo
Dirección General de Protocolo y
Ceremonial del Estado
Ministerio de Relaciones Exteriores
y Culto
San José

Señor Director:

En nombre del Instituto Interamericano de Cooperación para la Agricultura (IICA), ya al amparo de lo que se especifica en la Ley No.29 del 19 de diciembre de 1942, y su modificación posterior por Decreto No.3160 del 18 de agosto de 1973, me permito solicitarle autorización para la nacionalización de un vehículo propiedad del señor _____, funcionario de este Instituto.

Las características del vehículo son las siguientes:

MARCA:
ESTILO:
CATEGORIA:
AÑO:
MOTOR No. :
CHASIS No. :
COLOR:
PLACAS:
FECHA DE INSCRIPCION:

Al agradecer su colaboración aprovecho la ocasión para reiterarle las muestras de mi mayor consideración y estima.

ANEXO 29

MINISTERIO DE HACIENDA
DIRECCION GENERAL DE HACIENDA

San José,

Señores
Registro Público de la Propiedad
de Vehículos Motorizados
Presente

Estimados señores:

De conformidad con lo dispuesto por la Ley No. 29 del 19 de diciembre de 1942, decreto 3160 del 18 de agosto de 1973, esta Dirección General autoriza a ustedes, para que previas las formalidades legales, permitan la liberación de la totalidad de los tributos exonerados al momento de adquisición, del vehículo que se detalla a continuación, propiedad de

FUNCIONARIO DEL IICA.

MARCA :
MODELO :
MOTOR :
CHASIS :
PLACA :
INSCRITO :

Manténgase pendiente los tributos creados mediante artículos 10 y 13 de la ley 7088 del 30 de noviembre de 1987 y sus reformas..

Atentamente,

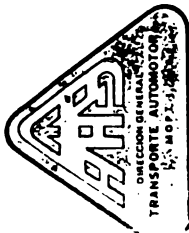


Lic. Rodrigo Luna Sancho
p/ Jefe Departamento Exenciones

ESTA NOTA ES VALIDA HASTA POR 90
DÍAS DESPUES QUEDARA SIN
EFECTO SIN DEVOLTA A LA
GENERAL DE HACIENDA.

Lic. Orlando Baltodano Sandif
p/ Director General Hacienda

lks



MINISTERIO DE OBRAS PUBLICAS Y TRANSPORTES
DIRECCION GENERAL DE TRANSPORTE AUTOMOTOR
DEPARTAMENTO DE PLACAS Y MARCHAMOS No. 0015171

PLACAS EN DEPOSITO

FECHA _____

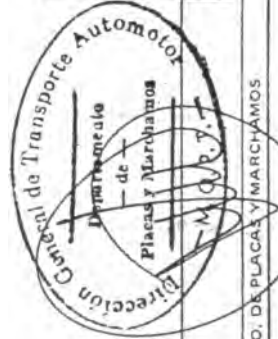
DEPARTAMENTO DE PLACAS Y MARCHAMOS DE LA DIRECCION GENERAL DE TRANSPORTE AUTOMOTOR, HACE CONSTAR QUE EN ESTA
FECHA HAN SIDO DEPOSITADAS LAS PLACAS No. MI-02

DEL VEHICULO MARCA _____ MODELO _____ ESTILO _____

DE LA PROPIEDAD DE _____

DE LA CIUDAD DE _____ TELEFONO _____

ESTE VEHICULO NO PODRA CIRCULAR HASTA TANTO NO FINALICE LOS TRAMITES DE CAMBIO DE PLACAS ANTE EL REGISTRO NACIONAL DE LA PROPIEDAD DE VEHICULOS



JEFE DEPTO. DE PLACAS Y MARCHAMOS

ORIGINAL
HACIENDA
REGISTRO VEHICULOS
PLACAS Y MARCHAMOS

DIRECCION GENERAL DE TRANSPORTE AUTOMOTOR

FUNCION TEL. 31 81 32

07/1984



ANEXO 31

**CRONOLOGICO
FECHA**

L. Harlan Davis, Subdirector General

Solicitud de traspaso de vehículo

1. De la manera más atenta solicito a usted su autorización para el traspaso de mi vehículo al Sr. El vehículo tiene las siguientes características:

**Marca:
Estilo:
Modelo:
Motor No.:
Chasis No.:
Color:
Placa:
Categoría:
Fecha inscripción:**

2. Agradezco su atención a la presente solicitud.

Cordialmente.

**INSTITUTO INTERAMERICANO DE COOPERACION PARA LA AGRICULTURA
Sede Central / Apdo. 55-2200 Coronado, Costa Rica / Tel.: 29-02-22/
Cable: ICASANJOSE/Télex: 2144 IICA CR / FAX (506) 29-47-41, 29-26-59 IICA COSTA RICA**

ANEXO 32

SC/SD-

Excmo. Señor

Embajador, Director General de
Protocolo y Ceremonial del Estado
Ministerio de Relaciones Exteriores
y Culto
Presente

Excmo. Señor Director:

En nombre del Instituto Interamericano de Cooperación para la Agricultura (IICA), y al amparo de lo que se especifica en la Ley No. 29 del 10 de diciembre de 1942, así como el Decreto Ejecutivo No. 51 del 26 de noviembre de 1961, y su modificación posterior por el Decreto 3156 del 13 de agosto de 1976, me permito solicitarle autorización para traspasar el vehículo propiedad de _____ al señor _____, funcionario de este Instituto.

Las características del vehículo son las siguientes:

Marca:
Modelo:
Estilo:
Tipo:
Color:
Cilindrada:
Motor:
Chasis:
Fecha de inscripción:

Al agradecer vuestra colaboración aprovecho la ocasión para reiterar al Señor Director, las muestras de mi mayor consideración y estima.

L. Harlan Davis
Subdirector General

ANEXO 33

CARTA-VENTA

Lugar y fecha:

19

Señor Jefe del Registro Público de Vehículos

Presente

Estimado señor:

Nº

Por medio de la presente carta-venta, hago constar

que yo, _____ mayor,

_____ y vecino de _____ vendo libre
de prenda y gravámenes al señor _____

mayor, _____ y vecino de _____

mi _____ que tiene las siguientes características:

MARCA DE FABRICA _____ accionado a _____

MOTOR NUMERO _____

MODELO _____

ESTILO _____

ASIENTOS _____

TONELAJE _____

MARCO _____

NUMERO DE PLACAS _____

VALOR: \$ _____

Yo, _____

de calidades antes dichas acepto de conformidad la venta anterior y solicito a esta Contaduría General de Tránsito, se inscriba este vehículo a mi nombre.

En fe de lo cual firmamos en la ciudad de San José,

a los _____ de _____ de mil novecientos


Vendedor

Cédula Nº _____


Comprador

Cédula Nº _____

Testigo

Cédula Nº _____

Testigo


Cédula Nº _____

Autentico _____

Abogado

Firm. No. _____

Cédula No. _____

Yo, _____

Notario con oficina en esta ciudad hago constar, a solicitud del señor _____

que hoy he puesto fecha cierta al documento que antecede, el cual me ha sido presentado por dicho señor con ese objeto, para los efectos del artículo setecientos cuarenta y dos del Código Civil y sexto de la ley número cinco mil novecientos treinta, del trece de setiembre de mil novecientos setenta y seis.

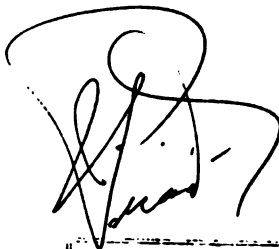
En mi protocolo _____,

folio _____, escritura número _____

deje la razón correspondiente. Ante los testigos _____

_____ y _____
_____ mayores y vecinos de esta ciudad, a quienes conozco y de cuya capacidad legal para este acto doy fe.

Firmamos en la ciudad de San José, a las: _____
horas del _____ de _____ de mil
novecientos _____.



ABOGADO Y NOTARIO

ANEXO 34

SC/SD-

Señores

Departamento de Comercio Interior
Ministerio de Economía, Industria y Comercio
San José

Estimados señores:

Por medio de la presente solicitamos muy respetuosamente se sirvan dar su autorización para la salida del país del vehículo propiedad del señor _____, funcionario del Instituto Interamericano de Cooperación para la Agricultura (IICA), quien ha sido trasladado a la Oficina del IICA en _____, cuyas características se detallan a continuación:

Marca:

Modelo:

Categoría:

Chasis No.:

Motor No.:

Color:

Año:

Nombre Exportador:

Aduana de Salida:

Aduana de Llegada:

Nombre del Consignatario:

Agradeciendo de antemano la amable atención que se le preste a la presente, se suscribe en toda consideración y estima.

L. Harlan Davis
Subdirector General

ANEXO 35

SC/SD-

Señores
Departamento de Control de Exenciones
Ministerio de Economía
San José

Estimados señores:

Por medio de la presente solicitamos muy respetuosamente se sirvan autorizar la salida del país, con destino a _____, del vehículo propiedad del señor _____, funcionario del Instituto Interamericano de Cooperación para la Agricultura (IICA), quien ha sido trasladado a la Oficina del IICA en _____, cuyas características se detallan a continuación:

Marca:
Modelo:
Categoría:
Chasis No.:
Motor No.:
Color:
Año:
Nombre Exportador:
Aduana de Salida:
Valor US\$:

Agradeciendo de antemano la amable atención que se le preste a la presente, se suscribe en toda consideración y estima.

L. Harlan Davis
Subdirector General

ANEXO 36

SC/SD-

Señores
Departamento de Vehículos Automotores
Registro Público de la propiedad de
Vehículos Automotores
San José

Estimados señores:

Por medio de la presente solicitamos muy respetuosamente autorizar la salida del país con destino a _____, _____, del vehículo propiedad del señor _____, funcionario del Instituto Interamericano de Cooperación para la Agricultura (IICA), quien ha sido trasladado a la Oficina del IICA en _____, cuyas características se detallan a continuación:

Marca:
Modelo:
Categoría:
Chasis No.:
Motor No.:
Color:
Año:
Nombre Exportador:
Aduana de Salida:
Valor US\$:

Agradeciendo de antemano la amable atención que se le preste a la presente, se suscribe en toda consideración y estima.

L. Harlan Davis
Subdirector General

ANEXO 37

SC/SD-

Excelentísimo Señor

**Embajador, Director Alterno de Protocolo
Dirección General de Protocolo y
Ceremonial del Estado
Ministerio de Relaciones Exteriores y Culto
San José**

Señor Director:

En nombre del Instituto Interamericano de Cooperación para la Agricultura (IICA), y al amparo de lo que se especifica en la Ley No. 29 del 19 de diciembre de 1942, y su modificación posterior por Decreto No. 3160 del 18 de agosto de 1973, me permito solicitarle autorización para la reexportación del vehículo propiedad del señor
funcionario de este Instituto, quien ha sido trasladado a la oficina del
IICA en

Las características del vehículo son las siguientes:

**Marca:
Modelo:
Categoría:
Chasis No.:
Motor No.:
Color:
Año:**

Al agradecer de antemano su amable colaboración, aprovecho la oportunidad para reiterarle las muestras de mi mayor consideración y estima.

**L. Harlan Davis
Subdirector General**

ANEXO 38



SEDE CENTRAL

A

L. Harlan Davis, Subdirector General

MEMORANDO

N° SC/

FECHA

Autorización para reexportación del vehículo de mi propiedad

Con motivo de mi traslado y cambio de cargo a _____ le solicito a usted su autorización para la reexportación del vehículo de mi propiedad, que cuenta con las siguientes características:

Marca:
Modelo:
Categoría:
Chasis No.:
Motor No.:
Color:
Año:

Agradezco su amable atención a la presente solicitud.

Atentamente.

VP/ghf

ANEXO 39

SC/SD-

Señor
Director General de la
Tributación Directa
Ministerio de Hacienda
San José

Estimado señor:

Por medio de la presente me permito hacer formal solicitud, para que el señor _____, funcionario internacional al servicio del Instituto Interamericano de Cooperación para la Agricultura, con sede en Costa Rica, mayor, casado, de nacionalidad _____, con pasaporte No. _____ de la Organización de Estados Americanos (OEA), vecino de _____, sea acogido a la exoneración del Impuesto Territorial con base en la Ley No. 29 del 19 de diciembre de 1942.

Su propiedad está situada en el distrito _____, cantón _____ de _____, en _____, escritura No. _____, inscrita al Tomo _____, Folio _____.

A los efectos de acreditar su condición de funcionario internacional, se acompaña constancia emitida por la Dirección de Recursos Humanos de este Instituto.

Agradezco la atención a la presente y aprovecho la ocasión para saludarlo.

Atentamente,

L. Harlan Davis
Subdirector General

Anexo: Lo indicado



ANEXO 40

SC/SD-

Señores
Dirección General de Hacienda
Presente

Estimados señores:

De conformidad con lo dispuesto por la Ley No.29 del 19 de diciembre de 1942, se solicita a esa Dirección autorizar al señor para que compre Libre de Impuesto sobre las Ventas y Selectivo de Consumo a Cédula Jurídica ALMACEN

FECHA	FACTURA No.	CONCEPTO	MONTO
-------	-------------	----------	-------

		SUBTOTAL	
		Descuento	
		13% Impuesto de Ventas	
		TOTAL	

Atentamente,

L. Harlan Davis, Subdirector General

Se autoriza la compra anteriormente mencionada.
Para efectos de fiscalización de la Tributación Directa, deberá acompañarse esta autorización a la factura de compra.

Jefe de Oficina de Exenciones

P/Director General de Hacienda

INSTITUTO INTERAMERICANO DE COOPERACION PARA LA AGRICULTURA
Sede Central / Apdo. 55-2200 Coronado, Costa Rica / Tel.: 29-02-22/
Cable: IICASANJOSE/Télex: 2144 IICA CR / FAX (506) 29-47-41, 29-26-59 IICA COSTA RICA



BOLETA No. _____

El Instituto Interamericano de Cooperación para la Agricultura saluda muy atentamente al Instituto Costarricense de Turismo y de conformidad con lo dispuesto por la Ley No. 29 del 19 de diciembre de 1942 y el Decreto No. 3367 del 6 de agosto de 1964, solicita la exoneración del pago del "Impuesto de Turismo" al boleto emitido a nombre de: _____ de nacionalidad: _____ quien desempeña el cargo de _____ y viaja próximamente a _____ en Misión de nuestra Organización.

El Instituto Interamericano de Cooperación para la Agricultura al agradecer la pronta y valiosa colaboración, aprovecha la ocasión para saludar a Usted con las muestras de mi mayor consideración.

San José _____

Unidad de Relaciones Oficiales
y Protocolo

ANEXO 42



Señores
Instituto Costarricense
de Turismo
Presente

Estimados señores:

El Instituto Interamericano de Cooperación para la Agricultura, saluda muy atentamente al Instituto Costarricense de Turismo y de conformidad con lo dispuesto por la Ley No.29 del 19 de diciembre de 1942 y el Decreto No.3367 del 6 de agosto de 1964, tiene el honor de solicitar la exoneración del pago del "Impuesto de Turismo" al Sr.
de este Instituto y su familia,

La familia viajan próximamente a en disfrute del Viaje a la Patria.

El Instituto Interamericano de Cooperación para la Agricultura al agradecer la pronta y valiosa colaboración, aprovecha la ocasión para saludarle a Usted con las muestras de mi mayor consideración.

Atentamente,

Juan Carlos Obando
Jefe Unidad de Relaciones
Oficiales y Protocolo

INSTITUTO INTERAMERICANO DE COOPERACION PARA LA AGRICULTURA
Sede Central / Apdo. 55-2200 Coronado, Costa Rica / Tel.: 29-02-22/
Cable: ICASANJOSE/Télex: 2144 IICA CR / FAX (506) 29-47-41, 29-26-59 IICA COSTA RICA



100-1000



INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE
Headquarters / P.O.Box 55-2200 Coronado, Costa Rica / Tel.: 229-02-22 /
Cable: IICASANJOSE / Telex: 2144IICA CR / FAX (506) 229-47-41, 229-26-59 IICA COSTA RICA