

# **LIVE IN URUGUAY**

*-Help Guide for immigrants*

**IMPO- Information Official center**

**MINISTRY OF FOREIGN AFFAIRS**  
**Oriental Republic of Uruguay**

## LIVE IN URUGUAY

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**Welcome everybody to Uruguay.**

Uruguay is a country with immigrant roots, open to immigration and conscious of the efforts that involve, moving to another country, another culture and customs.

This handbook aims to serve as an information tool about yours rights, legal guidance and support. Its goal is to bring you closer information and requirements to reside, study, work, access to social security, health and justice.

It consists of previous recommendations on arrival the country, indications of the steps to make in Uruguay, a Directory of organizations and useful contacts.

Before starting any procedure, and possible changes in its management, it's advised to consult the relevant agencies.

The material has been prepared by the Directorate of Consular Affairs and Bonding from the Ministry of Foreign Affairs, with support from the National Board of Migration, International Organization for Migration (IOM), through the National Poster and Official Publications (IMPO).

We hope this guide is helpful and facilitate insertion in our country, to enrich every one towards to a more caring open and intercultural society.

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### 1. BEFORE TRAVEL TO URUGUAY.

#### *What procedures should be performed in the country where I come from?*

To make suitable arrangements for the residence in Uruguay should be managed in advance documentation from the country of origin, such as:

#### **1.1 Certificate of Marital Status**

You may need birth certificates, marriage or death.

After obtaining the testimony in your country of origin, it should be legalized or apostilled.

#### **1.2 Certificate of penal / criminal records**

Once obtained certified , from the country of origin and from the country where you were resided for the past five years, it should be legalized or apostilled.

In case of that they were not in Spanish language they should be translated by an authorized Uruguayan translator.

#### **1.3 Document ID and / or Passport**

It is required to enter to the country and for indispensable procedures in Uruguay, like the residence. It is imperative that they are in good condition and valid.

These documents are the only ones that do not require legalization or apostille.

#### **1.4 Certificate of Study**

After obtaining this certificate in the country of origin is required legalization or apostille.

#### **1.5 The visa**

A visa is a document attached to passport for the Uruguayan Authority enabling the entering to the territory.

#### *Where is it managed?*

In Uruguayan Consulates abroad will be the visa processing and its authorization are under the Ministry of Interior, Department of Migration.

To see if your country requires visa check the update list in: <http://www.dnm.minterior.gub.uy/visas.php>

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### **The Apostille**

The Apostille is an internationally valid system that replaces the consular legalization through simple application of a seal on a public document from one country to another certifying its authenticity. Many procedures are simpler and less expensive from the inclusion of Uruguay in the Convention Hague Apostille.

*Where do I check if my country is a member in the Apostille Convention and who is the authority that takes?*

[www.hcch.net](http://www.hcch.net)

### **Consular Legalization**

Any document issued abroad by a non- member of the Haya Apostille must be legalized in Uruguay to be valid.

#### **Steps:**

1. Legalize the document in the Ministry of Foreign Affairs of the country of issue.
2. Legalize the document in the Uruguay Consulate of that place.
3. Legalize the document to the Ministry of Foreign Affairs of Uruguay.

*Where I have the nearest consulate of Uruguay?*

See interactive map consular [www.mapaconsular.mrree.gub.uy](http://www.mapaconsular.mrree.gub.uy)

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### 2. STEPS ARRIVING TO URUGUAY

*What should I do once arriving in Uruguay?*

#### **I. Legalization or apostille**

After obtain the marital status certificate in the country of origin, is required the authentication by the sign of Uruguayan consular agent, who legalized the document, to give validity within Uruguay.

*This procedure is NOT necessary when the document has been Apostilled.*

***Issued by:***

- Ministry of Foreign Affairs, Directorate General for Consular Affairs and Entailment of Citizen Service Center.

***What does it needed to do it?***

It's Must to be submitting a foreign document, issued by the competent authority of the Origin State, and legalized by the Uruguayan Consular Section in the state abroad.

#### **II. Translation**

The document originated abroad, issued in other language must be translated into Spanish, to take effect in Uruguay (except citizens Brazilians).

***How to do it?***

The only valid translations for Uruguay should be made by:

1. Uruguayan Consular Section: legalized, accompanied by the original authenticated.
2. Association of Translators: in Uruguay.

#### **III. Enrollment at the Foreigner Registration**

It is a transcript of foreign certificate of civil status, legalized or apostilled and translated (as applicable). In order to obtain the Uruguayan certificate, in which will appear the data of foreign certificate.

***Issued by:***

- At the Ministry of Culture and Education.
- At the Directorate General of Civil Status.

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### **APPLY FOR RESIDENCY**

#### ***What is it?***

It is the process that foreign person with intention of residing permanently in the country must take in order to regularize their documentary situation.

#### ***Who do you depend?***

Depends on the National Immigration (Ministry of the Interior) missions 1513

#### ***Where in the process of residency starts?***

At the Central Office (Montevideo) and Offices In land empowered to that effect, corresponding the residence place of the person.

#### ***What general characteristics enclose this procedure?***

- The handle is strictly personal
- If the person does not speak Spanish, are asked to concur with interpreter.
- Every foreign document submitted should be legalized or apostilled.
- The documents in no-Spanish language must be translated. Except if it comes from Brazil (Law No. 18,134)
- All certificates of civil status should be less than 30 days from the issued date to start the process.

***For begin the process must submit all requirements, which are exclusive.***

***The competent authorities may request any additional documents.***

### **TEMPORARY RESIDENCE**

#### ***What is it?***

Is the possibility for foreigners to reside in the Uruguay for a limited period of time, more than 180 days, due to its specific function? They must submit certain conditions depending on the category.

#### ***Requirements:***

- 1) Photo Carnet (1).
- 2) Prove the category from which you admit as a temporary resident.

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### *Options:*

**Category 1: scientist, researcher, teacher, professional, academic, technical and skilled personnel hired by public or private entity and domestic or foreign company established or development activities in the country to do work your specialty.**

### *Requirements:*

1. on letter from the head of agency or company must be certified the activity carried out, the monthly amount of salary and duration of the activity (signed by person / s authorized / s by the company).
2. Notarial certificate -in case not public company- certifying the existence of the company -personality legal effect, validity of the social period. Object, established address in the country, registration at the Social Security Bank (BPS) and at the Directorate General Taxation (DGI), and person / s authorized / s to sign by the company, representing the company and validity of charges, evidence of compliance of Law No. 17,904.

**Category 2: entrepreneur, director, manager and staff administration of domestic or foreign company, moved from the outside to cover a specific position in the same.**

### *Requirements:*

1. Certificate of your work activity conducted on letterhead paper (ditto category 2)
2. Notarial certificate: Same category 1.2.

**Category 3: student entering to study as a regular secondary student, tertiary study or post-graduate, in official or private property officially recognized.**

### *Requirements:*

1. Must bear witness as a student with a notarial certificate of the school. In case of being a private school, must be accompanied a notarization of its existence, including his personal data: legal status, social term, profit, registration at the Social Security Bank (BPS), DG Taxation (DGI) or proof of exemption, purpose and address.
2. Certify livelihoods: evidence of financial support for the duration of his studies, submitting by a notarized certificate.

**Category 4: journalist, sportsman and artist hired by company or entity established in the country, for doing activity according to his profession.**

### ***Requirements:***

1. Certificate of the work activity conducted on paper letterhead (ditto category 2)
2. Notarial certificate: certifying the existence of company depending on their legal status.

### **Category 5: Scholarship holder**

#### ***Requirements:***

Must approve your capacity, duration and coverage scholarship by:

1. Written Submission of the official Institution Uruguay involved in the grant, or
2. Note from the Uruguay Consulate abroad (if the case), or
3. Note issued by Non-Governmental Organization establishing the capacity, accompanied by its notarization including data (current legal status, social term, profit, purpose, address, representation of that Institution and term of office representation, also must certify registration at Social Security Bank (BPS) and Directorate General for Taxation (DGI) or evidence of exemption according to the Article 69 of the Constitution of the Republic of Uruguay.

### **Category 6: Religious belonging to church Order or Congregation recognized in Uruguay, which contributes to develop their own worship activities, teaching or care.**

#### ***Requirements:***

1. Certificate issued by the congregation or church on letterhead paper, establishing activities to develop, duration of the mission and testifies his financial support.
2. Notarization: certifying the legal status and details of the church (legal status), social term, profit, purpose and domicile, representing the institution and term of the position to represent, it also must certify registration with the Social Insurance Bank (BPS) and the Directorate General of Taxation (DGI) or proof of exemption, according to Article 69 of the Constitution of the Oriental Republic of Uruguay. It is valid letter Archdiocese instead of notarial certificate.

**Category 7: spouse, minor child and parent /of the mentioned persons in the categories above. Must provide a proof of these relationships by marriage and birth certificate legalized or apostilled and translated (if its applicable).**

***Requirements:***

1. Health Card: issued by the Ministry of Public Health (Division of Preventive Clinics) or Medical institution authorized to that effect.
2. Exact Date of Entry into the Country: Tourist Card or verbal statement to be corroborated in passenger list.
3. Police record (from 18 years): for the last 5 years from the country of residence before admission to Uruguay and from the country of origin, which must be legalized or apostilled and translated. In the event that the document is Brazil needs no translation according to the Law No. 18,134.
4. ID which the person had entered to the country (photocopy and original).
5. **Under 18 years:** in addition to complying with requirements Nos. 1, 3, 4 and 6, you must submit **express authorization from parents to settle temporarily in Uruguay** and birth certificate legalized or apostilled. If the minor will not live with their parent, those should be established a responsible adult in the country for the minor (it's required their consent).

**Clarification:**

Being the Residence temporary, an administrative act, the possibility of revoking.

***What is the length of stay and how is the renewal of temporary residence?***

1. **Categories 1, 2, 4 and 6:** up to 2 years - can be extended for the same period, up to 4 years.
2. **Category 3:** up to 1 year – for equal periods not exceeding 2 years to the total term of the career.
3. **Category 5:** To 1 year - for equal periods to authorize and the duration of the scholarship.
4. **Category 7:** same as the relative who entered into the country with the person.

In case of renewal of Temporary Residence is requires the presence of the person concerned to provide the documentation proving their staying in the country.

### MERCOSUR RESIDENCE

#### *What is it?*

It is a temporary residence granted to nationals from the member of the States and Associated to MERCOSUR.

#### *Requirements:*

- 1. Identity document:** valid and current (copy and original) or Certificate of Nationality issued by the corresponding Consulate in Uruguay (2 copy)
- 2. Birth Certificate:** and verification of marital status from the person, if apply, and / or Certificate of Naturalization or nationalization, if applicable (original and copy).
- 3. Photos Carnet (2).**
- 4. Health Card:** issued by the Ministry of Public Health (Division of Preventive Clinics) or Medical Institution authorized to that effect.
- 5. Criminal records from abroad** (from 18 years) provide certificate judicial of negative record, criminal or police to national level from the country of nationality and from the country where has resided for the last 5 years.
- 6. Exact Date of Entry into the Country:** Tourist Card or verbal statement to be corroborated in list passenger.
- 7. Under 18 years old:** in addition to complete requirements N ° 1, 3, 4 and 6, you must submit **express permission of your parents to settle temporarily in Uruguay** and birth certificate legalized or apostilled. If the child does not will live with their parents, those have to settle one responsible adult in the country.

#### *What is the term of the Mercosur residence?*

-Up to 2 years (renewable).

#### *How is the transformation category?*

Once the legal term is complete, the temporary resident can transform his category permanently appearing before the immigration authorities within 90 days prior due. Evidence of higher may be required ends alleged

### LEGAL PERMANENT RESIDENCE

#### **I. No link with Uruguayan people and under 7 years in the country.**

##### *Requirements:*

- 1. 2 Photos Carnet** (current).
- 2. Certify Livelihoods**

##### *What is the certificate of livelihoods?*

- Livelihoods certificate refers to the invoice of the activity for which he receives a salary or gets paid. It can be extended by notary or Certified Public Accountant (to certify the income).
- All of livelihoods should indicate monthly amount income, which should be sufficient to maintenance and support.
- In case of concubine, must comply with the provisions of Law No. 18,246 (Concubinary Union).
- In case equal marriage should be also submit the required documentation.

##### **Frequently options:**

##### **Employee of a legal person:**

Some options:

**1) Promise of job:** letterhead from the company, signed by authorized person: position or function played by the concerned, monthly amount of salary and notarial certificate, which certifies the existence of the company: current legal status, purpose, term of the social life established address in the country, registration with the Social Insurance Bank (BPS) and the Directorate General of Taxation (DGI), representation of the Company and effectiveness of elected positions (authorized person to sign for the company) and prove compliance with Law No. 17,904.

**2) Work contract:** official letter from the company: monthly nominal remuneration received and job title, main business details and fundamental terms of the contract, notarial certificate (same as above). Must certify that the company has enrolled in the Social Security System (employment history issued by the Social Insurance Bank (BPS) and recorded on the timesheet work issued by the Ministry of Labor and Security Social (MTSS):

- Employee physical person (e.g. service domestic)**
- Entrepreneur and shareholder**
- Entrepreneur and self-employed (business single shareholder)**
- Reinter, retired and pensioner from abroad.**
- Retired in Uruguay.**

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You have to consult the documentation, to be submitted for each category, in the **National Direction of Migration (DNM)**.

Tel.: (00598) 152 1800/1/2/3.

[www.dnm.minterior.gub.uy](http://www.dnm.minterior.gub.uy)

[dnm-tramite@minterior.gub.uy](mailto:dnm-tramite@minterior.gub.uy)

**3. Health Card:** issued by the Ministry of Public Health (Division of Preventive Clinics) or Institution medical authorized for this purpose.

**4. Exact Date of entry:** entry card (tourist) or verbal expression, as it is applicable.

**5. Judicial Background:** legalized or apostilled and translated (if necessary) in the country where he lived before admission to Uruguay and the country of nationality.

**6. Identification** which entered the states: original and 2 photocopies.

**7. Marriage certificate registered:** if he is married to a legal resident or pending to be resident in the country (in addition must display the identity card of the spouse).

**8. Birth Certificate registered:** is required in case the person is under 18 years and / or is necessary to prove a link between involved in the case.

**9. Proof of residence of police Sectional corresponding.**

**10. Under 18 years:** In addition to meeting the above requirements (except criminal record) you must present previous authorization from your parents to settle down in Uruguay, by appearance of both (parents) at the time of starting the procedure, notarization or judicial authorization.

**11.** You should also test the quality of student through, certificate of your study from the educational institution.

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### **THE CERTIFICATE OF NOT CRIMINAL RECORDS**

- To be valid, have to have national scope (not state, provincial or local).
- If the person concerned is over 18 years old and lived in Germany, Australia , Austria , Belgium, Brazil , Canada, Colombia ,Cuba , China, El Salvador , Slovenia, Spain , France, Finland, Great Britain, Holland, Hong Kong , Israel, Italy, Japan, Norway, Peru , Poland , Czech Republic, Russia , South Africa, Sweden, Switzerland, Taiwan, and / or if your nationality is no of those countries which have no agreement with the International Police Organization (Interpol), must present a certificate of a good conduct, translated and legalized .
- To make short the time of administrative process, the person may bring a certificate of good conduct (legalized or apostilled and translated) from countries that maintain the agreement with the International Police Organization (INTERPOL).
- Is also valid the constancy of the Consulate of the country which requires background information, accredited to Uruguayan State. Should extend at the Consulate, letterhead and signed by the highest ranking available and legalized.
- Brazil case: it's accepted the certificate issued by the Federal Police (legalized).
- If the person concerned is over 18 years old and resided in the United States, or have American nationality, must be attended at the General Directorate for Combating Organized Crime and International Police Organization (INTERPOL) Montevideo to take fingerprints, so that the office requests the Federal Bureau of Investigation (FBI) certificate background.

### II. With no link with Uruguayan people and 7- 20 years in the country.

#### *Requirements:*

**1.Criminal record:** legalized or apostilled and translated, (if necessary) by the country where resided, before entering to the Uruguay and the country of nationality.

**2.Photos carnet:** (current).

**3. Identification document which the person entered to the country:** original and 2 photocopies.

**4. Prove conclusively that the person resides in the country 7 years:** health care record (history), study certificate (school), employment record, notarial certificate (the acting professional must certify that knows the interested).

**5.Under 18 years:** In addition to the above requirements (except Criminal record) must present **authorization from their parents to settle** in Uruguay, by presence of both parents, at the beginning of the proceedings, or judicial or notarized authorization. If the child or adolescent does not will reside with their parents, should be established the responsible adult in the country, to collect approval.

You should also test the quality of student by study certificate of the educational institution.

### III. With link to Uruguayan people

#### *What link should have?*

The foreign person must prove to be husband / wife, widower / grandson / granddaughter or parent of an individual or national of Uruguay.

#### *Requirements:*

**1. Testimony Starting marital status:**

- a) Wife / husband · Marriage
  - Birth: Husband / Uruguayan Wife
  - Birth: Parent's Husband / Uruguayan Wife
- b) Widower / widow · Marriage
  - Death of wife / Uruguayan husband
  - Birth: Husband / Uruguayan Wife
  - Birth: Parent's Husband / Uruguayan Wife

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c) Grandson/Granddaughter · Birth of applicant

· Birth: Uruguayan father or mother of the applicant

· Birth: Grandfather/Grandmother Uruguayan of the applicant

· Birth of great-grandfather / great- grandmother Natural Uruguayan the applicant

d) Birth of Father / Mother Uruguayan

**2. Father's or mother's Birth.**

**3. Document which entered to the country:** Original and 2 photocopies.

**4. 2 Photos carnet** (current)

**5. Uruguayan Identification Card of the Uruguayan National:** Original and photocopy.

**6. Tourist Card** (if applicable).

**7. Criminal record:** legalized or apostilled and translated (if applicable) from the country were resided before to entered to the Uruguay and from the country nationality.

**8. Proof of address:** is issued by the Sectional corresponding police

### **RESIDENCE FOR FOREIGNERS, FOR RETIRED OR PENSIONER (Law No. 16,340).**

#### *What is it?*

Is The Possibility for foreign retirees to receive a pension abroad or outside, of obtain permanent residence in Uruguay, through a previous application made at the Uruguayan corresponding consulate

#### *Which rights provide?*

1. 1. Introduction of tax- free of goods tariffs within the first six months after obtained legal permanent residence:

- Furniture and good of home (reasonable amount that stipulates the customs authority).

- The automobile could be transferred after a period not less than 4 years from your income.

2. Maintaining the validity and effect in Uruguay of the life insurance policy as well as the Intended pension coverage which was issued abroad.

#### *Requirements:*

1. Buying a property in Uruguay intended to your home (minimum value of \$ 100,000 that can then be transferred within 10 years) or through the acquisition of Uruguayan bond debt (issued by the Government for a nominal value minimum of U.S. \$ 100,000), deposited in the Bank of the Oriental Republic of Uruguay (brow) for a period of not less than 10 years.
2. Pension coverage increased to \$ 1,500 per month

### **PLAN OF THE FAST RESIDENCE ANSWER.**

#### ***What is it?***

Is the possibility that have the foreign person, who wants to manage the residence - at the same time when start its request - to get a certificate for immigration to arrange the temporary identity card (valid 1 year , renewable) . The day of the audience, should provide the rest of the required documentation. If you do not attend (without notice) must apply new date and pay the corresponding fee.

#### ***Where you can start?***

This system is enabled for the Directorate of Central Office National of Migration (DNM) the Ministry of Interior in Montevideo and the Inspectorates of Interior Provinces throughout the country.

#### ***Requirements:***

- 1. Identification Document which entered to the country:** current and in good condition (original and photocopy).
- 2. Check Card** or failing photocopy passport bearing the entry stamp.
- 3. Photo carnet:** 2.
- 4. Address Proof:** issued by the Sectional Police concerned.
- 5. Under 18 years** must also provide:
- 6. Birth certificate** legalized or apostille and translated (if applicable).

**Specific authorization from their parents** to settle in Uruguay: In case the child or Teenager will not reside with their parents, you must be well established the adult responsible in country, to seek their approval.

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### **IDENTITY CARD (CI).**

#### ***What is it?***

It is the national document that identifies the person.

#### ***Issued by:***

In the Ministry of Interior, National civil ID.

The National Civil ID has Offices Departments across the country.

#### ***Requirements:***

##### **A) First time**

Certificate of the Department of Migration.

Certificate of Uruguayan civil status obtained after enrollment of foreign civil status (legalized or apostilled and translated, as appropriate) at the Directorate General of Civil Registry.

##### **B) Renovation**

Certificate of the National Migration

Ministry of Interior and:

1. Maturity or deterioration: Expired identity card or deteriorated.
2. Theft or disappearance: Police record Sectional corresponding.
3. I change in the identity of the person: testimony of birth.

#### ***When is it expired?***

1. With Residence in level (CI provisional): 1 year renewable on 2 occasions ( each one 1 year ) until the documentation will be regularized.
2. Legal Residence: 3 years.
3. Residence Mercosur: 2 years.

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### **INTRODUCTION OF GOODS** ( tools and Machines for foreigners (Decree No. 572/94)

Foreigners who come to settle in Uruguay may enter Tax free:

#### **As accompanied Baggage:**

- A. Clothing and personal items
- B. Books, pamphlets and newspapers.

Traveler Franchises: In addition to the property that including in the luggage, travelers entering by air or sea will have an exemption for other objects U\$S 300 (three hundred U.S. dollars) or its equivalent in another currency if you enter from a country Mercosur and U \$ S 500 (five hundred U.S. dollars) or in another currency if you come from the rest of the world. In cases of income through the land border, the franchise is U \$ S 150 (U.S. dollars one hundred fifty) or its equivalent in another currency.

#### **Us unaccompanied baggage:**

They are exempt from tax:

- A. Clothing and personal items used,
- B. . Books and Periodicals
- C. Furniture and other household goods
- D. Tools, machinery and tools necessary for the exercise of his profession, trade or occupation, individually considered

#### ***Conditions:***

- Joy of the benefit for tools, machines, etc. Is under to prior checking activity developed by the passenger.
- For unaccompanied baggage are not applicable traveler's allowances.
- Unaccompanied baggage should arrive at the Territory Customs within 3 months before or until 6 months after the arrival of the traveler and will only be released after arrival.
- Should arrive in loading condition and come from place or places of origin of the traveler.
- The process could be issued by the interested party or his authorized representative by power letter. It should begin with the presentation to the

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Customs Authority: a) application for membership b) list of personal effects operated by the Consulate the country where you were living, c) certification to enter in the country granted by the Migration Directorate.

- The luggage will be in storage until the release.
- As long as the foreigners do not have permanent residence in the country, may enter their property under Temporary Admission regime, must present a security taxes that could be applicable. The procedure can be performed by the person concerned or who represents to the Authority Customs. The warranty will be returned once accredited permanent residence in the country

## **OTHER PROCEDURES**

### **PERMISSION FOR A MINOR**

A child or teenager, national Uruguayan under age ( Law No. 16,021 ) , with Legal residence abroad or pending, and those minors, that could approve their residence for more than a year in the country , need authorization from their parents to travel abroad without their company or with one of these.

**According to Law No. 16,719 of 11/11/995 in Uruguay adulthood is reached at age 18. Uruguayan nationals** are persons born in anywhere within the national territory as well as Uruguayan children born out of Uruguay (Law No. 16,021 of 13/4/989).

The information concerning Minor Permissions is available at:

***[www.dnm.minterior.gub.uy / tramites\\_perm\\_menor.php](http://www.dnm.minterior.gub.uy/tramites_perm_menor.php)***

- Could be check at the National Migration (DNM)
- Also could check the process at the Migration Offices in interior provinces of the country.

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### **ADDRESS PROOF**

#### ***What is it?***

It is the evidence proving the domicile of a person.

#### ***Where do you get?***

-At the Police offices, in your neighborhood.

#### ***Who can apply?***

The applicant, in person or a third person

#### ***What it's needed to do it?***

Present yourself with the identity card and address proof the listed in official receipts, National Administration of Power Plants and Transmission Electric (UTE), National Sanitary Works (OSE), National Telecommunications Administration (ANTEL). In case of not having the above, present with two witnesses.

## **HEALTH**

### **a. Affiliation to health services of the Estate**

#### ***What is it?***

It is the process that enables to use health services offered by the Administration of Health Services State within the Uruguay (ASSE).

#### ***Issued by:***

Administration of State Health Services (ASSE) - National Center Membership.

#### ***Where to perform the procedure?***

-At the Clinics, Health centers or hospitals with office Affiliations.

#### ***Requirements:***

1. Identity card (original and photocopy) of household members.
2. Address Proof: police record or receipt service (water, electricity, telephone, etc.).
3. Proof of income (photocopy).

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### HEALTH CARD

#### *What is it?*

It is the document that allows you to enter to a formal job (Law No. 9.697). While it is an opportunity for perform a general check to prevent and control your health.

The health card “for establishment or legal residence in the country “is one of the requirements for the processing the residence.

#### *Issued by:*

Ministry of Public Health (MSP) - Environmental Health and Occupational.

**Montevideo:** Department of Preventive Clinics.

**Interior:** Public Hospitals Departmental.

It can also be done in private health centers, authorized by the Ministry of Public Health (MSP).

#### *What do I need to take in order to get it?*

##### **A) Basic occupational health Carnet.**

1. Document ID (current) or passport (for appraising the health card by establishment).
2. Total Fasting: 4 hours (under 19) or 12 hours (over 19 years).
3. Current tetanus vaccination card (not counting with it, applies in this service).
4. First morning urine: sterile vial is purchase at the pharmacy.
5. If you have a chronic illness: present medical certificate.
6. If you use glasses: to concur with them.

**The women, in addition to the above requirements, must submit Papanicolaou test and Mammography .**

##### **B) Health Card for getting residence.**

-Must be presented, from Monday to Friday. At 8:00 to 10:30 am, in the Collection Sector with the Basic Requirements. No telephone book.

### **C) Sexual and reproductive policy**

Both women and men have the right and responsibility to decide freely how to live their sexual life and how to exercise their reproductive capacity, and equal responsibility in growing up their children.

#### *Where can you inquire about?*

- At the Ministry of Public Health (MPH),
- Health Area, (Sexual and Reproductive).

### **HOUSING - Rental Housing and Rental Guarantee**

#### *What is it?*

It is a program that provides a **Warranty Certificate for renting a house** anywhere in the country. The certificate is issued by the Ministry of Housing, territorial system and Environment (MVOTMA) and the contract is made through the Accounting General's Office (CGN) with support from State.

#### *Issued by:*

- Ministry of Housing, Spatial Planning and Environment (MVOTMA)

#### *What are the requirements?*

1. Disposable income awarded: up to 100 UR.  
Not owning Property in the same Department where the guarantee is requested.
3. Maximum amount for rent: 21 U. R. (not to exceed 30% of revenues).
4. Deposit (only): 24 % of the rental value.

### **Ask about other plans and programs Property of the Ministry of Housing, Planning and the Environment (MVOTMA)**

#### **b . Home nocturnal and diurnal**

#### *What is it?*

It is a place which offers the individual and the family found on the street a place to rest , dinner, breakfast , with bedding, clothing and to clean themselves , managed by a multidisciplinary team working to help these people to find alternatives in order to go out of this situation, and to exercise their rights.

*Issued by:* Ministry of Social Development (Ministry of Social Development)

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### ***Who can apply?***

- The person over 18 years of age (with son or daughter -if you have one)
- who overnight weathering or illegally occupied ruinous house without basic services.

### ***How do I access?***

Access to a home day or night is not straightforward. It takes place in various forms according to the concerned person:

#### **1. Montevideo:** Gateway to shelters:

Address: Convention 1572 Paysandú corner, phone number: 2901 6127

Attention: every day from 10:00 to 22:00 hours.

#### **2. Hinterland:** Territorial Office of corresponding MIDES the town

#### **3. Prevented person to move:** any person could call to the Contact numbers phones.

## **EDUCATION**

### **A. FORMAL EDUCATION.**

The Uruguayan Public Educational System is secular and free at all levels and compulsory education from preschool (from 4 years) to the basic cycle Secondary Education.

It is prohibited to employ children or adolescents less than 15 years.

### **B. INITIAL PUBLIC ELEMENTARY SCHOOL AND SCHOOL**

#### ***What is it?***

Primary education is a right of all children and girls from the age of four across the country. The operation shifts vary as needed context in which they are inserted or depending at needed of the population to which it is addressed.

There are also special schools for children, adolescents and youth with disabilities (motor, intellectual, sensory or severe conduct disorder).

You must enroll the child at the school in the area of residence of the family, during the enrollment periods, or the parent / guardian must contact the Office of the school, for the access mechanisms must be submitted identity card of the child.

### **PUBLIC LICEU**

#### ***What is it?***

It is a service aimed at Secondary Education person who has completed primary education, where the Basic Education Media distinguished (covering 3 years after the primary ) and Education Superior Media ( includes up to 3 years that follow ) .

#### ***How do I access?***

-Must enroll in the correspondent high school in your residence's area during the enrollment periods, or either contact the Lyceum Address to consult on access mechanisms. Must be submitted identity card and pass issued by the school

### **REVALIDATION OF THE SECONDARY EDUCATION SCHOOL ABROAD**

#### ***What is it?***

It is the process of confirmation of high school made abroad to continue to access studies in Uruguay.

#### ***Where the process begins?***

At the Board of Secondary Education, Revalidation Section of the Technical Inspection.

#### ***Requirements:***

1. with countries bound by convention to Uruguay: submit Uruguayan identity card, passport, or identity of the MERCOSUR countries, diplomatic or other card.
2. Studies Certificate legalized by the Uruguayan Consulate in the country of origin or Apostille.
3. Legalization of the signature of the consul in the Ministry of Foreign Affairs. This step is not necessary if documents are apostilled.
4. The certificate from not Spanish speaking countries must be translated by Public Translator entitled in Uruguay (except Brazil).
5. If the secondary studies were conducted in Uruguay, should present the formula 69 that is requested at the last attended high school in which.
6. Photocopies of all required documentation.

## **LIVE IN URUGUAY**

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### ***How validates delay?***

Within 10 working days of starting the procedure will be given a certificate to be presented at the high school or technical school (UTU), which allows entry to continuing the studies in our country.

**The revalidation process is free.**

### **Are there other requirements necessary to join Uruguayan educational system?**

After starting the process of revalidation should be performed the “Uruguay Integration Course” where it’s included such subjects: National History, Geography, National Social and Civic Education. Placement in 4 dates a year (to be confirmed) in virtual mode.

### ***What is the deadline to enter to the secondary in each year?***

The deadline to register for the Second Cycle (baccalaureate) it is June 30 and the basic cycle, 30 October of the current year.

### ***How to enter the University, taking approved high school abroad?***

To enter the University should be directed to Board Secondary Education, in which will be examined the certificate of studies and, according to the integrated subjects of the curriculum of approved Baccalaureate it will be given the revalidation according to some of the diversifications and options under these studies plans.

When the revalidation it’s starting, the interested should opt for a Baccalaureate (humanistic, scientific, biological, artistic and different options). If one of the Subject will be considered essential for the choice, and has not been studied or have not integrated in studies abroad, should be approved thought examination or studied with acceptance.

## **BOARD OF TECHNICAL PROFESSIONAL EDUCATION L (CETP)**

The Board of Technical Education, University Labor of Uruguay (UTU), (Education Act No. 18,437), is responsible for the State Technical and Vocational Education midlevel and tertiary.

## **UNIVERSITY OF THE REPUBLIC (UDELAR)**

It is the leading higher education institution and Research in Uruguay. It is a public institution, independent and co ruled by their teachers, students and graduates.

### **Contact:**

-Avenida 18 July 1968, Montevideo.

Phone: 2400 9201

**comentarios@universidad.edu.uy**

**www.universidad.edu.uy**

**www.udelar.edu.uy**

## **LIVE IN URUGUAY**

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### ***Requirements:***

1. Having revalidated high school courses.
2. Demonstrate to have a residence in Uruguay not less than 3 years.

The foreigner's students who want to register in the postgraduate courses at the University, should refer directly to the Faculty or School offering the course.

It is possible to revalidate courses from another career from the University of the Republic (UDELAR) or of other national or foreign university, for that, please consult the website **[www.universidad.edu.uy](http://www.universidad.edu.uy)** Section Teaching - revalidation, which has the corresponding regulations (general and specific services).

## **RECOGNIZE D FOREIGN DEGREE TO MAKE THE EQUIVALENCE TO THE URUGUAYAN UNIVERSITY DIPLOMA.**

### ***What are the main features?***

Study Certificate Revalidation of the university.

Partial (approval of at least one course, passing examination or fulfilling the extra formality applicable) issued by foreign university, no requires the revalidation of the previous study by the student is requesting it, if it will be a reasonable equivalence with Secondary Education imparted in Uruguay.

The bar examinations are always performed in Spanish.

### ***How should the documents be submitted?***

In order to recognize the degree or certificate is as authentic must be submitted legalized by the Consul of Uruguay or apostilled. The document in foreign language must also be submitted translated into Spanish by a Uruguayan Public sworn Translator.

It will not be admitted a Certificate or Diploma of foreign university do not use the criterion of reciprocity with it is awarded by the University of the Republic (UDELAR). It is assumed that there is reciprocity as long as a degree or a certificate it is not the rejected of.

### WORK & TRAINING LABOR

#### **PUBLIC EMPLOYMENT CENTER (ECE)**

##### *What is it?*

It is a territorial free service that coordinates and provides different services aimed to facilitate the meeting between supply and labor demand in the formal economy sector. From a perspective for the local development, were it is recognized and exploited the resources and capabilities existing in the area, contributing to its improvement and consolidation.

**Worker Service** (over 18 years old, seeking for employment or advice for strengthening their productive enterprise) provides tools to facilitate access to the labor market: information, job adviser (individual and workshops) and intermediation: the resume is entered into Road Work Platform ([viatrabajo.mtss.gub.uy](http://viatrabajo.mtss.gub.uy)) and data are recorded in the workers choice.

**Service to the company:** supports the creation of new productive units of small and medium size, strengthening the existing ones, especially those recovered and / or undergoing under restructuration. It also supports in finding and screening of workers for the company, through a Job placement system.

##### *Issued by:*

- Ministry of Social Security and Labour (MTSS).
- National Directorate of Employment (DINAE).
- Office for Strengthening Public Employment Center (ECE).

Through the website presents the various centers Public Employment:  
[viatrabajo.mtss.gub.uy](http://viatrabajo.mtss.gub.uy) / ceps /

The Public Employment Centers are created through agreements between the MTSS - DINAE and Municipalities Departmental.

These centers coordinate and provide different services aimed to facilitate the encounter between supply and labor demand at the Formal Economy Sector.

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<b>DEPARTMENT</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
Artigas	(in transition)		
Canelones Blancos)	Ruta 8 Km 23.700 Centro Cívico Salvador Allende	22880901	cepebarrosblancos@gmail.com (Barros)
Canelones (Las Piedras)	Elías Regules y Blandengues Polo Tecnológico Canario (PTC)	23657633	cepe.laspiedras@imcanelones.gub.uy
Cerro Largo Colonia	Muñiz 528 General Flores No. 467 (annexed to the Municipality hall)	4642 8831 4523 0905	cepecl@adinet.com.uy cepecolonia@gmail.com
Durazno Flores Florida	Herrera 911 Herrera 522 Avda. Wilson Ferreira Aldunate S / N ° Access Florida, in front of Frigorífico	4362 4463 4364 2538 43530724	cepedurazno@gmail.com cepeflores@gmail.com cepeflorida@gmail.com
Maldonado	Acuña de Figueroa and Burnett Quartermaster Maldonado Tribune West - 1er.piso	4222 0263	<a href="mailto:cepemaldonado@gmail.com">cepemaldonado@gmail.com</a>
Montevideo	Casavalle E.Amorin 4741 esq. July Suarez	2211 64 37	cepecasavalle@gmail.com
Montevideo	CEDEL Carrasco Norte Rivera park (ex hotel del Lago)	2604 09 60	cepecn@gmail.com
Montevideo	Ciudad Vieja Bartolomé Mitre 1482	2916 47 97	cepeciadadvieja@gmail.com
Montevideo	Zona Oeste Carlos María Ramírez esq. Rivera Indarte (La Teja)	2307 57 12	cepezonaoste@gmail.com
Montevideo	Zona No. 9 (Curve Resume) Alferez Real S / N esq. Matthew		

	Cortés (ex Mercado Municipal)	2508 7894	cepezeste@gmail.com
Paysandu	Altos del Mercado Municipal		
	Sarandi y Montevideo s/n	4722 6220 int.224	cepepaysandu@gmail.com
Rio Negro	Oficina de Desarrollo		
(Fray Bentos)	Terminal Montano		
(ANGLO)		4562 3690	cepe@rionegro.gub.uy
Rio Negro	Zeballos y Piedras	4567 4330	pscepeyoung@gmail.com
Rivera	Agraciada 570		
	1st. Basement Int Municipal	4623 1900 int. 173	ceperivera@gmail.com
Rocha	José A. Peri and Ansina	4472 9080	ceperocha@gmail.com
Salto	Juan Carlos Gómez No. 82	4733 0583	cepesalto@gmail.com
San José	Artigas 525	4342 9436	cepesanjose@gmail.com
Soriano			
(Mercedes)	18 de Julio y Giménez	45330873	cepe@soriano.gub.uy
Soriano			
(Dolores)	Artigas y Varela	4534 2703	cepedolores@soriano.gub.uy
Tacuarembó	25 de Mayo 203 esq. General		
	Artigas	4632 0914	cepetacuarembó@gmail.com
Treinta y tres	Edificio Central de Intendencia		
	Dptal. Manual Lavalleja No. 1130	4452 6050	cepe33@gmail.com
Lavalleja	Terminal de Ómnibus Treinta y tres		
	entre Sarandi y Williman	4442 4452	cepelavalleja@gmail.com

Update February 2013

## **LIVE IN URUGUAY**

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### **NATIONAL INSTITUTE FOR EMPLOYMENT AND PROFESSIONAL TRAINING (INEFOP).**

#### ***What is it?***

The National Institute for Employment and Professional Training (INEFOP) has as main task to run training policies and strengthening the employment of workers in our country.

It is run by a Board composed as Tripartite seven holders, with their alternates, representing the executive branch, the sector Business and Industry. [secretaria@inefop.org.uy](mailto:secretaria@inefop.org.uy)

### **SOCIAL SECURITY**

In Uruguay the migrants have the same rights to access to the social security as Uruguayans. For that, you should fulfill the requirements of our legislation and bilateral and multilateral tools ratified by the country.

The pay work involves the mandatory registration with the Social Insurance Bank (BPS), making the corresponding contributions by both workers and dependents employers. Freelancers must also perform registration and contributions.

### **FAMILY ALLOCATION (AFAM)**

#### ***What is it?***

It is a right of the child and adolescent. It's an economic benefit given to worker, whom has a child or dependent child under his responsibilities, and the family unit in vulnerable socio-economic, integrated by children underage. To access to this resource, the beneficiaries must attend to the Formal school and care

#### ***Who can apply?***

Children and adolescents those integrate a home in socioeconomic situation of vulnerability, whether having or not formal, public or private work, low-income.

Children and adolescents, in full-time regime at the Institute of Child and teenagers of Uruguay (INAU) or at the Institutions with whom they maintain agreements.

#### ***How do I access?***

Apply for a number, at the Number phone 1997 from Monday to Friday 8:00 to 20:00 pm.

## LIVE IN URUGUAY

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### **SUBSIDIES**

#### **a) *Maternity allowance hat is it?***

It is an economic benefit that is delivered during the period in which the worker is licensed before and after childbirth, covering the 6 weeks prior and postpartum. Include the employee of the private sector and the pregnant woman being on unemployment insurance.

#### ***Who cannot access?***

- Holders of individual's enterprise.
- Directors of Cooperative Societies without task paid.
- Director and Syndic of the Corporation and Private Bank, those not contribute to BPS
- Spouse partner
- Eventual from the Ministry of Transport and Public Works (MTO), Division of Architecture (even if are being covered by Unemployment Benefit).
- Partner member of Partnership, from the limited responsibility, in a group, and from the Capital Industry and Done.

#### ***How do I access?***

**Montevideo:** Headquarters: Mercedes 1950

Get a book number in the adviser offices from Monday to Friday from 09:15 to 16:00 or request

appointment through the number phone: 1997

from Monday to Friday from 08:00 to 20:00. Also can be performed in Belvedere Branch (John Pandiani 26) and Goes (Avenida General Flores 2419).

**Hinterland:** any branch anywhere in the country, according to convenience of the person concerned, regardless of where it is registered the company.

## LIVE IN URUGUAY

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### *b) Unemployment allowance*

#### *What is it?*

It is a financial aid that corresponds to the Workers those to stay out of work against their will.

#### *What is the deadline?*

30 calendar days, from the last month that has been paid activity.

#### *How do I access?*

Montevideo: Central Office (Mercedes 1950): get a book number in adviser office and Numbers Reserve or request an appointment at number phone 1997.

Other Branches: Belvedere (John Pandiani 26) and Goes (Avenida General Flores 2419).

### **Hinterland: Bank Branches and Agencies**

**Social Security (BPS) (Asset dependencies).**

### **What can the worker covered by insurance?**

You can be trained and adapt your capacity of preparation to the labor market demands.

### *c) Health benefit*

#### *What is it?*

It is a subsidy that corresponds to the active employee (from his first day of work), those that for medical's reasons is unable to work,

either by illness or accident. Social Security Bank (BPS) may award up till 1 year of coverage due to illness of a worker, with another year maximum as extension, or 2 years alternated within the last 4 years, for the same ailment.

#### *How do I access?*

**Montevideo:** Central Office (Mercedes 1950), Branch Belvedere (John Pandiani 26) and Goes (General Avenue Flores 2419).

**Hinterland: Branches and Agencies of BPS (agencies for benefit).**

## LIVE IN URUGUAY

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### d) Retirement - Assistance to old age

#### *What is it?*

It is a subsidy to the person from age 65 and until 70 that lacks of the resources to carry the vital needs that integrates a home, having critical needs for their living conditions.

#### *How do I access?*

The person must register at the Ministry of Development Social (MIDES).

**Montevideo:** Avenida 18 de Julio, 1453 (Schedule Hours: Monday through Friday from 9:00 to 17:00).

**Hinterland:** Territorial Offices.

#### *International Agreements*

Uruguay has signed several international conventions and Social Security Agreements, whose characteristics are:

- accumulation of service periods in both countries (Uruguay and the country that signed the agreement).
- Temporary displacement workers.
- Payment of pensions abroad without removing or deductions.
- Working arrangement (separate applications for pensions, etc.)
- to know which countries Uruguay has an agreement, please contact to Social Security Bank (BPS)

*conveniosinternacionales@bps.gub.uy*

*www.bps.gub.uy*

## **LIVE IN URUGUAY**

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### **JUSTICE**

#### **a) FREE RESOURCES - Public Defender**

***What is it?***

It is a free service offered by the Judiciary management of various formalities and legal advice in all matters to people experiencing of socio- economic vulnerability across the country.

***Issued by:***

-Judiciary, National Public Defenders.

The person must be present at the Advocacy Work Office.

#### **b) Neighborhood Legal Clinic**

***What is it?***

It is a service provided by the Faculty of Law at the University of the Republic, by the Center of the students and of the other universities in Montevideo, in different neighborhoods of Montevideo and the metropolitan area. The main objective is to provide advice, free assistance and legal to the person in a position of economic vulnerability.

#### **c) Notarial Clinic**

***What is it?***

It is a service provided by the Faculty of Law University of the Republic in Montevideo; where notarial assistance is provided free of charge to the person in situations of socio- economic vulnerability (you can try to have low or no income).

***Issued by:***

University of the Republic, Faculty of Law.

To visit you must to order day and time personally.

## LIVE IN URUGUAY

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### **d) Legal Clinic**

***What is it?***

It is a service provided by the Faculty of Law University of the Republic in Montevideo; where legal assistance is provided free of charge to the person in situations of socio-economic vulnerability (you can try to have low or no income).

***Issued by:***

University of the Republic, Faculty of Law.  
Personally order day and time

### **e) Mediation Center**

***What is it?***

It is a service installed in some health centers neighborhood of Montevideo, whose strategy is to solve the conflict between citizens making agile and flexible the process, avoiding going to a trial.

***Issued by:***

The Judiciary, Mediation Department.

Request for Hearing: In the center nearest to area of residence.

## LIVE IN URUGUAY

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### **CULTURE**

NATIONAL BUREAU OF CULTURE (MINISTRY EDUCATION AND CULTURE)

Know the agenda of cultural entertainment:

[www.cultura.mec.gub.uy](http://www.cultura.mec.gub.uy)

To be incorporated into the database of the Directorate National Culture and meet regularly events taking place, you must request this email service:

*comunicacioncultura@mec.gub.uy*

### ***MEC CENTERS***

[www.centrosmec.org.uy/](http://www.centrosmec.org.uy/)

### ***Municipal governments***

To access the cultural events held in the interior of the country can be found on the website of the Administration.

## LIVE IN URUGUAY

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### **OTHER USEFUL IDENTITY PROGRAM**

#### **WOMEN VICTIMS OF DOMESTIC VIOLENCE - Female Commune.**

***What is it?***

It is a program that offers free services of personalized attention with advice and legal sponsorship, psycho - social care in situations of domestic violence, managed through Organizations Civil Society Organizations (CSOs).

***Issued by:***

Quartermaster of Montevideo, Social Development, Social Politics, Women's Secretariat

Avenue July 18, 1360 corner Santiago

(2nd floor), Montevideo.

Phone: 1950 3390.

*secretariamujer@piso23.imm.gub.uy*

[www.montevideo.gub.uy/tramites/dependencias/secretary - of - the – woman](http://www.montevideo.gub.uy/tramites/dependencias/secretary-of-the-woman)

***Who can apply?***

Women of different ages, especially those are under greater social vulnerability.

## LIVE IN URUGUAY

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### **0800 4141**

#### **NATIONAL TELEPHONE SERVICE GUIDANCE AND SUPPORT WOMEN LIVING IN DOMESTIC VIOLENCE**

##### ***What is it?***

It is a free referral service and support to a woman which is in a situation of domestic violence, confidential and anonymous at a national level. The call from fixed line is not recorded on your phone bill and can be done from any pay phone without need for cards or coins , or dialing \* 4141 from Movistar cell and Antel , and hours of operation are Monday to Friday 8:00 to 24:00 and Saturday and Sunday from 8:00 to 20:00.

The service include : reception and free listening to the consultation , clarification of the application and assessment of the situation , information on institutional resources and community according to the situation and referral to service more indicated and coordination ( when required ) .

##### ***Issued by:***

Quartermaster in Montevideo – Uruguayan Women Plenary - National Administration of Telecommunications

### **SERVICE PROVIDED FOR HELP IN DOMESTIC V IOLENCE SITUATION.**

##### ***What is it?***

It is a free service located in different parts of country, is provided to help women, legal and psychosocial in situations of domestic violence and trafficking for commercial sexual exploitation, advice and guidance in bullying situation sexual labor.

##### ***Issued by:***

Ministry of Social Development (MIDES), Women National Institute (INMUJERES)

Avenue July 18, 1343 corner Barrios Amarin (6<sup>th</sup> floor), Montevideo.

00598 2400 0302 Internal 1624, 1625, and 1626 - Online

Free: 0800 7263 option 2.

[inmujeres@mides.gub.uy](mailto:inmujeres@mides.gub.uy)

[www.inmujeres.gub.uy](http://www.inmujeres.gub.uy)

Opening hours: Monday to Friday from 9:00 to 17:00hours.

## LIVE IN URUGUAY

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### **PUBLIC SERVICE OFFERED FOR WOMEN IN CASE OF TRAFFICKING FOR SEXUAL AND COMMERCIAL EXPLOITATION.**

July 18, 1453.

Internal phone: 2400 0302 1446.

Opening hours: Monday to Friday from 9 to 17 hours

### **SOCIAL CARD URUGUAY (TUS).**

#### ***What is it?***

It is a cash transfer program, which allows the home vulnerable access products of basic goods (food and hygiene items and cleaning) and be able to select according to their needs and characteristics in your household. It is realized by a prepaid card with certain amount money credited monthly.

The card will open channels of communication and information with Home.

#### ***Issued by:***

Ministry of Social Development (MIDES)

Uruguay Social Program Card (TUS).

July 18, 1453 corner Barrios Morin, Montevideo.

(00598) 2400 0302 Internal 1821 y 1826 - Free: 0800 7263.

**[www.mides.gub.uy](http://www.mides.gub.uy)**

Opening hours: Monday to Friday from 9:00 to 17:00 hours.

#### ***Who is headed the Social Uruguay card?***

-Home that are indigent or Fringe vulnerable to destitution poverty.

Individual Trans: (transgender, transvestite and transgender).

Woman trafficked for exploitation commercial or sexual.

## LIVE IN URUGUAY

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### NATIONAL DINING SYSTEM (CNS).

#### ***What is it?***

It is a program of the Ministry of Labor and the Food National Institute. Serves food needs through meals, in coordination with the departmental governments across the country. It is a plan aimed at providing requirements food from people in situations of social disadvantage. It offers a daily lunch. The institution evaluates each application to provide this service.

#### ***Issued by:***

Ministry of Labour and Social Security (MTSS)  
Food National Institute (INDA)  
Piedras 165, Corner Maciel  
2916 2603- 2916 2852 - 2915 9916 .

**secretaria@inda.gub.uy**

**www.inda.gub.uy**

Request for care: number: 0800 7171 option 5 (Telephone Answering Service MTSS).

Attentions hours: Monday to Friday 9:00 to 15:00.

Montevideo: Social Service Office Central INDA: Maciel 1565.

Hinterland: Promotion Offices - Welfare -Assistance or Social Service of the Commune, Local Board or failing the dining place.

#### ***Who should use this program?***

1. Pregnant (during pregnancy) and nursing mother (up to 6 months after delivery).
2. Infants ( 6-18 months), preschool (19 months to 5 years and 11 months) and school (6-14 years).
3. Teen (14 to 17 years and 11 months) and student (up to 21).
4. Idle (18-59 years).
5. Disability: physical or mental disability (not allowed access or maintain work activity) .
6. Elderly (over 60 years).

#### ***Requirements:***

1. ID: ID card and having a minor (at care by 3er persona)
2. Incomes: proof of income or proof of inactivity and denied of not perceived any assets.

## **LIVE IN URUGUAY**

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3. Schooling: record of attendance to the study center.
4. Health: health care card MSP (of the whole family) pediatric control (under 6 years), obstetric care and medical certificate (disability diagnosis labor).
5. Housing: rent receipt (tenant) or contribution estate (current proprietor), or written evidence from the person who provides the housing (aggregate).

### **NATIONAL ASSOCIATION OF NON DEVELOPMENT- GOVERNMENT (ANONG).**

Avenida del Libertador 1985 - Desk 202.  
Phone: 00598 924 0812.  
anong@anong.org.uy  
secretaria@anong.org.uy

### **GENERAL LABOUR INSPECTION AND SAFETY SOCIAL MINISTRY OF LABOR AND SAFETY SOCIAL (MTSS).**

Juncal 1511, 1st. floor.  
Phone: (00598) 2916 3217.  
[inspecciondetrabajo@mtss.gub.uy](mailto:inspecciondetrabajo@mtss.gub.uy)

### **NATIONAL INSTITUTION OF HUMAN RIGHTS AND OMBUDSMAN ( NHRI ) .**

142 Internal or: 3243 3242.  
[secretaria@inddhh.gub.uy](mailto:secretaria@inddhh.gub.uy)

### **CONSULTING SUPPORTING COUNCIL FOR MIGRATION (CCAM).**

[ccam18250@gmail.com](mailto:ccam18250@gmail.com)

### **INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)**

-Juncal 1305 - Office 501, Montevideo – Mission in Uruguay.  
-(00598) 2916 8043/58. - [iommontevideo@iom.int](mailto:iommontevideo@iom.int) -[www.uruguay.iom.int](http://www.uruguay.iom.int)

## LIVE IN URUGUAY

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### **DIRECTORY**

#### **Governed Management of Health Services (ASSE)**

##### **National Center Membership.**

Cerro Largo 1816, Montevideo

2400 7033-2400 5548

**afiliaciones@asse.gub.uy**

**www.asse.com.uy**

hours: Monday to Friday 8:00 to 13:00.

#### **Social Security Bank (BPS)**

Fernández Crespo 1621, Montevideo.

1997 (2 1997 from inside the country) – Phone Free: 0800 2326

**consultasweb@bps.gub.uy**

**www.bps.gub.uy**

( see branches of Montevideo and the countryside )

Opening hours: Monday to Friday from 9:15 to 16:00 hours.

#### **International Affairs**

For inquiries contact the Bank Retirement

Social - Welfare Section International Affairs "

Cologne 1881 2nd Floor

24000151internal 2491

**ainternacionales@bps.gub.uy**

Attend Thursday from 15 to 16 or by phone or email E-mail Institute for Children and Adolescents of Uruguay ( INAU)

Soriano 1209corner Zelmar Michelini , Montevideo

(00598) 2901 5417 - 2900 6294

**plancaif@inau.gub.uy**

**www.plancaif.org.uy**

#### **Ministry of Social Development (MIDES)**

Av 18 julio, 1453

(598) 2400 0302

**www.mides.gub.uy/**

**guiaderecursos.mides.gub.uy / you measure / index.jsp**

## LIVE IN URUGUAY

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### **Mides Identity Program**

Integral Protection Division in Situations of vulnerabilities,  
Department of Family.

Avenue July 18, 1453 (Downstairs) corner Dr.

Javier Barrios Amorin , Montevideo .

(00598) 2400 0302 Internal 1828 - Free: 0800 7263 .

**identidad@mides.gub.uy**

### **Care Program for Street Situations (PASC)**

Avenida 18 de Julio 1453, Montevideo.

2400 0302 Internal 1835 - Free: 0800 8798

**www.mides.gub.uy**

Opening hours: 9:00 to 17:00.

Mobile Equipment: 2400 0302 Internal 1841

Schedule hours: 9:00 to 24:00

### **Women commune**

-Quartermaster in Montevideo, Social Development, Politics Social, Women's Secretariat.

-July 18, 1360 Avenue corner Santiago

(2nd floor), Montevideo.

1950 3390.

**secretariamujer@piso23.imm.gub.uy**

[www.montevideo.gub.uy/tramites/dependencias/](http://www.montevideo.gub.uy/tramites/dependencias/) secretaria- de - la – mujer.

### **Who can apply?**

Women of different ages, especially those are at greater social vulnerability.

Service to domestic violence situations Ministry of Social Development (MIDES), National Institute Women (INMUJERES)

Avenue July 18, 1343 corner Barrios Amorin (6<sup>th</sup> floor), Montevideo.

00598 2400 0302 Internal 1624 1625 1626

Free: 0800 7263 option 2.

## VIVIR EN URUGUAY

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***inmujeres@mides.gub.uy***

***www.inmujeres.gub.uy***

Public service to women at trafficking for commercial or sexual exploitation.

18 de julio 1453.

2400 0302 Internal 1446

Uruguayan Social Card

Phone: (00598) 2400 0302 Internal 1821 y 1826 -

Free: 0800 7263.

***www.mides.gub.uy***

Human rights National Institute and country defense of the (**inddhh**).

142 Internal 3242 o 3243.

***secretaria@inddhh.gub.uy***

### **Advisory Consultative Council for Migration (CCAM)**

**ccam18250@gmail.com**

International Organization for Migration (OIM).

-Juncal, 1305 - Office 501, Montevideo - Mission in Uruguay.

Phone: (00598) 2916 8043/58.

***iommontevideo@iom.int***

**www.uruguay.iom.int**

### **-Ministry of Education and Culture**

**Central authority**

Reconquista 535 - 5th Floor.

Phone: 2916 5483

**constitucionales@mec.gub.uy**

Directorate General of Civil Registry

Headquarters: Regulatory Procedures Section.

Avenida Uruguay 933, between Convention and Rio Branco,

**Phone: (00598) 2900 5085 (Mesa Central) internal 44**

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**[www.mec.gub.uy](http://www.mec.gub.uy)**

Opening hours: Monday to Friday from 10:15 to 15:30 hours

.

### **-Board of Secondary Education**

#### **Technical Inspection Section Revalidation**

Juncal 1397, between Juncal and Plaza Independencia, Montevideo.

If you live in the countryside, you can begin the process of revalidation by a Lyceum interior.

Phone: 2916 2225-2917 0945

**[www.ces.edu.uy](http://www.ces.edu.uy)**

Opening hours: Monday to Thursday from 14:30 to 17:30 ·  
hours (winter)

9:00 to 12:00 pm (DST).

### **Ministry of Interior**

- National Direction of Civil ID

Rincón 665, Montevideo (Headquarters).

Phone: (00598) 152-37-00.

**[identificacion@minterior.gub.uy](mailto:identificacion@minterior.gub.uy)**

**[www.minterior.gub.uy / webs / DNIC / index.htm](http://www.minterior.gub.uy/webs/DNIC/index.htm)**

Opening hours: Monday to Friday from 7:10 to 12:00 hours of 13:10 to 17:50.

### **Department of Migration (DNM)**

Address: Missions between 1513 between Cerrito y Piedras.

Phone: (00598) 152 1800/1/2/3.

**[www.dnm.minterior.gub.uy](http://www.dnm.minterior.gub.uy)**

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### **Processing Department**

**Phone: (00598) 152 1820 and 1821.**

**dnm-tramite@minterior.gub.uy**

Public Attention (Monday to Friday):

Permit Section underage and Certifications: 9:00 to 15:00.

Section Residence: 9:00 to 17:00 · Request the day and time, and information about requirements.

### **Arrival Certificate. (residence in process).**

13:00 to 17:00 hours: · Consultation on records initiated.

### **Provinces Migration Office (Interior of the country).**

Public Attention (Monday to Friday): 13:00 to 19:00 hours.

Artigas, Artigas

18 de julio 272

(00598) 4772 4041

Artigas, Bella Unión

Romeo Bianchi esquina Artigas

(00598) 4779 2835

Cerro Largo, Melo

Rodó 661 - (00598) 152 1912

(00598) 4642 2437

Cerro Largo, Río Branco

Complejo de Paso de Frontera

(00598) 152 1922/3 – (00598) 4675 2638

Colonia, Carmelo

Solís 378

(00598) 152 1928/9

(00598) 4542 2461

Colonia, Colonia del Sacramento

18 de julio 428

(00598) 152 1932/3 – (00598) 4522 2126.

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### **Colonia, Nueva Palmira**

Dársena “Higuerita”

(00598) 152 1934/5 – (00598) 4544 6553

### **Durazno, Durazno**

Rivera 621

(00598) 152 8047

### **Maldonado, Punta del Este**

Ventura Alegre 272

(00598) 152 1906/7 – (00598) 4423 7066

### **Paysandú, Paysandú**

Independencia 961

(00598) 152 1940/1 – (00598) 4722 4997

### **Río Negro, Fray Bentos**

Rivera 1389

(00598) 4562 2302

### **Rivera, Rivera**

J. Suárez 516

(00598) 152 1904/5 - (00598) 4622 4086

### **Rocha, Chuy**

Ruta 9 kilómetro 337

(00598) 152 1958/9 - (00598) 4474 2072

### **Salto, Salto**

Artigas 450

(00598) 152 6354 - (00598) 152 6358 - (00598)  
4733 2860

### **Soriano, Mercedes**

18 de Julio y Wilson Ferreira

(00598) 152 1938/9 – (00598) 4532 2528

## LIVE IN URUGUAY

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**-Ministry of Foreign Affairs.**

**-Directorate General of Consular Affairs and Entailment, Citizen Service Center.**

**Cuareim 1384 entre 18 de Julio y Colonia (Puestos 2**

**a 5), Montevideo, Phone: (00598) 2902 1010, Internal 3121 o 3128.**

**[www.mrree.gub.uy](http://www.mrree.gub.uy)**

Opening hours: Monday to Friday from 10:00 to 15:30

hours. Numbers are delivered to 15: 00.

**Ministry of Public Health (MPH),**

### **Environmental and Occupational Health**

**Montevideo:** Department of Preventive Clinics.

-Cerro Largo 1816 (Montevideo).

-Opening hours: Monday to Friday from 7:00 to 14:00 hours.

Phone: 0800 8610 (free to schedule day and time) - 2901 0688

**[www.msp.gub.uy](http://www.msp.gub.uy)**

Interior: Departmental Public Hospitals

### **Area Sexual and Reproductive Health**

July 18, 1892.

2408 8296 - Toll Free: 0800 3131.

**[www.msp.gub.uy/subcategorias\\_366\\_1.html](http://www.msp.gub.uy/subcategorias_366_1.html)**

### **Specific programs of the Ministry of Public Health**

#### **Integral Program Women's Health**

2402 2424 Monday to Friday from 9 to 15 hours

**[programamujer.msp @ gmail.com](mailto:programamujer.msp@gmail.com)**

**[www.msp.gub.uy/categoria\\_381\\_1\\_1.html](http://www.msp.gub.uy/categoria_381_1_1.html)**

#### **Violence and Health Program**

2408 8296.

**[-violenciadegenero@msp.gub.uy](mailto:violenciadegenero@msp.gub.uy)**

**[-www.msp.gub.uy/categoria\\_382\\_1\\_1.html](http://www.msp.gub.uy/categoria_382_1_1.html)**

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### **ITS Program - HIV / AIDS**

(Sexually Transmitted Infections - Immunodeficiency Virus

Humana - Immunodeficiency Syndrome Acquired).

July 18, 1892, 4th Floor, Annex A.

☎: 2402 8296-2402 2424 Internal: 258 - Toll Free: 0800 AIDS: (7432).

✉: [wppits-sida@msp.gub.uy](mailto:wppits-sida@msp.gub.uy)

[www.msp.gub.uy/categoria\\_383\\_1\\_1.html](http://www.msp.gub.uy/categoria_383_1_1.html)

**Ministry of Labor and Social Security**

(M.T.S.S.)

**National Directorate of Employment (DINAE)**

✉: Juncal 1511 (2 bedroom). Montevideo.

☎: (00598) 2916 5776.

@: [fortalecimientocepes@mtss.gub.uy](mailto:fortalecimientocepes@mtss.gub.uy)

🌐 [www.mtss.gub.uy](http://www.mtss.gub.uy)

Opening hours: 9:30 to 16:30 Office

Strengthening of Central Public Employment (ECE).

**-National Institute of Employment and Vocational Training.**

**- (INEFOP)**

Av Uruguay 807

☎: 2900 9550

✉ [secretaria@inefop.org.uy](mailto:secretaria@inefop.org.uy)

inside the country, goes to the CPAS

Employment

**Ministry of Housing, Spatial Planning and Environment (MVOTMA)**

-25 de Mayo, Corner 402 Zabala, Montevideo.

-Phone: 0800 46427 (HOME), from Monday to Friday, schedule: from 9 to 18 hours

[www.mvotma.gub.uy](http://www.mvotma.gub.uy)

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### **Justice department, General Management for Public Protection**

**Rio Negro 1308 (5° floor), Montevideo**  
**Phone (00598) 2902 8176 / (00598) 2902 2951 / (00598)**  
**2902 4317**

**info@poderjudicial.gub.uy**  
**www.poderjudicial.gub.uy**

Opening hours: Monday to Friday 13:00 to 18:00 hours (winter: from the 2nd Monday in March) and 8:00 to 13:00 (summer time: from 2nd Monday in December).

### **-Mediator Department.**

San Jose 1294, Montevideo.  
Phone: (00598) 2908 1385.  
*centrodemediacion@poderjudicial.gub.uy*  
**www.poderjudicial.gub.uy/centros-de-mediacion.**  
**Html**

Request for help: center nearest to area of residence.

-University of the Republic (UDELAR).

Avenida 18 July 1968, Montevideo. Phone: 2400 9201

**comentarios@universidad.edu.uy**

University of the Republic, Faculty of Law

July 18, 1824 (Downstairs), Montevideo. Phone: (00598) 2402 2133.

**www.fder.edu.uy / clinica.html**

**Labor University of Uruguay**

San Salvador 1674, Montevideo.

**web.utu @ utu.edu.uy**

**www.utu.edu.uy**

Study Centers throughout the country:

**www.utu.edu.uy / webnew / index.htm**