

COLPENSIONES PROCEDURES

Name of the procedure:

Validated people unrelated to contributions

What is it...

Mechanism which corrects the nonexistence of registration document in COLPENSIONES database since the employee or his/her employer did not File the registration form, but contributions were made to COLPENSIONES under any other employer or payer or as self-employed.

Steps

1. Download the registration form, or obtain it at any COLPENSIONES customer service office nationwide.
2. Present the original identification card at any COLPENSIONES customer service office nationwide and get advice for filling documents.
3. File the form duly completed, and attach the required documents at any COLPENSIONES customer service office nationwide.
4. Receive an answer letter of procedures acceptance and / or commitment to answer at any COLPENSIONES attention office nationwide.

Required documents

Type	Description	Attribute	Institution
Filled form	General System of Pensions register form.	Original Document	Administradora Colombiana de Pensiones (Colombian Administrator of Pensions)
Certificate / License	Original Certificate of service time, issued by the legal representative of the company.	Original Document	Others
Membership/ registration/ document	Former form with corresponding seals that was filed by the Administrator of pensions that was supposed to have registered him/her in the system. (In case of retroactive payment)	Original Document	Administrator of pensions
Identification card	Death certificate of the member	Copy	National Registrar's

	or pensioner, birth certificate of the deceased heirs if he/she/they was/were born after June 15th, 1938, with an issue date no later than three (3) months. (this is for validated people - no member and deceased).		Office
Identification card	Birth certificate of the beneficiary (ies) if he/she/they was/were born after June 15th, 1938, or baptism ecclesiastical certificate if he/she/they was/were born before June 15th, 1938 with an issue date no later than three (3) months (this is for validated people – no member deceased).	Original Document Copy	Notary Public Office or National Registrar’s Office’
Certificate / License	Certificate issued by the association, group or religious community, certifying the register. (If belonging to a group or religious community).	Original	Others
Others	Duly conferred Power of attorney, identification card of the empowered person and identification card of the one who empowers, enlarged to 150% of original size, and the attorney professional card (in case where the application is carried through attorney).	Original Enlarged Copy	Others
Others	If a third person is authorized, an authorization letter including the specific powers is needed, copy of the identification card of the authorized person and the one of the granting person enlarged 150% of the original size.	Original Enlarged Copy	Others