

COLPENSIONES PROCEDURES

Name of the procedure:

Special old age pensions

What is it...

Recognition of special retirement pension if: you are a working mother or father with a disabled child, you have a high-risk job or early old-age because of disability or journalism.

Steps

1. Download the forms: Economic benefits request form, EPS information form, payment Bill account form, no pension declaration form, or obtain them 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, attach the required documents at any COLPENSIONES customer service office nationwide.
4. Submit clarifications or corrections if they are needed, at any COLPENSIONES customer service office nationwide.
5. Be notified on the administrative act at any COLPENSIONES customer service office nationwide or by electronic means with prior authorization.
6. Collect the benefits if the case is admissible.

Required documents

| Type | Description | Attribute | Institution |
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| Filled form | Economic benefits request form. | Original document | Administradora Colombiana de Pensiones (Colombian Administrator of Pensions) |
| Identification card | Birth certificate of the disabled child if he/she was born after June 15th, 1938, or baptism ecclesiastical certificate if he/she was born before June 15th, 1938 issued no more than three (3) months. | Copy | National Registrar's Office |

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| | Disabled child's mother/father's death certificate, written communication stating that the father or mother ensures the care of the disabled child and declaration by the insured, expressing his/her intention to resign the job he/she currently has, from the moment the pension recognized. These documents must be issued less than three (3) months. (this applies to old age special pension for working father or mother having a disabled child). | | |
| Filled form | EPS information form | Original document | Colombian Pension Administrator |
| Filled form | Bill account form | Original Document | Administradora Colombiana de Pensiones (Colombian Administrator of Pensions) |
| Certificate/license | No pension Official declaration form, Form 1 Ministerio de Hacienda y Crédito Público (Ministry of the Treasury and Public Credit) - Certificate of Employment Information, Form 2 Ministerio de Hacienda y Crédito Público (Ministry of the Treasury and Public Credit) -Certification of base salary (Optional) Form 3B Ministerio de Hacienda y Crédito Público (Ministry of the Treasury and Public Credit) –Month by month salary certificate including salary factors and appointment administrative act of those people being responsible of issuing service time and salary certificate(s). Administrative act of appointment of those responsible to issue service time and salary certificates together with taking position act document. (This applies for public officials). | Original document | Employers belonging to public entities |
| Legal entity | Certificate of incorporation and legal | Original | Employers |

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| identification | representation issued less than three (3) months (in case the application is carried out by a private employer). Administrative act that appoints legal representation and the minutes of possession of the legal representative (in the case the application is carried out by public employer). | | |
| Certificate/license | Residence Certificate issued by the consulate for a Colombian person living abroad (this applies for special old age pension anticipated by disability). | Original | Consulate |
| Certificate/license | Labor certification of every and each of the employers with whom the insured has or had worked in a high-risk activity, the activities or duties developed by the member during the worked time are described. Also, a Certificate issued by the last member's employer stating the ARP to which the company is registered to. (This applies for special old age pension due to a high-risk activity). | Original document | Employers |
| Others | Power of attorney duly conferred, identification card copy enlarged 150% of the empowered person and the grantor and Attorney professional card (in case the requirement is carried out by attorney). | Original document | Applicant |
| 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. If a curator carries it out, interdiction duly enforceable with job understanding certificate, acceptance and possession by the curator or beneficiary's legal representative. | Original and copy | Applicant |