



Preparing for Immigration Relief: How to get a passport for Mexican nationals

How to Get a Mexican Passport

Step 1: Find A Mexican Consulate Near You

There are 49 General Consulates of Mexico in 25 states of the United States. Each Mexican Consulate is assigned to provide services to a specific geographic area(s). Some states, like California have three or more consulates, while others do not have any. However, for those cities, counties, or states that do not have a consulate physically present in the area, there is a specific consulate assigned to provide services to that area. Also, consulate officials travel to rural and remote areas or areas where there is no consulate office to provide their services. This is known as mobile consulate units or “consulados móviles” in Spanish.

How to Find A Mexican Consulate Near You

There are several ways to find the Mexican Consulate that is assigned to serve your area:

- **Visit the Mexican Consulate website** for a list of Mexican consulates located in the United States. These are listed by names of cities:
<http://www.sre.gob.mx/index.php/representaciones/consulados-de-mexico-en-el-exterior>.
- **Call Mexitel**—“Mexitel” is the agency in charge of scheduling appointments for services provided by Mexican consulates in the United States—at 1 (877) 639-4835. When scheduling your appointment through Mexitel you will be given information about the consulate in your area.
- **Search the internet** using the following terms “Consulate General of Mexico in [name of your city and state] or in Spanish as “Consulado General de México en [name of your city and state].” For example, “Consulate General of Mexico in Los Angeles, California” or in Spanish as, “Consulado General de México en Los Ángeles, California.”

Step 2: Schedule an Appointment with the Consulate to get your Passport

Every Mexican national who lives in the United States, and wants to get a Mexican passport, will have to schedule an appointment through “Mexitel,” the agency in charge of scheduling appointments for services provided by Mexican consulates in the United States.

You can schedule an appointment in two different ways:

- **By phone**, call: 1 (877) 639-4835 or
- **Online at the consulate’s website:** http://sreweb.mexitel.com.mx/mexitel_web/login/auth. This website is available in Spanish, English, and other languages.

Step 3: Gather the Documents You Will Need to Get Your Passport

Requirements for Getting Your Mexican Passport

There are five requirements you need to satisfy to get your Mexican passport, these are:

1. **Proof of Mexican Nationality**
2. **Proof of Identity**
3. **Passport-style photos**
4. **Form OP5, Application for Mexican Passport**
5. **Pay the appropriate fee**

Below is a description of these requirements, including what types of documents are accepted by Mexican consulates as proof that you meet the requirements. Requirements are different for those applying for the first time and those who are renewing. If you are applying for a Mexican passport for the first time, all of the requirements are identified in this table. If you are renewing or are under age 18, look at page 3 for other requirements you must meet in addition to the ones listed in this table.

Make sure to take with you to your appointment the original documents, AND two copies of each document in letter-size paper (8 ½ x 11 inches).

Requirement #1: Proof of Mexican Nationality

You must present the original and a photo copy of *one* of the following:

- **Birth certificate**—you will need to take your original or a certified copy of your birth certificate and two letter-size copies (of your birth certificate) to your appointment. The birth certificate must indicate that you were registered within three years of your birth.
- **Mexican passport**—expired or current, and two copies of pages 1-4 and 32 of your passport.

If you do not have an old passport or an original or certified copy of your birth certificate, a new passport will not be issued to you. If you only have a photocopy of your birth certificate, you may take that to your appointment, but there is no guarantee that the passport will be issued to you. That decision is left to the discretion of the official reviewing your documents.

Requirement #2: Proof of Identity

You will need to present a valid and unexpired photo identification to prove that you are who you say you are. You must present the original and two photocopies. It is important to mention that the photo identification must generally have your photo, signature, name, and date when it was issued and when it expires. If you do not have an identification that meets these guidelines, you may present whatever photo identification you have, but there is no guarantee that it will fulfill the requirement. The decision will be left to the discretion of the official reviewing your documents.

Examples of the types of proof of identity that are accepted by Mexican consulates, include :

- **Mexico’s voter ID (IFE)**
- **Mexican Passport**—must be unexpired (current).
- **“Matrícula Consular”** (Consular ID card) issued after 2005.
- **Mexico’s Military Service Card** (Cartilla del Servicio Militar)
- **Mexican Driver’s License** (Licencia de Conducir de estados Mexicanos)
- **School diploma** (with photo) certified by Secretaría de Educación Pública (SEP)
- **U.S. government issued identification**—driver’s license, state identification card, etc.
- **Student identification card** (for minors only)—at a minimum, must include your photo and full name.

Requirement #3: Passport-Style Photographs

You will also need two passport-style photographs (4.5 x 3.5 cm), taken no more than 30 days before your appointment. The photos must be in color and must be taken in full-face view, directly facing the camera. Photos also must be taken in front of a white background. Do not wear glasses, a hat or head covering, unless it is for religious purposes.

Step 4: Fill-out Form OP5, Mexican Passport Application

To be issued a passport, you will be required to complete Form OP5. There is no need to complete the form before your appointment; the form will be given to you when you go to your appointment, and you can fill it out then. We provide a sample of the form below on pages 4 and 5. Review this so that you know what information you will be asked to provide when you complete the form on the day of your appointment.

Step 5: Pay the Fee

- If you want a passport that will be valid for 3 years, the fee is \$74.00.
- A passport for 6 years will cost \$101.00.
- If you are 60 years of age or older and/or permanently disabled, you are eligible to receive a 50% discount.

Please note that **all consulates accept cash payments**. Some of them also accept credit card payments (mainly from Visa and MasterCard).

Special guidelines for Mexican minors (below the age of 18)

In addition to all of the requirements listed in the above table, “How to Get a Mexican Passport,” passport applications for children under the age of 18 also must **include Form OP-7**, which is the official parental document of consent. Each parent is required to present a valid identification and a copy. Look at page 6 for Form OP-7.

If both parents live in the same area:

- Both parents must accompany the minor to the consulate and sign Form OP-7 before a consular officer.

If one of the parents is deceased:

- One parent must sign Form OP-7 before a consular officer during the passport appointment and take with him or her an original or certified copy of the death certificate of the deceased parent.

If the parents are separated:

- One parent must accompany the minor to the consulate and present the original court decision from a Family Judge in Mexico, proving the custody of the minor. If the custody was granted by a judge in the U.S., the original and two copies of the custody determination document must be presented. The custody determination document must be “apostilled.” An apostille, is a certificate issued by a designated authority, which serves to authenticate the seals and signatures of officials on public documents like a court order, so that they can be recognized in certain foreign countries.

If one of the parents is living in Mexico:

- He or she must go to a “Secretaría de Relaciones Exteriores” (SRE) to fill out Form OP-7 before an officer. The parent must mention that the form has to be sent to the consulate where the minor will request the passport.

If one or both parents is residing in a city different from where the child will get her passport or in another country, except Mexico:

- The parent(s) must go to the nearest Mexican consulate to sign form OP-7 before an officer. The parent(s) must mention that the form has to be sent to the consulate where the minor will request the passport.

If the minor has no parents, custodians or relatives:

- Call the Mexican consulate and ask for further information.

Special guidelines for renewing passport:

If you want to renew your passport, you must take with you to your appointment, a copy of pages 1-4 and 32 of your passport.

- If your passport is still valid (unexpired) and was issued after 2006, in a country other than Mexico (like the U.S), then your passport can serve as proof of Mexican nationality and identity (requirements #1 and #2 identified above).
- If your passport is expired, then it can only be used as proof of Mexican nationality (requirement #1), so long as it was issued after 2006.
- If your passport was issued in 2005 or before, you still must take it with you to your appointment, and the rest of the documents listed in the above table.

You must also fill out form OP-5 and pay the fee.

12. OCUPACIÓN O PROFESIÓN	13. ESCOLARIDAD – ÚLTIMO GRADO DE ESTUDIOS TERMINADOS	14. ESTADO CIVIL (soltero, casado, viudo, divorciado)
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15. OBTUVO LA CIUDADANÍA o NATURALIZACIÓN DE OTRO PAÍS? SI NO FECHA CUÁL.....
 día mes año

16. NOMBRE Y NACIONALIDAD DE SU ESPOSO (A)

NOMBRE(S)	APELLIDO PATERNO	APELLIDO MATERNO	NACIONALIDAD
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17. FILIACIÓN DE USTED (Cruce en cada cuadro según corresponda)

TEZ (color de piel)	COMPLEXIÓN	ESTATURA.....mts.	CABELLO AL NATURAL	OJOS
<input type="checkbox"/> morena clara	<input type="checkbox"/> delgada		<input type="checkbox"/> castaño claro	<input type="checkbox"/> café oscuros
<input type="checkbox"/> morena oscura	<input type="checkbox"/> mediana	PESO.....Kg.	<input type="checkbox"/> castaño oscuro	<input type="checkbox"/> café claros
<input type="checkbox"/> negra	<input type="checkbox"/> robusta		<input type="checkbox"/> entrecano	<input type="checkbox"/> azules
<input type="checkbox"/> blanca			<input type="checkbox"/> cano	<input type="checkbox"/> verdes
<input type="checkbox"/> amarilla			<input type="checkbox"/> negro	<input type="checkbox"/> grises
<input type="checkbox"/> rosada			<input type="checkbox"/> rubio	<input type="checkbox"/> alternados
otra			<input type="checkbox"/> rojizo	otros.....
			otro	
			<input type="checkbox"/> rizado	

18. NOMBRE Y NACIONALIDAD DE SU PADRE

NOMBRE(S)	APELLIDO PATERNO	APELLIDO MATERNO	NACIONALIDAD
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19. NOMBRE Y NACIONALIDAD DE SU MADRE

NOMBRE(S)	APELLIDO PATERNO	APELLIDO MATERNO	NACIONALIDAD
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Consideraciones generales para su llenado:
 - Este formato es de libre reproducción y puede ser obtenido en la página de Internet: www.cofemer.gob.mx. - Sólo se reciben las solicitudes debidamente requisitadas.
 - Firma, huellas y pegado de la fotografía en este formato deberán realizarse en presencia del personal del consulado. - Debe llenarse a mano con letra de molde legible.
Fundamento Jurídico administrativo: - Reglamento de Pasaportes (Publicado en el D.O.F. el 9/01/02 y reformado mediante Decreto publicado en el D.O.F. el 26/12/07).

Requisitos: Realizar previa cita a MEXITEL: Residentes de México 01 (800) 9000-773; de EUA 1-877-639-4835
 Comparecer personalmente y entregar:

- COMPROBANTE DE NACIONALIDAD MEXICANA original y 2 copias tamaño carta**
 - Acta de nacimiento.
 - En caso de tener pasaporte anterior, presentar original y 1 juego de copias tamaño carta de las páginas 1 a la 7 y la última. Si el pasaporte tiene más de 10 años de haber sido expedido, también deberá presentar el acta de nacimiento y sus copias.
 - Si cuenta con Certificado o Declaratoria de Nacionalidad Mexicana o Carta de Naturalización Mexicana.
- IDENTIFICACIÓN OFICIAL VIGENTE:** Original y una copia por ambos lados; **con fotografía, firma, fecha de nacimiento y nombre completo del titular.**
Ejemplos: Tarjeta de Identidad ID o Licencia de Conducir de California, Matrícula Consular, Credencial Federal de Elector, Credencial de Servicios Médicos o de pensionista; credencial del INSEN o INAPAM, Cartilla Militar liberada, Cédula Profesional, Certificados de Estudios de México; **Niños:** Credencial Escolar y/o Constancia de Estudios (máximo 30 días de vigencia)
- DOS FOTOGRAFÍAS:** recientes, de frente, a color, sin anteojos, tamaño pasaporte mexicano (35x45mm.)
- PAGO DE DERECHOS (\$74 o \$101 dólares, por 3 o 6 años respectivamente) en efectivo.**
Personas mayores de 60 años o con discapacidad permanente comprobada con constancia de Institución pública, pagarán sólo el 50%.
Menores de edad o incapacitados: Presentar Acta de nacimiento y 2 copias. En caso de contar con pasaporte anterior, presentarlo con sus respectivas copias (ver número 1). Los padres o tutores deberán comparecer personalmente e identificarse (ver número 2), o bien, presentar el consentimiento respectivo ante el Consulado o Delegación de la SRE. A menores de 3 años de edad sólo se les expedirá pasaporte por un año (\$32 dólares).

Mujeres Casadas: Si necesita acreditar su condición de casada, deberá entregar el acta respectiva y 2 copias (apostillada si el acta no es mexicana).

Si el o la solicitante adquirió otra nacionalidad, deberá **presentar su certificado de naturalización o ciudadanía.**

IMPORTANTE: Los documentos quedan sujetos a revisión y aceptación, deberán encontrarse en buenas condiciones, sin alteraciones, no mutilados o rotos, sin tachaduras ni enmendaduras y en ciertos casos podrán solicitarse otros adicionales: Las copias en papel tamaño carta, claramente legibles no recortadas; Las Actas del Registro Civil deberán ser de reciente expedición.

Tiempo de respuesta: Un día hábil

Número telefónico para quejas: Órgano Interno de Control en la S.R.E. En el D.F. (01 55) 36 86 59 00 En el Interior de la República, sin costo (01 800) 847 77 77 Horarios de atención: Lunes a viernes de 9:00 a 18:00 horas. Correo electrónico: cinquejas@sre.gob.mx	Sistema de Atención Telefónica a la Ciudadanía (SACTEL) En el D.F (01-55) 2000 2000 En el Interior de la República, sin costo (01 800)386 24 66 En los Estados Unidos de América, sin costo (1 800) 475 23 93 Correo electrónico: sactel@funcionpublica.gob.mx
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Consulado de México: 408 Heber Avenue. Caléxico, California 92231-2811 Tel: (760) 357 3863

OBSERVACIONES

OP-7

PERMISO QUE OTORGAN LOS PADRES O LAS PERSONAS QUE EJERCEN LA PATRIA POTESTAD O TUTELA, PARA LA EXPEDICIÓN DE PASAPORTE Y/O MATRÍCULA CONSULAR.

LUGAR Y FECHA: _____

LO QUE SUSCRIBIMOS PADRES Y/O TUTORES DEL MENOR: _____

MANIFESTAMOS, PARA LOS EFECTOS DEL ARTÍCULO 14 DEL REGLAMENTO DE PASAPORTES Y 215 DEL REGLAMENTO DE LA LEY GENERAL DE POBLACIÓN EN VIGOR, EL CONSENTIMIENTO PARA QUE NUESTRO(A) HIJO(A) PUEDA SALIR DEL TERRITORIO DE LA REPÚBLICA MEXICANA, POR LO QUE SOLICITAMOS SE LE EXPIDA PASAPORTE ORDINARIO BAJO EL NOMBRE QUE APARECE EN EL FORMATO OP-5 DE LA PRESENTE SOLICITUD Y CON UNA VIGENCIA DE _____ QUEDANDO EN EL ENTENDIDO QUE A MENORES DE TRES AÑOS DE EDAD SOLO SE LES EXPEDIRÁ DICHO DOCUMENTO POR UN PERIODO MÁXIMO DE 12 MESES.

Y/O

(NOMBRE DEL PADRE o TUTOR)

(NOMBRE DE LA MADRE o TUTORA)

DATOS DEL PADRE o TUTOR

Como Padre () Como Tutor ()

Para realizar el trámite me identifiqué con el siguiente

Documento: _____

Número: _____

Expedido(a) por: _____

De Fecha: Día [] Mes [] Año [] [] [] []

[]
[]

FIRMA DEL PADRE o TUTOR

[] []

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DATOS DE LA MADRE o TUTORA

Como Madre () Como Tutora ()

Para realizar el trámite me identifiqué con el siguiente

Documento: _____

Número: _____

Expedido(a) por: _____

De Fecha: Día [] Mes [] Año [] [] [] []

[]
[]

FIRMA DE LA MADRE o TUTORA

[] []

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