

**INFORMATION TO PROCESS A POWER OF ATTORNEY.**

A **POWER OF ATTORNEY** is the document by which a person gives legal authorization to another so that they represent them in various acts or situations; it is suggested to only grant a power of attorney to a person of your trust, or to limit it. There are various types of Powers of attorney; in a general way it can be said that there are two large types of powers:

- I. **General**, which seek to attend, as its name indicates, in a general manner the matters if the person granting the power, according to the faculties granted:
 - a. **For litigation and collections**, to sue and defend in court and defend their interests;
 - b. **For administration**, allow managing their affairs, including representing their interests in meetings or assemblies;
 - c. **Acts of ownership**, allow to buy, sell and act as owner of their properties.

These faculties can be as broad as desired, without limiting them to specific matters or assets. Or identifying those assets or matters in particular to limit their use.

- II. **Special**, which are granted to attend very precise matters, by interest of the person granting the power or by disposition of the law.

If necessary, one may also revoke a power previously granted before a Mexican Consul or before a Mexican Notary Public, for which they must present a copy of the power they wish to revoke.

REQUIREMENTS:

- **SCHEDULE AN APPOINTMENT IN ANY OF THE FOLLOWING 3 OPTIONS:**
 - 1) Calling MiConsulado at: 1-424-309-0009 (Call center),
 - 2) Sending a WhatsApp to the phone: 1-424-309-0009
 - 3) In the link <https://citas.sre.gob.mx>;
- Present valid official identification with full name, photograph and signature.
- Full name of the person who Will represent you in Mexico (attorney-in-fact), as it appears on their official identification.
- In case of granting a Power for Acts of Administration and/or Ownership and being married, present certified copy of the marriage certificate.
- **KNOW WHAT TYPE OF POWER YOU REQUIRE and provide information about the procedure that Will be carried out in Mexico, for example:**
 - a) If it is a Power to administer, sell, assign, donate, transfer, formalize in deed or any other legal act related to properties, provide the full address of the property, presenting if possible a simple copy of the excerpt of the deeds where such information can be reviewed.
 - b) In the case of court matters: type of case, case number and name of the Court.
 - c) In case of bank or savings accounts: account number, client number, type of account, name of the bank, Branch number.
 - d) If your lawyer or representative requires details, faculties or any particular information, present printed the document that contains what is requested or the instructions of what the power should include.
- In case the grantor does NOT speak Spanish, they must appear accompanied by an interpreter, who must in turn present official identification.
- Notarial Acts issued by the Consulate do NOT require Apostille in order to have effect in Mexican territory.
- **FOR QUESTIONS ABOUT THE NOTARIAL POWERS SERVICE SEND AN EMAIL TO: PODERES@CONORLANDO.NET**

NOTE: Given that the notarial documents are made individually, on the day of the appointment YOU MUST CONSIDER THAT THERE IS A WAITING TIME BETWEEN THE TIME OF YOUR APPOINTMENT AND THE REVIEW OF DOCUMENTS. Once the documents are reviewed and signed by the applicant, the internal process continues. THEREFORE, THE DELIVERY OF THE DOCUMENT THAT HAS THE POWER THAT YOU MUST SEND TO THE ATTORNEY-IN-FACT IS DONE IN SUBSEQUENT DAYS. In case it is difficult for you to return to the Consulate or you wish for it to be sent by mail, you must bring a prepaid envelope of "10 ½ x 16" (legal size) with stamps.



SOLICITUD DE PODER NOTARIAL / APPLICATION FOR POWER OF ATTORNEY

DATOS DEL PODERDANTE / DATA OF THE GRANTOR (El que otorga el poder notarial / The one who grants the power of attorney):

NOMBRE COMPLETO / FULL NAME: _____

FECHA DE NACIMIENTO / DATE OF BIRTH: _____ LUGAR DE NACIMIENTO / PLACE OF BIRTH: _____

NACIONALIDAD / NATIONALITY: _____ OCUPACIÓN / OCCUPATION: _____

CELULAR / CELL PHONE: _____ CORREO ELECTRÓNICO: _____

ESTADO CIVIL / MARITAL STATUS:
Casado / Married. Soltero / Single. Unión libre / Domestic partnership. Divorciado / Divorced. Viudo / Widowed.

LUGAR Y FECHA DE MATRIMONIO / PLACE AND DATE OF MARRIAGE: _____

a) Sociedad conyugal / Community property b) Separación de bienes / Separation of property

DOMICILIO ACTUAL / CURRENT ADDRESS: _____

IDENTIFICACIÓN QUE PRESENTA / IDENTIFICATION PRESENTED: _____

DATOS DEL ESPOSO O ESPOSA / DATA OF SPOUSE:

NOMBRE COMPLETO / FULL NAME: _____

FECHA DE NACIMIENTO / DATE OF BIRTH: _____ LUGAR DE NACIMIENTO / PLACE OF BIRTH: _____

NACIONALIDAD / NATIONALITY: _____ OCUPACIÓN / OCCUPATION: _____

DATOS DEL APODERADO / DATA OF THE ATTORNEY-IN-FACT (A quien se le otorga el poder / To whom the power is granted):

NOMBRE COMPLETO / FULL NAME: _____

ESTADO DE LA REPÚBLICA DONDE SE UTILIZARÁ EL PODER / MEXICAN STATE WHERE THE POWER WILL BE USED:

PODER NOTARIAL QUE SOLICITA / POWER OF ATTORNEY REQUESTED. Favor de detallar claramente para que requiere el poder / Please clearly detail what the power is required for:

Al poner su firma entiende que es su responsabilidad revisar y verificar la información y que los textos estén correctos, aquí como en la hoja de "Conformidad de Datos del Poder Notarial", ya que una vez firmada NO puede hacerse cambio o corrección y, en caso de requerirlo, se tendrá que pagar otro Poder Notarial.

SIGNATURE OF THE APPLICANT.

***Poder Notarial / Power of Attorney \$177.00 dolares en efectivo / dollars in cash, Art. 23, Frac. II, LFD.
Renuncia de Derechos / Waiver of rights \$177.00 dolares en efectivo / dollars in cash, Art. 23, Frac. I, LFD.
Revocación de Poder / Revocation of Power \$177.00 dolares en efectivo / dollars in cash Art. 23, Frac. II, LFD.***