

# CERTIFICATE UPON REQUEST

## Appointment Required

The Certificate upon Request is a consular document issued at the request of the interested party to certify a fact or prove a right. It has legal validity and is fully admissible before any Mexican authority. This Certificate "only proves that declarations or statements were made before this Consulate General and are recorded in the document, but it does not prove the truth of what was declared or stated; it certifies the identity and nationality of the applicant and the documents presented by the interested party to prove their right or fact; but it does not prove the truth of what was declared or stated." (Art. 202 of the Federal Code of Civil Procedure).

### Requirements

1. **Appearance of the person requesting the Certificate upon Request.**
2. **Fill out the application.** It must be filled completely.
3. **Document proving your nationality (original and one letter-size copy).**
4. **Valid official identification (must contain photograph, name and signature) and a letter-size copy, both sides.**
5. **A passport-sized color photograph:** with a white background, facing forward, without glasses and with the head uncovered. The photograph must be recent (no more than 30 days old).
6. **Declaration of the interested party specifying what he wishes to state in the Certificate upon Request as well as the documents through which he proves his right or fact, and a letter size copy.** You must write your statement clearly on the application; if you need more space, you can attach a separate sheet. It is important to note that only statements of up to 296 characters (including spaces) will be accepted.
7. **Payment of \$96.00** for the concept of rights.

### Procedure

You will need to request an appointment. Certificate upon Request only via email [clv@consulmexsd.org](mailto:clv@consulmexsd.org) sending your full name, current address, telephone number, the procedure you wish to carry out and that you already have all the requirements.

And you must appear on the day of your appointment **unaccompanied** before this Consulate with all the requirements.

After the documents have been reviewed, you will need to pay the required fees. The Certificate Upon Request will be delivered to you within two business days.

The application for a Certificate upon Request is subject to review of the documents for approval and in some cases additional documentation may be requested.

