

## CIVIL REGISTRY

## BIRTH REGISTRATION

## APPLICATION FOR BIRTH REGISTRATION

**PERSONS BORN IN MEXICO WHO WERE NOT REGISTERED****AND HAVE A MEXICAN FATHER AND/OR MOTHER**

## INSTRUCTIONS:

1. Please fill out this application completely in clear handwriting.
2. Write the **full name** of parents and grandparents **as it appears on his birth certificate** whether they are Mexican or foreign. It is important that in the case of **women you write their maiden names. Do not use abbreviations.**
3. If any of the parents and/or grandparents **died**, Please select the corresponding option with an "X".
4. The data for **union of the parents, occupation and home** must be **the current ones.**
5. In the section "**APPEARS**", Please select with an "X" who will be presenting on **day** that an appointment be scheduled for registration (**second stage**).

Registered	Name: _____						
	Name(s)		Last name Paternal		Last name Maternal		
	Birthdate: _____		Time of birth: _____		hrs.		
	day / month / year						
Place of birth: _____							
		Population/City		County		State	
It was presented: Alive <input type="radio"/> Dead <input type="radio"/> Sex: Male <input type="radio"/> Female <input type="radio"/>							
Birth: Simple <input type="radio"/> Double <input type="radio"/> Triple <input type="radio"/> Furt <input type="radio"/>							
Has it been registered in Mexico? No <input type="radio"/> Yes <input type="radio"/> In which state? _____							
Parents' union: Married <input type="radio"/> common-law union <input type="radio"/> Separated <input type="radio"/> Divorced <input type="radio"/> Single <input type="radio"/>							
Appears: Father <input type="radio"/> <input type="radio"/> Parent <input type="radio"/> Different Person <input type="radio"/>							
Parents	Father's name: _____		Birthdate: _____		Age _____		
	Name(s)		Last name Paternal		Last name Maternal		
	Nationality: _____		Occupation: _____		Lives: Yes <input type="radio"/> No <input type="radio"/>		
	day / month / year						
Mother's name: _____		Birthdate: _____		Age _____			
Name(s)		Last name Paternal		Last name Maternal			
Nationality: _____		Occupation: _____		Lives: Y <input type="radio"/> No <input type="radio"/>			
day / month / year							
Lives: _____							
number		street	department	city	state	zip code	
Grandpar	Paternal grandfather: _____						
	Name(s)		Last name Paternal		Last name Maternal		
	Nationality: _____ Lives: Yes <input type="radio"/> No <input type="radio"/>						
	Paternal grandmother: _____						
	Name(s)		Last name Paternal		Last name Maternal		
	Nationality: _____ Lives: Yes <input type="radio"/> No <input type="radio"/>						
	Home: _____						
	number		street	department	city	state	zip code
	Maternal grandfather: _____						
	Name(s)		Last name Paternal		Last name Maternal		
Nationality: _____ Lives: Yes <input type="radio"/> No <input type="radio"/>							
Maternal grandmother: _____							
Name(s)		Last name Paternal		Last name Maternal			
Nationality: _____ Lives: Yes <input type="radio"/> No <input type="radio"/>							
Home: _____							
number		street	department	city	state	zip code	

Name of the person submitting the application: \_\_\_\_\_ Cell phone): \_\_\_\_\_  
 Telephone (other): \_\_\_\_\_  
 Email: \_\_\_\_\_

I declare under oath and aware of the penalties incurred by persons who make false statements before an authority other than a judicial one, in accordance with the provisions of Article 247, Section I of the Federal Penal Code, that the information stated in this application is correct and agrees with the documents attached to it, and I am aware of the terms, conditions and deadlines of this procedure, so I have no doubt and I am in agreement with it.

Date Received: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

In accordance with the amendments to Articles 44 of the Mexican Foreign Service Law and 82 of its Regulations, individuals born in Mexico who were not registered may do so at the Consular Office nearest to their residence. Once they obtain their Birth Certificate, they will be entitled to the rights conferred by Mexican nationality.

**BIRTH REGISTRATION**

**PROCEDURE:**

Schedule an appointment. Request an appointment for "Civil Registry - Document Reception" by phone or WhatsApp at +1-424-309-0009, or online at <https://citas.sre.gob.mx>, so that the applicant can present the complete original documentation along with two letter-size photocopies. If all documents are complete and correct, birth certificates will be delivered, if possible, on the same day as the registration. The applicant will receive the registration receipt and a certified copy of the birth certificate, completely free of charge.

**REQUIREMENTS:**

- 1. Application.** It must be filled completely.
- 2. Birth Certificate or Proof of Delivery or Childbirth,** original and 2 letter-size copies. This document will be verified by the relevant Mexican authorities. It must contain the mother's full name, date and place of birth; the newborn's footprint and sex; the date and time of birth; the address where the birth occurred and the seal of the public, private, or social health institution; the name and signature of the certifying medical authority, as well as their professional license number if they are a physician.
- 3. Certificate of Non-existence of registration, issued by the Civil Registry of the State capital where the interested party was born, requesting a search from the year of birth to the current year.**
- 4. Official identification of the registered person,** original and 2 letter-size copies which must include the full name. In the case of minors under 18 years of age, the following may be presented: School ID with photo; or official proof of enrollment with a duly stamped photograph (stamp across the photograph), with the full name. Children under 6 years of age: A letterhead certificate signed by their pediatrician is acceptable, including the child's name, date of birth, and length of time the pediatrician has been practicing. This certificate must include a recent photograph of the child with the doctor's stamp and/or signature across the photograph without covering the face.
- 5. Birth certificates of both parents,** original and 2 letter-size copies, To verify their Mexican nationality (Mexican and/or foreign), at least one of them must prove their Mexican nationality. If the document is from a foreign country (outside the U.S.), it must be apostilled or legalized in the country of origin. If the father is registering the applicant, the process will only proceed if he proves he is Mexican.
- 6. Valid official photo ID with signature of both parents,** original and 2 letter-size copies. They may present a foreign passport (booklet type), or a driver's license, or a valid Department of Motor Vehicles (DMV) issued identification. The identification must contain the full name as it appears on their birth certificate.
- 7. Parents' marriage certificate** (If applicable), original and two letter-size copies. It is very important that the marriage took place before the birth of the person being registered. If it took place afterward, the father must appear on the day of registration. If the father cannot appear, a Special Power of Attorney issued by a Notary Public in Mexico or a Mexican Consulate must be presented, in which the father acknowledges paternity and grants permission for the child to be registered as a Mexican citizen at this Consulate General. If the father is deceased and/or they were not married before the birth of the person to be registered, the birth registration can be issued using only the mother's surnames.

**IMPORTANT INFORMATION**

- **In the event of the death of either parent, you must present the birth certificate of the deceased parent and their respective death certificate.**
- **The process is free and includes the first certified copy of the Mexican birth certificate. Subsequent certified copies cost \$20.00 USD.**(Cash, Money Order, MasterCard, Visa and Discover accepted – American Express not accepted)
- All applications are subject to document review for approval. In some cases, additional documentation may be requested.
- In case of errors or omissions in the documents submitted, the interested party must first request the correction from the corresponding authorities.
- All photocopies submitted must be clearly legible. In the case of identification, the photo and signature must be clearly visible. Remember to photocopy both sides of the identification and any other documentation.