

## Power of Attorney

### Appointment Required

#### Requirements

1. **Attendance of the person** who will grant the Notarial Power of Attorney on the day of your appointment.
2. **Application.** This form must be completed in its entirety. If you have any questions about the type of power of attorney you need (point 3), or about the specific requirements of the power of attorney (point 4) in the application, you should consult with your lawyer, a Mexican notary public, and/or the authority requesting the power of attorney. They will explain and/or indicate the type of power of attorney required and send you the document specifying its purpose and limitations—that is, the specific requirements the power of attorney must meet for processing in Mexico. The Consulate General of Mexico provides notarial services upon request and is unaware of the legal status of your assets and rights in Mexico. Only your lawyer or the person advising you on your procedures in Mexico should advise you on the type of power of attorney you should request and its limitations. Note: If it refers to a property for sale, purchase, deed and/or donation, it is suggested to present a legible copy of the property deed (it is important to verify that the address stated in the deeds matches the current one).
3. **Present a valid official identification and two letter-size photocopies (front and back on the same side of the sheet).** Only the following forms of identification are accepted: Passport (Mexican or foreign), Consular Registration Card, Voter ID issued by the Federal/National Electoral Institute, Driver's License, or identification issued by the California Department of Motor Vehicles (DMV). Note: If the grantor is Mexican, the official identification must contain their full name as it appears on their Mexican birth certificate, without married surnames. If the grantor is a foreigner, the power of attorney will be drawn up using the name as it appears on their official identification.
4. **Spouse's presence (husband/wife) in the first stage.** When the applicants are married under the community property regime, and a special power of attorney and/or general power of attorney is granted for acts of administration and/or ownership, without limitations and/or relating to properties, mortgages, and/or everything related to bank accounts, that is, the power of attorney must be granted by both parties, for this purpose the spouse must also appear, with the Application with their data, their official identification with two photocopies and a certified copy of the marriage certificate in original and a letter size photocopy (both sides) of the documents.  
**In the event that the spouse does not appear** The following statement will be included within the text of the deed, in the certifications section: "In accordance with Article 172 of the current Civil Code for the Federal District, this power of attorney may not be executed until spousal authorization is obtained." Therefore, the power of attorney will be conditional until the other spouse grants their consent. The spouse's presence will NOT be required when:
  - a) Powers of attorney are granted in relation to properties received by inheritance and/or donation.
  - b) When the property was acquired before marriage and/or is not part of the family estate.
  - c) When applicants are married under the separation of property regime, and present the original marriage certificate, and a letter-size photocopy.
5. **People who do not speak, understand, read and/or write the Spanish language,** They must be accompanied by an interpreter/reader (who is not a relative of the interested party or has no interest in the matter), who must appear on the day of the appointment, fill out the corresponding application and a valid official identification with two letter-size photocopies (front and back on the same side of the sheet)
6. **Payment of \$173.00.** For fees, payment is accepted in cash and/or by card (except American Express).
  - In exceptional situations, additional documentation may be requested to complete your application.

#### Procedure:

1. You will need to schedule an appointment through the "MiConsulado" system by phone or WhatsApp at 1-424-309-0009 or online through <https://citas.sre.gob.mx> Make sure to schedule an appointment with the Fe Publica Department. If your preferred consular office, in this case San Diego, is not listed, it's because there is currently no availability. Appointments open on Mondays and are scheduled quickly, so it's recommended to check back.
2. Once you have scheduled your appointment and have the required documents for the pre-review of your application, you must send the following email address: [notariasdi@sre.gob.mx](mailto:notariasdi@sre.gob.mx) the following digitized documents: application filled out in full, as well as the official identification of the person(s) who wish(s) to grant the power of attorney or other notarial service.
3. The process is carried out in two stages: **First stage:** On the day of your appointment, you must appear alone with the original documents and the corresponding photocopies for review. After the document review, you will need to make the corresponding payment. A draft will then be prepared and reviewed. Once accepted by the grantor, the power of attorney will be issued and signed. This process may take approximately 2 to 4 hours. Second stage: After signing, you will be given a date for personal delivery of the power of attorney or for mailing (prepaid by the grantor) to your address in the United States.

**Important Note:** If the person who needs to grant power of attorney is unable to appear in person due to medical reasons, they must send an email to [notariasdi@sre.gob.mx](mailto:notariasdi@sre.gob.mx) the requirements and a letter on letterhead from the attending physician specifying that due to health reasons he/she cannot come to this Consulate General to carry out the procedure, but that one has full legal capacity (physical and mental faculties) to grant the notarial power of attorney.

