

# POWER OF ATTORNEY

## PROCEDURE:

**First stage:** you must make your appointment at [citasnot@consulmexsd.org](mailto:citasnot@consulmexsd.org) to bring your documentation and application to the Consulate. Once your request has been approved, you will make the required payment. Wait time to review and sign the power is approximately 1 and a half hour.

**Second stage:** Two business days after signing the power any person will be able to pick up the corresponding testimony, as long as they present the payment receipt.

## REQUIREMENTS:

1. **The person requesting the Power of Attorney must be present.**
2. **Fill in the application for power of attorney.** It is recommended to ask lawyers or representatives in Mexico the type of power you need to grant. If the POA is for sale, purchase or deed of a property, we suggested you to bring a copy of the deed where the exact domicile of the property is shown.  
<https://consulmex2.sre.gob.mx/sandiego/images/Solicitudes/Notaria/9.pdf>
3. **Submit a valid official identification and a copy.** The only accepted IDs for this procedure are the following: valid passport (Mexican or foreign), valid matricula consular, voting credential issued by the Federal Electoral Institute or National Electoral Institute, valid Driver License issued by the Department of motor vehicles in California (DMV) and identification of the DMV (California Identification Card). If the grantor is Mexican, the identification presented must have full name, with paternal and maternal surname. In the case of foreigners, the power of attorney shall be drawn up with the name as it appears on the identification.
4. **If the applicant will grant a General power for acts of administration and/or domain or a special power which relates to administration and/or disposition of assets, and is married under the regime of separation of property or Married Separate Estates the Act of marriage original and a copy must be submitted. If the applicant will grant a General power for acts of administration and/or domain or a special power which relates to administration and/or disposition of assets, and is married under the regime of community property or Married Join Estate, the Act of marriage original and copy must be submitted, as well as a valid official ID of the spouse. If the spouse is Mexican, the identification presented must have full name, with paternal and maternal surname. If the spouse is a foreigner, the name shall be drawn up as it appears on the identification. Also, the spouse has to sign the power giving its consent.**
5. **If the applicant do not mastered the Spanish language, it must be accompanied by a translator (must be the same translator in all the procedure). The translator must fill out the application for translator and present a valid official identification and a copy. The same applies to the spouse, if the consent is needed because the POA involves acts of administration and/or domain or a special power which relates to administration and/or disposition of assets.**
6. **Pay the Power of Attorney rights: \$115.00 dollars.** For security reasons we don't accept 100 dollar bills. (We accept cash, Money Order, Master Card, Visa or Discover)

## ADDITIONAL NOTES:

- In exceptional situations, you may be asked additional documents to complete your proceeding.
- Good-quality photocopies must be submitted at all times, so that they can be clearly read, and in the case of the identification (photography and the signature) that it can be clearly seen. Don't forget to photocopy the front and back of your identification, so that it shows full information, including the holder's signature.

## POWER OF ATTORNEY APPLICATION

### 1. Personal Information

Full Name (as it appears in ID):

\_\_\_\_\_

| Name | Middle Name | Last Name |
|------|-------------|-----------|
|------|-------------|-----------|

Date of Birth (dd/mm/yyyy): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Current occupation: \_\_\_\_\_

Marital Status: Single ( ) Married Joint Estate ( ) Married Separate Estates ( )

Current Address:

\_\_\_\_\_

| number | street | apartment | city | state | zip code |
|--------|--------|-----------|------|-------|----------|
|--------|--------|-----------|------|-------|----------|

Phone number (home) \_\_\_\_\_ Cell phone number \_\_\_\_\_ E-mail: \_\_\_\_\_

### 2. Full name of the person receiving the Power of Attorney:

\_\_\_\_\_

| Name | Middle Name | Last Name |
|------|-------------|-----------|
|------|-------------|-----------|

3. **Type of Power of Attorney**, Mark with a cross the type of power. You must also indicate whether the power is with some restriction or without limitations.

- ( ) General Power for Lawsuits and Collections.
- ( ) General Power for Lawsuits and Collections and Acts of Administration.
- ( ) General Power for Lawsuits and Collections and Acts of Administration and Domain.
- ( ) Special Power.

Limitation of power General or special power or without limitations:

3. **Data of the spouse**, only if it is married joint estate and will grant a General power that includes acts of administration and/or domain or a special power which relates to administration and/or disposition of assets. Otherwise write N/A.

Full Name (as it appears in ID): \_\_\_\_\_

| Name | Middle Name | Last Name |
|------|-------------|-----------|
|------|-------------|-----------|

Date of Birth (dd/mm/yyyy): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Current occupation: \_\_\_\_\_

I declare under penalties of perjury and learned of the penalties incurred by persons who declare with falsehood with a distinct from the judicial authority, in terms of the provisions of article 247, fraction I of the Federal Criminal Code, that information sitting in this application is correct and agrees with the documents attached to the same, and I am aware of the terms, conditions and deadlines for this process so I have no doubt and I agree with it.

**Applicant's Signature:** \_\_\_\_\_

**Date (dd/mm/yyyy)** \_\_\_\_\_