



EMBASSY OF MEXICO  
CONSULAR SECTION

## NON ORDINARY VISA (DIPLOMATIC/OFFICIAL/SERVICE)

### REQUIREMENTS:

1. Visa Application.
2. Valid passport and copy of the main page.
3. One color picture, passport size, front view, with no eyeglasses and white background (adhered to the square on the upper left corner of the application).
4. Original verbal or diplomatic note that must contain the following information in order to determine the kind of visa to be received:
  - Whole name of the traveler (as shown in the passport).
  - Kind and passport number.
  - Position or rank at the Embassy, International Organization, etc.
  - Reason of trip.
  - Dates of trip.

### PROCEDURE:

In order to better serve your needs and improve our security measures, please send copies of your verbal/diplomatic notes, applications, pictures and main page of passports to the e-mail box specifically created for this purpose: [visasconwas@sre.gob.mx](mailto:visasconwas@sre.gob.mx).

To set up an effective control of your petitions, it will be necessary to receive one electronic mail per individual or family (scanned on color and high resolution). Please include in the electronic mail whole name, title and direct phone number of the person responsible of sending the application of visas.

As soon the visas are ready, an electronic mail will be sent to let you know the date when the original verbal/diplomatic note and a copy of it, original applications, pictures and original passports are needed to finalize the process.

The schedule to receive passports will be 9:00 am to 10:00 am, from Monday through Friday, and the visas will be handed over to your courier the same day between 1:00 pm and 1:30 pm.

For more information please e-mail [visasconwas@sre.gob.mx](mailto:visasconwas@sre.gob.mx).

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