



Traveler data / Angaben zum Reisenden

Country to Visit/Reiseland *

Numbre of Entries/Anzahl Einreisen *

Business - Tourist - Technical *

Last Name/Nachname *

First Name/Vorname *

Nationality *

Email *

Phone / Telefon *

Assistant data / Angaben AssistentIn

Last Name/Nachname

First Name/Vorname

Email

Phone / Telefon

Cell phone/Handy

Billing address / Rechnungsadresse

Company / Firmenname *

Attention of / z.Hd. *

Exact address / Genaue Adresse *

PO-Number/Cost Center/Auftragsnummer/Kostenstelle

Passport return address / Rückversandadr. Pass

Company / Firmenname

Attention of / z.Hd.

Exact address / Genaue Adresse

Return address for passport/Rücksendung Pass *

☐ Send Passport to Billing address/Passversand wie Rechnungsadresse

*For administrative reasons we require credit card payment for private persons.
Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.*

Payment/Zahlung *

☐ Invoice/Rechnung

☐ Credit Card

Credit Card Number with Expiry Date MM/YY

Number

Expiry Date

Date of request / Datum des Auftrags

Return my passport until: / Pass zurück bis:

Required Shipping / Gewünschte Versandart:

- ☐ Swiss Post Registered A-Post next working day (Monday-Friday) - CHF 9,00
☐ DHL Courier Standard next working day (Monday-Friday) - CHF 18,50
☐ Courier SAME DAY - price on request

- ☐ Swiss Post Registered EXPRESS next day (Monday-Saturday) - CHF 22,00
☐ DHL Courier Rapid next working day (Monday-Friday) - CHF 23,50
☐ Courier international - price on request



Consular Service Fly

Visa and Consular Service Bern - Geneva

Required documents: Mexico - Business

Validity of Visa:
180 days

Max. Duration of stay:
180 days

Permitted entries:
multiple

- Our Visa Request Form
- Application form PDF - please fill in the application form
- Original passport, valid at least 6 months beyond return date
- If non-Swiss - Copy Swiss residence permit B or C
- 1 passport photo 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)
- Invitation letter: With company stamp, signature, indication of place of activity - Copy/scan sufficient (colored, good quality) - required language: Spanish
- Employer's letter (letter of assignment with cost coverage and confirmation of employment) - Copy/scan sufficient (colored, good quality) - required language: english
- Bank statements of the last 3 full months

Submission procedure: The applicant must appear in person either when submitting or collecting the passport. The appointment will be booked by us. Send us all documents in advance by email for verification.

Processing time standard application 1 working week

Processing time express application not available

Processing time urgent application not available

Comment/Remarks

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.
We are not liable for any delay or loss of documents posted on time.*

• info@consular-service.ch • www.consular-service.ch •

Office Bern

Postadresse: Postfach 9008, 3001 Bern
Domizil: Murtenstrasse 114, 3202 Frauenkappelen
Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

Office Genève

Adresse postale: Case postale 1345, 1211 Genève 1
Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85

**Visa Application Form**

Photo	Consular Office	Reference Number
<i>Each applicant must fill out their own form.</i>		Office use only

I. Personal Information	
1. Given name(s): (As shown on passport or travel document)	
2. First Surname:	3. Second Surname: (As shown on passport or travel document)
4. Sex: ☐ Female ☐ Male ☐ Choose no specification	
5. Date of Birth: / / DD MM AAAA	6. Age:
7. Country/ territory of birth:	8. Nationality:
9. Passport/ Travel Document Number:	
a) Issuing country:	b) Date issued:
c) Date of expiry: / / DD MM AAAA	

II. Additional Information	
10. Marital estatus: ☐ Single ☐ married ☐ common law	
11. Current residential address:	
12. Phone number:	13. E-mail address:
14. Occupation:	
15. Company name or institution:	
16. Country of residence:	17. Legal migratory status: ☐ Yes ☐ No
18. Have you ever been convicted of a criminal offence in Mexico/ other country?: ☐ Yes ☐ No	
19. If you selected YES, please provide an explanation:	

III. Purpose and Information of your Travel	
20. Date you plan to travel to Mexico: / / DD MM AAAA	
21. City/ state of entry:	
22. Length of stay in Mexico: ☐ Less than 180 days ☐ Between 180 days and 4 years ☐ Definitive	
23. Have you visited Mexico before? ☐ Yes ☐ No	
24. Have you ever been ordered to leave Mexico? ☐ Yes ☐ No	
25. If you selected YES, please provide an explanation:	
26. What is the purpose of your visit to Mexico? 	

Type of Visa (check category that applies):	
☐ Visitor/ Tourist	
☐ Long-term Visitor/Tourist	
☐ Work Visa	
☐ Visitor conducting adoption proceedings	
☐ Student	
☐ Temporary Residence	
☐ Permanent Residence	
☐ Diplomatic	
☐ Official	
☐ Service	
Passport Type:	
☐ Ordinary / Regular	
☐ No Ordinary / Special	
☐ Laissez-Passer	

Observaciones

This application is distributed free of charge

**Contacto:**



RELACIONES EXTERIORES

SECRETARÍA DE RELACIONES EXTERIORES

I. Minors/ Dependents

Parents or legally-appointed guardians must fill an application form on behalf of their minor children. Forms must be signed by both parents, and person(s) who hold custody/ legal guardianship. If a visa application is presented by only one parent/guardian, said parent must provide a notarized authorization letter, which demonstrates that the non-accompanying parent consents to the visa application process on behalf of his/her child/children.

Minors applying on their own, or accompanied by a third party over the age of 18, must provide a letter of consent, signed by both parents and/or person(s) who exercise custody/ guardianship. It is mandatory to have the letter of consent notarized by a Notary Public or entity legally authorized to provide services in the jurisdiction

II. List of Supporting Documents Attached to this Application

1)	
2)	
3)	
4)	
5)	

The information hereby provided/attached is truthful, complete and correct. If an applicant provides false or conceals information, and/or submits documents that are in any way altered, falsified or obtained through fraudulent means will be denied any visa to enter Mexico, and subsequently registered in migratory databases.

In accordance to Mexican immigration laws and regulations, a Mexican visa allows a foreign national to arrive at a port of entry and/or migration checkpoint, and request entry into Mexico. Be advised that holding/ presenting a visa does not guarantee that entry into Mexican territory will be granted. At the point of entry, Mexico's immigration officers are the only authority that can accept or refuse the entry of any traveler into Mexico, regardless of whether the traveler has previously attained a visa or is exempt from obtaining one.

The information and supporting documents collected for this application are considered confidential and protected by federal law, as mandated by Federal Law on Protection of Personal Data Held by Individuals. Further details on this matter are available at <http://sre.gob.mx/avisos-de-privacidad>

Date and Place

Place:	Date: DD / MM / AAAA
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Applicant's Name and Signature	Parent/ Guardian's Name and Signature (Minors/ dependents only)	Parent/ Guardian's Name and Signature (Minors/ dependents only)

Recibió (Nombre y firma de quien recibe la solicitud)	Entrevistó (Nombre y firma del funcionario que entrevista)	Capturó (Nombre y firma de quien captura)

Autorizó
El (la) suscrito(a) hace constar que los documentos anexados a este expediente han sido validados a mi juicio y, por ello, autorizo.



GOBIERNO DE
MÉXICO



RELACIONES EXTERIORES

Contacto:

Dirección General de Servicios Consulares
Dirección: Avenida Ricardo Flores Magón 2, piso 3, Col. Guerrero, Alcaldía Cuauhtémoc, C.P. 06300, Ciudad de México.
Teléfono: (55) 3686 5100
Correo electrónico: dsconsulares@sre.gob.mx