

ISSUANCE OF IMMIGRATION DOCUMENT BY RENEWAL

Article 34. Procedure form for the issuance of immigration document in the modality, issuance of immigration document by renewal.

Applicable to: To the foreign person holder of a immigration document, susceptible of renewal in accordance to the situations mentioned in the criteria subsection of the procedure form herein.

Requirements:

1	FMM, resident card, visitor card or provisional document with a validity up to thirty calendar days.
2	Basic form duly fill out.
3	When the foreign person presents FMM, he/she should attach original and copy of the passport or identity and travel document that will be valid in accordance to the international law or official document issued by the authority of his/her country of origin, that contains at least, name of the foreign person, nationality, date of birth and photograph.
4	Three identification card photographs (size 2.5x3 cm.), two front and one on the right side, white background, with the forehead and ears uncovered, without earrings and without glasses. Instantaneous photographs are not accepted.
5	Proof of payment of rights, in accordance to the LFD (Federal Rights Law) and other provisions applicable: <ul style="list-style-type: none"> - Visitor with permit to carry on with paid activities: \$2,642.00 with basis on the Article 8º, subsection II. - Visitor with adoption purposes: \$2,563.00 with basis on the Article 8º, subsection V, a). - Temporary resident up to one year \$3,519.00 with basis on the Article 8º subsection VI, a). - Temporary resident up to two years \$5,272.00 with basis on the Article 8º subsection VI, a). - Temporary resident up to three years \$6,678.00 with basis on the Article 8º subsection VI, a). - Temporary resident up to four years \$7,914.00 with basis on the Article 8º subsection VI, a). - Permanent resident: \$4,289.00, with basis on the Article 8º, subsection VII.
6	To present the documents that prove any of the following situations: <ol style="list-style-type: none"> a) The provisional document's holder, should present official letter of the immigration station in which it is communicated the situation by which it was required to authorize the condition of stay to the visitor, with permit to perform paid activities. b) When the condition of stay has been granted for humanitarian reasons, he/she should present document issued by competent authority, in which it is stated that the conditions by which the condition of stay was granted survive. When presenting medical certification from the relative of the foreign person, when the foreign person's reasons for residency is to provide assistance to said relative because he/she has a serious health condition. c) The visitor with adoption purposes should attach copy of the last document issued by the competent authority about the adoption process, or in case of having obtained the corresponding sentence, the document that proves to be preparing some necessary procedure to guarantee the minor's leave. d) When the condition of stay was granted by job offer, he/she should present proof of job continuity in letterhead by the employer in which it is stated the job's validity term. e) In case of temporary student resident, he/she should present letter or proof issued by the educative institution in which it is stated that he/she continue with his/her studies. f) In the case of spouse or cohabitant of a Mexican or resident, it is required the document to be signed by both people.
7	The foreign person should attend personally before the immigration authority, to provide the signature data and fingerprints for the basic form, and if applicable, for the immigration document.

Validity of authorization:

- 1 year for the temporary student resident card, visitors with adoption purposes of visitant for humanitarian reasons.
- 180 days calendar days for the provisional document.
- 1 year for the temporary resident, or, two or three years in case of job' s continuity ´same period.
- 1 year for the temporary resident card or the permanent resident in the case of minors under 3 years old.
- 4 years old for the permanent resident card, in case of foreign people from 3 to 15 years old.

Resolution Criteria:

I. The foreign people that hold a FMM, visitor card, resident card or provisional document can promote the renewal of its immigration document to extend its validity when they are in the following situations:

- a) Foreign people under three years old should renew his/her permanent resident card every year until they are three years old. From three years old and until they reach the age of majority, the immigration document should be renewed every four years.
- b) The holders of a visitor condition of stay with adoption purposes, or visitor for humanitarian reasons, could request the necessary renewals until the conclusion of all processes related to the adoption, or until the process or cause that motivated the granting of the condition of stay of visitor for humanitarian reasons concludes.
- c) The holders of provisional documents could request renewal, as long as the situation that originated the condition of stay as visitor with permit to perform paid activities persists. The renewal should be authorized for one hundred eighty days periods each time.
- d) The holders of a temporary student resident card, could request the necessary renewals until the conclusion of his/her studies, courses, research or learning projects.
- e) The holders of a temporary resident card could request the renewals that correspond until the completion of four years counted from the date in which the condition of stay was obtained.
The renewals can be granted in one, two or three years terms, but in no case the total counting could exceed four years.
In case of minors under three years old, the renewal should be requested each year until the foreign person is three years old.

II. The immigration documents referred to in the number 1 of the requirements subsection of the procedure form herein, should have validity of 1 up to 30 calendar days for the process to proceed.

Also the procedure of immigration document that has expired on non-working day and is presented the next business day will proceed, and the one for the cards that have expired abroad that have up to sixty calendar days of expiration.

III. Foreign people that present provisional document are not required to present basic form

IV. The immigration authority after having verified the compliance to the applicable requirements of the immigration checklists will issue the corresponding resolution.

V. In case that the immigration authority detects that the foreign person is under some cancellation hypothesis in terms of the Law, he/she should present evidence as an ancillary proceeding, by special and prior ruling, the cancellation or not of the condition of stay.
in case of negative resolution, the immigration authority should issue a resolution duly supported and warranted, granting a term so that the foreign person leaves the national territory.

Important:

- ✓ The foreign person should fill out a basic form available in the Institute's official website to print it and present it in the office for the procedure.
- ✓ The fingerprinting, the photographs pasting and the foreign person's signature will be performed before the immigration authority that will issue the corresponding card.
- ✓ The immigration authority could cancel the immigration document, for the causes mentioned in the articles 64 of the Law and 163 of the Regulation.