

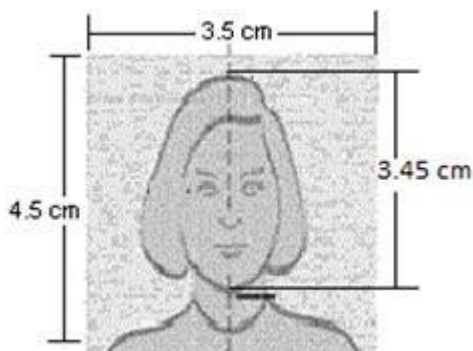


Contact on 8010700700 for more details

The following list of documents is a guide of the requirements. The Consular Section **may request further forms of proof** depending on each case.

All required documents must reflect complete name as shown in passport.

1. Original valid passport and a clear photocopy of the first and last page ([vertical](#)).
2. Proof of legal stay in India (Visa copy and entry stamp) in case the applicant holds another nationality.
3. Application form duly filled (printed in one page, double sided). ([Download here](#)).
4. One recent passport-sized photograph (4.5 CM X 3.5 CM), white background, without glasses. Face should cover 80% of the photo.



5. Original (in letterhead and hand-signed) cover letter given by your employer indicating date of joining (Applicant must have been working at least 1 year in the same company).-if applicable. (Please include a copy of the passport or PAN card of the person signing the letter)
6. Original pay slips (stamped and signed by the company) of the last 3 months. Please include a copy of the passport or PAN card of the signatory
7. Original personal cover letter issued by the applicant stating length and purpose of the trip.
8. Original personal bank statement (stamped and signed by the bank) or pass book (last 3 months) certified by the bank.
9. IF self-employed:
 - Original documents of business establishment apostilled, and
 - Original deed of property ownership duly apostilled.
10. Personal Income Tax Return (ITR) acknowledgment (previous year).
11. Receipt of visa fee payment (payable in INR at the current exchange rate). For rate of the current month, please see "Step 3: Pay visa application fee" on this website.
12. Applicants from **Sri Lanka, Nepal and Maldives**: all documents issued by their government (college degree, business establishment, birth certificate, and so) must be legalized first. For this process, click [here](#)
13. For spouses who are financially dependent on the main applicant, include original and copy of marriage certificate duly apostilled and spouse's passport copy.
 - If marriage certificate is from Sri Lanka, Nepal or Maldives, must be legalized. For this process, click [here](#)
14. For children/ applicants under 25 years old who are financially dependent on the main applicant, include original and copy of birth certificate duly apostilled and parents passport copy
 - If birth certificate is from Sri Lanka, Nepal or Maldives, must be legalized. For this process, click [here](#)
15. For parents dependant on the main applicant, include original and copy of birth certificate of the main applicant duly apostilled by the Ministry of External Affairs and passport copy
 - If birth certificate is from Sri Lanka, Nepal or Maldives, must be legalized. For this process, click [here](#)

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ADVICE for parents with MINOR APPLICANTS - As per visa process, all applicants including **children need to give biometrics** (picture and fingerprints). Please talk to your child before your visit to the Consular Section and **prepare her/him for the same** in order to process their application in a timely manner.

On that date, we will take a photograph and fingerprints, and an interview will be conducted as to confirm the purpose of the trip.

NOTE:

- Personal presence of the applicant(s) is mandatory for biometric process and interview.
- The list of documents mentioned above is a guide of the requirements. The Consular Section **may request further forms of proof** depending on each case.
- Names on all the documents should be exactly as on the passport(s).

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- If the applicant fulfils all requirements, visa processing takes **two working days**.
- Having a Mexican visa gives the possibility to travel to the country, but the **entry to Mexican territory is subject to** the final decision of the Immigration Authorities in the country.
- Passport should be valid for at least 6 months from the date of travel