

MEXICO

Apostille Questionnaire 2021

*The official languages of the HCCH are English and French. A courtesy translation has been provided for responses in Spanish.
 The responses are otherwise reflected as provided by Contracting Parties, subject to minor typographical corrections*

Joining the Apostille Convention	
1. Did you join the Convention after 2010?	[b] No.
2. Are foreign public documents exempted from legalisation by virtue of your internal law, practice, or any bilateral / multilateral agreements (excluding the Apostille Convention)?	[c] No.
Competent Authorities	
3. How many Competent Authorities have you designated under the Apostille Convention? <i>If unknown, please specify the reason for this and provide an approximate number.</i>	1 Federal Authority and 32 State Authorities. ES: 1 Autoridad Federal y 32 Autoridades Estatales
4. Do your diplomatic missions abroad play a role in the Apostille issuance process?	[d] No.
Substantive Scope	
5. Is the concept of 'public document' defined in your internal law?	[a] Yes. <i>FEDERAL CIVIL PROCEDURES CODE</i> Article 129.- Public documents are those whose elaboration is entrusted by law, within the limits of its competence, to a public servant vested in the public faith, and those issued by public servants, in the exercise of their functions. ES: Son documentos públicos aquellos cuya formación está encomendada por la ley, dentro de los límites de su competencia, a un funcionario público revestido de la fe pública, y los expedidos por funcionarios públicos, en el ejercicio de sus funciones, Artículo 129 del Código Federal de Procedimientos Civiles.
6. Have you experienced any difficulties in characterising a 'public document' for the purposes of the Apostille Convention?	[b] No.
7. Has the exclusion of 'documents executed by diplomatic or consular agents' (Art. 1(3)(a)) from the scope of the Apostille Convention given rise to any difficulties?	[c] No.
8. Do you think this Art. 1(3)(a) exclusion is justified in the context of the modern operation of the Convention?	[a] Yes.

9.	Has the exclusion of 'administrative documents dealing directly with commercial or customs operations' (Art. 1(3)(b)) from the scope of the Apostille Convention given rise to any difficulties?	[c] No.		
10.	Do you think this Art. 1(3)(b) exclusion is justified in the context of the modern operation of the Convention?	[a] Yes.		
11.	Do you issue (outgoing) or accept (incoming) Apostilles for any of the following categories of document?		Issue	Accept
		Certificates of origin	X	X
		Export licences	X	X
		Import licences	X	X
		Health and safety certificates issued by the relevant government authorities or agencies	X	X
		Certificates of products registration	X	X
		Certificates of conformity	X	X
		End user certificates (i.e. documents certifying that the buyer is the end user of acquired goods)	X	X
	Commercial invoices	X	X	

Apostille Process

Certification of Public Documents

12.	Do any of your public documents require some other intermediate certification before the issuance of an Apostille?	[a] Yes, an intermediate certification is required for some categories of public documents.		
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<i>For Parties that answered yes to Q12.</i>		Category of public document	Why certification is required	
12.1. What categories of public document require intermediate certification and why?		School documents ES: Documentos escolares	Internal regulation ES: Reglamentación interna	
		Identity documents (certificates) ES: Documentos de identidad (certificaciones)	Internal regulation ES: Reglamentación interna	
		Business documents ES: Documentos mercantiles	Internal regulation ES: Reglamentación interna	
		Health documents ES: Documentos de salud	Internal regulation ES: Reglamentación interna	

Requesting an Apostille (Outgoing)			
13. How can an Apostille be requested?	[a]	In person.	X
	[b]	By post.	X
	[c]	By email.	
	[d]	Through a website.	
	[e]	Other.	
14. When issuing an Apostille, do you enquire about the State of destination?	[a]	Yes, in the application form.	
15. How long does it take for an Apostille to be issued?	In-person request (paper Apostille)	Other requests (from the time of receipt) (paper Apostille)	e-Apostille requests
	On the same day	Within five working days	
16. Does your Competent Authority impose a fee for issuing an Apostille?	[b]	<p>Yes, but the price is dependent on, for example, the category of public document(s), the Competent Authority, or the type of application.</p> <p><i>The cost of an Apostille of documents at the federal level is \$871.00 pesos m.n., each document. The competent State authorities determine the costs.</i></p> <p><i>ES: El costo de apostilla de documentos a nivel federal es de \$871.00 pesos m.n., por documento. Las autoridades competentes de carácter estatal, determinan sus costos.</i></p>	
Issuing an Apostille (Outgoing)			
17. How is the origin of a public document verified for the purpose of issuing an Apostille (i.e. verification of the authenticity of the signature, the capacity of the signer, and the identity of the seal / stamp (Art. 5(2))?	[a]	Single Competent Authority.	
	[ii]	An electronic database of sample signatures / seals / stamps.	
18. How does a Competent Authority address situations where it is unable to verify the origin of the public document?	[b]	The Competent Authority will contact the issuing authority to confirm authenticity but will not issue the Apostille until the new signature, stamp or seal is added to the database.	
19. In what language(s) are the 10 standard items of your Apostilles available?	[c]	<p>In three languages.</p> <p><i>Spanish, French and English</i></p> <p><i>ES: Español, Francés e Inglés</i></p>	
20. In what language(s) are the blank fields of your Apostilles filled in?	[a]	<p>In one language.</p> <p><i>Spanish</i></p> <p><i>ES: Español</i></p>	
21. How are the blank fields of your Apostilles filled in?	[b]	<p>Using computer software.</p> <p><i>Integrated System of Legalization, Apostille and Certification.</i></p> <p><i>ES: Sistema Integral de Legalización, Apostilla y Certificación.</i></p>	
Apostille Registers			
22. How is your Apostille register, required by Article 7, maintained?	[b]	Multiple Competent Authorities.	
	[v]	A separate register for each Competent Authority, some in paper form, some electronic.	

23. What particulars are contained in your Apostille register?	[a] Number and date of the Apostille (<i>required</i>).	X
	[b] Name and capacity of the person signing the document and / or the name of authority whose seal or stamp is affixed (<i>required</i>).	X
	[c] Name and / or type of underlying document.	X
	[d] Description of the contents of underlying document.	
	[e] Name of the applicant.	
	[f] State of destination.	
	[g] Copy of the Apostille.	
	[h] Copy of the underlying document.	
	[i] Other. <i>Name of the person signing the public document.</i> <i>ES: Nombre del titular del documento.</i>	X
24. Is there a limit to how long records can be retained on the Apostille register?	[d] No.	
25. If your register is <i>not</i> publicly accessible, how frequently do your Competent Authorities receive requests to verify an Apostille they have issued in the register?	[a] Never.	
Technology & the e-APP		
26. Under your internal law, do you recognise electronic / digital signatures as functionally equivalent to handwritten signatures (<i>i.e.</i> can a public document be signed electronically)?	[b] No.	
27. Under your internal law, are public documents executed, or able to be executed, in electronic form (whether or not they are to be used abroad under the Convention)?	[a] Yes.	
<i>For Parties that answered yes to Q27.</i> 27.1. What categories of public documents are executed, or able to be executed, in electronic form (whether or not they are to be used abroad under the Convention)?	[a] All public documents.	
	[b] Civil status documents (e.g. birth, death and marriage certificates) and certificates of non-impediment.	
	[c] Other administrative documents (including decisions from administrative tribunals or decision-making bodies).	
	[d] Extracts from commercial registers and other registers.	
	[e] Notarial authentications of signatures.	
	[f] Other notarial acts.	
	[g] Diplomas and other education documents.	
	[h] Court documents, including judgments.	
	[i] Patents or other documents pertaining to intellectual property rights.	

	[j] Documents relating to adoptions.	
	[k] Translations.	
	[l] Medical or health certificates.	
	[m] Criminal records.	
	[n] Import or export licences.	
	[o] Certificates of origin.	
	[p] Certificates of conformity.	
	[q] Other. <i>It depends on the regulations of each Federal dependency or each State.</i> <i>ES: Depende de la normatividad de cada Dependencia Federal o de cada Estado.</i>	X
<i>For Parties that answered yes to Q27.</i> 27.2. Approximately what percentage of your public documents are originally executed in electronic form (whether or not they are to be used abroad under the Convention)?	Approximately between 10 to 15 percent. <i>ES: Aproximadamente entre el 10 al 15 por ciento.</i>	
28. Do you issue e-Apostilles?	[b] No. [i] We are studying the use of e-Apostilles and plan to implement the e-Apostille component. <i>The necessary procedures are being done to develop and implement a system in the short term.</i> <i>ES: Se están realizando las gestiones necesarias para desarrollar e implementar un sistema en el corto plazo.</i>	
<i>For Parties that answered no to Q28.</i> 28.1. What challenges are you facing that may prevent you from implementing the e-Apostille?	[a] Internal law limitations.	
	[b] Judicial or administrative structure.	X
	[c] Implementation challenges (e.g. lack of resources, lack of infrastructure).	
	[d] Cost.	
	[e] System interoperability / compatibility.	X
	[f] Security concerns.	
	[g] Other.	
<i>For Parties that answered no to Q28.</i> 28.2. How do you issue an Apostille for a public document executed in electronic form?	[c] Other. <i>An Apostille printed on a self-adhesive label is attached to a certified printed copy (handwritten signature) of the electronic public document.</i> <i>ES: Se adhiere una apostilla impresa en soporte etiqueta autoadherible, a una copia impresa certificada (firma autógrafa) del documento público electrónico.</i>	
29. Are your authorities equipped to accept incoming e-Apostilles?	[c] No. <i>e-Apostilles have not been presented to this authority to thus determine if they have the necessary equipment.</i> <i>ES: No se han presentado e-Apostillas ante esta autoridad, para determinar si se cuenta con el equipo necesario.</i>	
30. Do you maintain an e-Register?	[a] Yes.	

<p><i>For Parties that answered yes to Q30.</i> 30.2. What technology is used to maintain your e-Register?</p>	<p>[a] A government-built platform.</p>	
<p>31. Have you been in contact with other Competent Authorities that operate an e-APP component and exchanged information and / or relevant experience?</p>	<p>[a] Yes. <i>To share experiences.</i> <i>ES: Para compartir experiencias.</i></p>	
<p>Issues with Apostilles</p>		
<p>32. Has an Apostille issued by your Competent Authority ever been refused by the authorities of another Contracting Party on the following grounds:</p>	<p>[a] Form requirements (e.g. square-shaped, sides of at least nine centimetres, border, ink, etc).</p>	
	<p>[b] The manner in which the Apostille was affixed / attached to the underlying document.</p>	
	<p>[c] The Apostille was not signed.</p>	
	<p>[d] One or more of the standard informational items were not filled in.</p>	
	<p>[e] The Apostille was in electronic form (<i>an e-Apostille</i>).</p>	
	<p>[f] The underlying public document was in electronic form.</p>	
	<p>[g] The underlying public document had expired / was not issued within a certain timeframe.</p>	
	<p>[h] The underlying document was not a public document under the law of the destination.</p>	
	<p>[i] Other.</p>	
	<p>[j] Unknown.</p>	X
<p>[k] No / Not applicable.</p>		
<p>33. Has your Competent Authority ever been requested by external Competent Authorities to certify or confirm your procedure for issuing Apostilles?</p>	<p>[b] No.</p>	
<p>34. Has an Apostille received by your authorities ever been refused on the following grounds:</p>	<p>[a] The issuing State was not a Contracting Party to the Apostille Convention.</p>	
	<p>[b] Form requirements (e.g. square-shaped, sides of at least nine centimetres, border, ink, etc).</p>	
	<p>[c] The manner in which the Apostille was affixed / attached to the underlying document.</p>	
	<p>[d] The Apostille was not signed.</p>	
	<p>[e] One or more of the standard informational items were not filled in.</p>	

	[f] The Apostille was in electronic form (<i>an e-Apostille</i>).	
	[g] The underlying public document was in electronic form.	
	[h] The underlying public document had expired / was not issued within a certain timeframe.	
	[i] The underlying document was not a public document under the law of the destination.	
	[j] Other.	
	[k] Unknown.	X
	[l] No / Not applicable.	