

## VISA APPOINTMENTS.

### STEP 1. CREATE A MEXITEL ACCOUNT.

1. Visit <https://mexitel.sre.gob.mx/citas.webportal/pages/public/login/login.jsf>
2. Select your **language** preference on the upper right corner (website available in Spanish, English, French, Chinese, Portuguese and Japanese).
3. Click on "**Create an account**". Enter the required information.
4. Select the option **MEXITEL** (Embassies and Consulates).
5. Choose and confirm your **password**. The password must contain more than 6 characters, at least one uppercase letter, a lowercase, a number or special character.
6. Click on "**Accept**". You will receive a confirmation email (check your Spam Inbox). Open that link to activate your account.

Confirmations are sent automatically, if this does not happen please check your internet connection or try a different browser.

### STEP 2. SET UP YOUR APPOINTMENT.

Now you will need to login to your profile with the same credentials you just created. Once you are in the system, you will see your dashboard.

To schedule an appointment, you must have the following information and documents available:

- A passport valid for travel to Mexico with a validity date at least six months beyond your intended visa application date.
1. In the "Country" dropdown menu select: **United States**
  2. Type in your **ZIP Code** or the area ZIP Code of the Office you want to apply at.
  3. In "Consular Office" dropdown menu select: **DENVER**
  4. In "Document" dropdown menu select the service you are requesting the appointment for: **VISAS/POWER OF ATTORNEY/MEXICAN PASSPORT.**
  5. Enter your Passport number and select a "Place of issue" in the country dropdown menu.
  6. Enter your Given Name, Surname/Family Name as stated in your passport.
  7. Select your "Nationality" in the dropdown menu. Nationalities are listed in Spanish. "American" applicants should select **Estadounidense.**
  8. Complete the fields for Date of Birth (DD/MM/YYYY), Place of birth, Sex, Phone number)
  9. Check off the "I am not a robot" box and click on **SEARCH.**
  10. Choose date and hour.
  11. Verify your appointment details are correct and click on **ACCEPT.**

12. A **confirmation letter** will be sent automatically. Remember to bring a printed copy to your appointment. Write down your 20 digit confirmation code (p. e. EP0912191130395-81765) as a backup in case you do not receive it by email.

I have not been able to schedule an appointment. What should I do?

Try different browsers. Our website works better with Google Chrome, Mozilla Firefox or Internet Explorer 9 or superior. You should also try on a laptop or PC, some devices are not compatible with our webpage.

If our calendar shows no availability you should wait until the first 3 business days of the immediate next month when additional appointments are released.