



Checklist for visa application in Mexico for business

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

1.1 A completed and signed Schengen [visa application form](#).

- Yes
- No
- Remarks

2. Travel Documents

2.1 A passport or other travel document.

- Yes
- No
- Remarks

2.2 A copy of all pages of the passport.

- Yes
- No
- Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

2.3 Additional requirements for minors (under 18):

- Birth certificate; and/or
- Court documents (e.g. in adoption or shared custody cases); and/or
- Death certificate (if one of the minor's parents is deceased).

The consent of either both parents or legal guardians is required if the minor is going to travel alone. If the minor travels with only one of the parents/legal guardians, the written consent of the other is required. No additional consent is required if the minor travels with a parent/legal guardian who has sole custody.

All these documents must be legalised. If necessary, a translation may also be requested (e.g. for documents not issued in Latin).

- Yes
- No
- Remarks

3. Evidence of legal residence

3.1 For non-Mexican nationals residing in Mexico: a residence permit issued by the Mexican authorities valid beyond the intended date of arrival back in Mexico.

- Yes
- No
- Remarks

3.2 For third country nationals residing in one of the other countries subject to the territorial jurisdiction of the relevant Member States' consulate in Mexico: a residence permit issued by the authorities of the country of residence valid three months beyond the intended date of departure from the territory of the Member States, as well as a proof of legal residence in Mexico while submitting the visa application (e.g. Mexican migratory entry form).

- Yes
- No
- Remarks

3.3 If the non-Mexican national does not intend to return to Mexico: proof that entry into their country of origin or any other third country is guaranteed.

- Yes
- No
- Remarks

4. Photo

4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.

See: [photo guidelines](#).

- Yes
- No
- Remarks

5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

5.1 Ticket reservation for return trip to Mexico, or to the country of residence, or to the country of final destination.

- Yes
- No
- Remarks

- 5.2 Means of subsistence:
- Bank statements for the last three months;
 - Proof of sufficient financial means to cover expenses during the stay, for example:
 - credit card valid abroad and accompanied by a bank statement confirming card ownership and available funds; and/or
 - pay slips; and/or
 - travellers' cheques.
 - Yes
 - No
 - Remarks
- 5.3 Proof of intention to return to the country of residence, such as proof of employment, property ownership, family ties.
- Yes
 - No
 - Remarks
- 5.4 Accommodation:
- copy of a hotel booking; or
 - proof of other accommodation for the duration of the stay in the Member State of destination; or
 - proof of sufficient means to cover accommodation.
 - Yes
 - No
 - Remarks
- 5.5 Company document: official document confirming the applicant's business trip and employment status, issued by the local company or institution and/or the company or institution in the Member State of destination duly stamped and signed. If the company pays the travel and subsistence costs, the document should include this information.
- Yes
 - No
 - Remarks

6. Proof of health insurance

- 6.1 The insurance policy has been taken out in your name.
- Yes
 - No
 - Remarks
- 6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.
- Yes
 - No
 - Remarks

6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- Yes
- No
- Remarks

7. Visa

7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- Yes
- No
- Remarks

8. Payment

8.1 Payment of the visa fee.

- Yes
- No
- Remarks

Please be aware of the following

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Mexico according to the Commission Implementing Decision of 06-05-2019 by the European Commission, in conformity with the list of supporting documents.