



Yucatan Transitional Services

New Client Information Package and Contract

I, _____, on this date _____ hereby contract Yucatan Transitional Services to complete the Mexico based portion of my application for residency in Mexico.

The duration of this process will be determined by which immigration office is utilized.

The portion based in Mexico consists of 1-2 appointments in Merida or Progreso, while Cancun and Playa del Carmen usually require making an appointment 3 to 20 days prior to the date desired, and require the client's original passport to schedule.

One of our associates will complete all paperwork, make your appointment(s) if at an office that requires them or queue early for a good spot in line, and accompany you throughout the process at INM to submit your application, make payments, and have your pictures and fingerprints taken.

We can also help you through the initial process in your country of origin. Depending on what's needed, the cost for that is \$500 to \$1000 pesos.

We also provide assistance facilitating real estate transactions, property management, purchasing and registering a vehicle, extending a TIP, purchasing health insurance, obtaining an RFC, and completing procedures such as obtaining bank accounts.

We can also assist anywhere in Mexico by preparing documents digitally and sending them to you to use at any immigration office in Mexico!

We look forward to working with you!



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A retainer/deposit of \$1000 pesos per client is required for commencement of services. **In addition** to this retainer/deposit, our fees are as follows:

- Financial solvency visa (Canje): \$4,500 pesos.
- Family unity visa: \$5,000 pesos.
- Renewal: \$4,000 pesos.
- Change of condition: \$4,500 pesos.
- Change of address: \$1,500 pesos.
- Document preparation, either for use in another part of Mexico, or for you to submit on your own at any INM office in the Yucatan or Quintana Roo: \$2,000
- Services such as in person oral interpretation are billed at \$600 pesos per hour.
- Neighborhood tours are \$350 per hour plus \$12 pesos per kilometer.
- We offer a \$500 peso per person discount for couples and families!

The retainer is to be paid upon engaging our services, and the balance is paid once your procedure has been completed.

We prefer to schedule our appointments 4 weeks in advance so that we can serve our clients as efficiently as possible.

To get started we ask for the questionnaire at the end to be filled out, and a \$1000 peso per person retainer paid to YTS. We often use the app Wise, and recommend it.

Client signature _____

Date _____



Yucatan Transitional Services Concierge Packages

We now offer concierge packages which provide the client with a specific number of hours of our team's assistance, both virtually and in person.

With all three packages we can be reached 24/7 in the case of an emergency.

You can use this time to have us running errands, paying bills, giving neighborhood tours, grocery store and mercado tours, historic tours, trips to cenotes and ruins, even spanish lessons! (I think that what works best is a mixture of a classroom setting to learn and understand sentence structure, combined with functional scenarios, such as grocery stores, shops, etc where you learn to combine your understanding of how to form a sentence with practical spanish vocabulary.)

The three packages consist of:

- Basic: \$1,500 pesos per month, provides one hour of virtual assistance per week (either by phone or video call), and one hour in person assistance every two weeks.
- Intermediate: \$2,000 pesos per month offer two hours virtual assistance per week, and one hour in person assistance once per week.
- Extra: \$2,000 pesos for three hours virtually week and two hours of in person assistance per week.

Subscribers also receive a discount of 10 percent on our fees for immigration procedures.



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Required documentation for visa pre-approval for temporary or permanent residency via Financial Solvency at a Mexican consulate abroad

Pre-approval application process at a Mexican consulate abroad.

1. The first step is to schedule an appointment at www.https://mexitel.sre.gob.mx
 2. Complete online visa application, and email to consulate. Also bring completed, printed form to your appointment.
 - a. Temporary visa application here:
 - b. https://intranetdgsc.sre.gob.mx/images/stories/lineamientos/SOLICITUD_VISA_EN_JUL_15.pdf
 - c. Permanent visa application here:
 - d. <https://consulmex.sre.gob.mx/sandiego/images/PDFs/Solicitudes/VisaIngles2018.pdf>
 3. Photocopies of passport and original.
 4. \$51 usd payment for visa application (money order or cash).
 5. Marriage certificate if applying jointly.
 6. Three color pictures, passport size, front view, with no eyeglasses and with a white background
 7. Letter stating why you wish to move to Mexico, and when you hope to do so.
 8. Bank statements going back 12 months for the financial solvency visa.
- If using statements printed off the internet, request a letter from your bank stating that the account information is a true and accurate representation of your resources.
9. Financial solvency requirements for temporary residence



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- Bank records showing a monthly income of approximately \$4,185 usd or 12 months showing an account balance of at least \$69,750 usd.

10. Financial solvency requirements for permanent residence

- Bank records showing a monthly income of at least \$6,975 usd or 12 months showing an account balance of at least \$279,000 usd.

These numbers vary amongst consulates.

They also fluctuate with the value of the dollar.

Add an additional \$860 usd for each dependent.

Requirements for the final application process in Mexico for the Financial Solvency Visa

1. FMM generated online by YTS.

Original

2. Passport with visa pre-approval sticker from Mexican consulate

Original and b&w copy (copy by YTS).

3. Completion of online appointment and online pieza.

This is the official electronic application for Mexicans portion of the visa process, and is created and filed by YTS.

4. Completion of formato básico.

This is provided and filled out by YTS, utilizing the information obtained in the demographic questionnaire.



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5. Solicitud de canje.

This is the request to exchange your FMM for an actual visa (provided and filled out by YTS).

6. YTS creates a payment form via the INM portal, and payment can be made at any bank or at INM using a debit or credit card.

7. A temporary one year visa is \$5,570 pesos.

After one year, applicants may reapply for all three years simultaneously for \$10,571 pesos.

8. A permanent visa is \$6,495 pesos.

Payment form and proof of payment are submitted to INM by YTS with initial application or may be paid at INM with credit or debit card.

9. Photographs taken at INM

Hair up and back, no earrings, light makeup, not smiling. Do not wear white, green, or stripes.

10. YTS will make all necessary appointments on your behalf, and will accompany you to all appointments.



Yucatan Transitional Services Requirements for Family Unity Visa When Started in the US

This option is for those with a child, parent, or spouse with temporary residence, permanent residence, or citizenship+

1. When this process is started abroad, an appointment must be made at your nearest Mexican consulate at [www.https://mexitel.sre.gob.mx](https://mexitel.sre.gob.mx)
2. For your appointment you must complete and print the visa application, as well as email it to the consulate when required. <https://consulmex.sre.gob.mx/sandiego/images/PDFs/Solicitudes/Visa-Ingles2018.pdf>
3. Bring valid passport and copies of the picture page.
4. Three color picture, passport size, front view, with no jewelry nor eyeglasses and using a white background.
5. Application processing fee of \$51 dollars, payable by check or money order to the consulate.
6. Original and copy of the applicant's birth certificate or marriage license (whichever the case may be) to prove their relationship to the person with residency or citizenship.
7. If the sponsoring parent/spouse/child is Mexican, bring their Mexican birth or marriage certificate, original passport, and copies.
8. The Mexican national need only be present if the person being sponsored is a minor.



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9. If married within México, an original marriage certificate and copy is required, and for its use in the US it will need to be apostilled and sometimes translated, depending on the consulate.
10. You must have these documents apostilled and translated into Spanish for their use in Mexico.
11. Residents and citizens can give residency to their spouses, their minor children, and to their parents. A parent cannot give it to their adult child.
12. If the applicant is a minor one parent must be present to sign the application .
13. If minors or persons requiring legal guardianship attend by themselves or someone different to their parents, they must submit a notarized document in which their parents or legal guardianship authorize the visa application.
14. This process can be started abroad, but will still need to be finalized in Mexico. It consists of the steps of the next portion.

Requirements for application process in Mexico for Family Unity Visa

1. You must bring your apostilled or certified/authenticated marriage license or birth certificate proving the familial tie.
 - Apostilled or certified by the department of state of issuing state, if the document is not Mexican.
 - Translated into Spanish by a Mexican certified legal translator. We have several on staff to cater to multiple language needs.
2. Passport and visa or Mexican identifying documents of the family



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member who is sponsoring the individual seeking residence.

Original and b&w copy

3. FMM (Original) completed by YTS

4. Passport

- Original and b&w. copy completed by YTS

5. Completion of formato básico. completed by YTS

- This information is provided and filled out by YTS, using the information requested in the questionnaire.

6. Pieza.

- This electronic portion of the visa application by YTS, uses the data compiled by the demographic questionnaire.

7. Request form for change of condition or regularization via family unity.

- This is the letter requesting to exchange your FMM for an actual visa.
- The form is provided by and filled out by YTS.

8. Online privacy notice form (provided and filled out by YTS)

9. Payment of \$1,780.00 mxn paid to INM for the initial document review.

10. Payments made for the cost of the visa and any overstay fine if applicable in the case of a regularization via family unity.

- These can be made at any bank into immigration's account using your name and a unique code, all handled by YTS, or can be paid via card at INM.

- A temporary one year visa is \$5,570 pesos. After one year, the



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applicant may reapply for all three years simultaneously.

- A permanent visa is \$6,495 pesos.

12. Photographs (taken at INM):

- Hair up and back, no earrings, light makeup, not smiling.
- Do not wear white, green, or stripes.

2025 Mexican Immigration Fees and Fines

All prices in Mexican pesos

FMM

Fmm \$717

Fmm issued for less than 7 days \$186

Temporary residency visa fees

- Visa costs for 1, 2, 3 or 4 years of temporary residency are constant regardless of program utilized to obtain residency.

o Temporary for 1 year \$5,570

o Temporary for 2 years \$8,347

o Temporary for 3 years \$10,571

o Temporary for 4 years \$12,529

Permanent residency cost (regardless of approval program utilized)

- Permanent \$6,789

Renewals

- Cost corresponds to length of residency requested with no additional fees.



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Canje

- First year of residency at \$5,570, after which you will renew for three years, followed by a change of condition to permanent.

Reposition/Replacement

- \$1715 for any card.

Regularization

- Regularization Via Family unity
 - o Reception of documentation \$1780
 - o Fine \$2,262-\$4,525
 - o Visa costs same as above

Change of condition

- Change of condition to temporary via family unity
 - o Reception of documentation \$1780
 - o Visa costs same as above
 - Change of condition to permanent via family unity or time
 - o Reception of documentation \$1780
 - o Permanent resident card same as above
- Notifications such as change of domicile continue to be free.



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Demographic data required for completion of paperwork

- 1) Full name as it appears on your passport:
- 2) Passport number:
- 3) Country of issuance:
- 4) Nationality:
- 5) Date of issuance (day/month/year format)
- 6) Date of expiration (day/month/year format):
- 7) Birthday (day/month/year format):
- 8) Place of birth, (city, county, state, country):
- 9) Marital status:
- 10) Height in cm:
- 11) Weight in kg:
- 12) Skin color:
- 13) Body type: (slender, normal, robust):
- 14) Scars or tattoos:
- 15) Number of children:
- 16) Religion
- 17) Highest grade completed:
- 18) Field of study:
- 19) Career field:
- 20) Job title:
- 21) Current activity in country of residence:
- 22) Intended activity in Mexico:
- 23) Place of residency prior to Mexico: city, county, state, and country:
- 24) Level of Spanish proficiency:
- 25) Address in Mexico w/cross streets and zip code:
- 26) Average monthly income (as previously reported to the consulate):
- 27) Type of visa pre-approved for:
- 28) If it is a renewal, for how many years.