

**"Information to Parties who require an entry visa to attend
COP 16/CMP 6 in Cancun"**

**Obtaining a Mexican visa for participants, residing in countries where
there are NO Mexican embassies nor consulates.**

- Regular information for participants who need a Mexican visa is available at:
<http://cc2010.mx/en/participants/visas/>
- The government of Mexico is providing an additional option for those participants residing in places where no Mexican representative offices are available. Through an agreement with DHL, the Mexican government on its own expense will provide for the shipment of passports and documents necessary to obtain a visa, from the applicants' place of residence to a Mexican visa office and back to the applicant.
- Given the financial costs involved, the service will be provided for a brief period of time (11- 22 October) and applicants will use this service at their own risk. Neither the Mexican Government nor DHL Company will be responsible or liable for unforeseen circumstances that may cause delay, damage or loss of passports.

STEPS TO APPLY FOR A VISA THROUGH PARCEL SERVICE

A. Applicants holding DIPLOMATIC, OFFICIAL OR SERVICE PASSPORTS, attending the COP as delegates of a State Party.

- 1) Applicants must check at <http://cc2010.mx/en/participants/visas/> if they require a visa to enter Mexico.
- 2) Delegates will then send an email to the Mexican government (the Government, hereafter) at oevginebra@delegamexoi.ch indicating that he/she would like to apply for a visa through the parcel service and sending as attachments (in jpg format with good resolution) the following documents:
 - a. Scanned copy of the page of the applicant's passport containing picture, validity of the document, and personal data.
 - b. Scanned duly completed application form. Please find the application form at:
<http://cc2010.mx/assets/001/5029.pdf>

Please note that visa requests by email will only be processed if received by the Government from 11 to 22 October 2010.

- 3) Once the visa issuance has been approved, the Government will send an email to the applicants providing them with a reference number and sending as an attachment a file (pdf format) containing the bill of lading necessary to ship their documents through DHL.
- 4) Government delegates applying should contact the local or closest DHL office. Applicants must hand DHL a print-out of the bill of lading and an envelope containing the following :
 - Valid passport in original, with at least one empty page to place the visa sticker.
 - Application form, duly completed, signed (in original). Fingerprinting is not necessary in the case of applicants holding diplomatic, official or service passports.
 - Original Note Verbale or official letter (with letterhead of the appropriate ministry) requesting the visa.

- One front view passport picture, in color.
- A print out of the Declaration form for applicants, duly signed in original.

Please note that:

- **If the Government does not receive all documents listed above the visa CANNOT be issued.**
- **Each envelope should contain only one passport and one set of documents.**
- **Documents will only be shipped by DHL until October 29.**

- 5) Once the visa is issued the Mexican Government will provide each applicant with a number of bill of lading so that he/she can track the shipment back to origin at www.dhl.com.
- 6) The passport with the visa should be received at the sending DHL office or at the applicants' address within fifteen days after shipping date.

B. Applicants holding ORDINARY PASSPORTS, attending the COP as delegates of a State Party or representatives of admitted observer organizations:

- 1) Applicants must check at <http://cc2010.mx/en/participants/visas/> if they require a visa to enter Mexico.
- 2) Applicants will then send an email to the Mexican Government (the Government, hereafter) at oevginebra@delegamexoi.ch, indicating that he/she would like to apply for a visa through the parcel service and sending as attachments (in jpg format with good resolution) the following documents:
 - a. A scanned copy of the page of the applicant's passport containing picture, validity of the document, and personal data.
 - b. A scanned duly filled-out application form. Please find the application form at: <http://cc2010.mx/assets/001/5029.pdf>
 - c. Either official visa request (only for government delegates) or "visa-support" letter issued by the online confirmation system of the UNFCCC Secretariat (only for representatives of observer organizations).

Please note that visa requests by email will only be processed if received by the Government from 11 to 22 October 2010.

- 3) Once the visa issuance has been approved, the Government will notify applicants by e mail and provide them with a reference number.
- 4) Applicants will need to wire transfer the consular fee¹ (Find the account information at end of this information note). Applicants should write their name and reference number on the wire transfer form.
- 5) Applicants should then send a scanned copy of the wire transfer form attached to an email indicating: name of the applicant, transfer number and date, amount of money transferred, name of the payer bank.

Please note that applicants must cover all the banking fees. If the consular fee of 36 USD or 28 € is not received in full, the visa cannot be issued.

- 6) The Government will notify applicants by email that their transfer was received and will send them as an attachment the bill of lading necessary to ship their documents through DHL (pdf format).
- 7) Participants applying should then contact the local or closest DHL office. Applicants must hand DHL a print-out of the bill of lading and an envelope containing the following :
 - Valid passport in original, with at least one empty page to place the visa sticker.
 - Application form, duly completed (in original), and with clear fingerprinting.
 - A print-out of the visa support letter issued by the UNFCCC online confirmation system (in the case of observers of civil organizations or intergovernmental organizations.)
 - Original diplomatic note or official letter requesting the visa (in the case of government delegates).
 - One front view passport picture, in color.
 - A print out of the Declaration form for applicants, duly signed in original.

Please note that:

- **If the Government does not receive all documents listed above the visa CANNOT be issued.**
 - **Each envelope should contain only one passport and one set of documents.**
 - **Documents will only be shipped by DHL until October 29.**
- 8) Once the visa is issued the Mexican government will provide each applicant with a number of bill of lading so that they can track the shipment back to origin at: www.dhl.com.
 - 9) The passport with the visa should be received at the sending DHL office or at the applicants' address within fifteen days after shipping date.

¹Depending on the applicant's specific nationality some visas may be free of charge, if this is the case the applicant will be notified and then he/she can go to step 7.

C. Accredited MEDIA REPRESENTATIVES attending the COP.

- 1) Press and Media representatives must obtain a "Correspondent visa" at the nearest Mexican embassy or consulate of their choice.
- 2) Applicants should send an email to the Mexican Government (the Government, hereafter) at oevginebra@delegamexoi.ch, indicating that he/she wants to apply for a visa through the parcel service and sending as attachments (in jpg format with good resolution) the following documents:
 - a. A scanned copy of the page of the applicant's passport containing picture, validity of the document, and personal data.
 - b. Scanned duly filled-out application form. Please find the application form at: <http://cc2010.mx/assets/001/5029.pdf>
 - c. Confirmation email of accreditation issued by the UNFCCC secretariat on-line media accreditation system.
 - d. Copy of letter of assignment on official letterhead of his/her media organization signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the applicant journalist.

Please note that visa requests by email will only be processed if received by the Government from 11 to 22 October 2010.

- 3) Once the visa issuance has been approved, the Government will send an email to the applicants providing them with a reference number and sending as an attachment a file (pdf format) containing the bill of lading necessary to ship their documents through DHL.
- 4) Applicants should then contact the local or closest DHL office. Applicants must hand DHL a print-out of the bill of lading and an envelope containing the following :
 - Valid passport in original, with at least one empty page to place the visa sticker.
 - Application form, duly completed, signed (in original), and with clear fingerprinting.
 - A print-out of the confirmation email of accreditation issued by the online registration service of the UNFCCC Secretariat .
 - Copy of the letter of assignment on official letterhead of a media organization signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the applicant journalist.
 - One front view passport picture, in color.
 - If bringing into Mexico any, list of the professional equipment, which the Mexican diplomatic office will need to certify/stamp. That list must include the following information for each item: description, serial number, brand, country of origin and approximate price in U.S. dollars.
Example: Video camera, Sony S-600 PRO, NO.126549854, made in Japan, US \$1,500.00
 - A print out of the Declaration form for applicants, duly signed in original.

Please note that:

- **If the Government does not receive all documents listed above the visa CANNOT be issued.**
 - **Each envelope should contain only one passport and one set of documents.**
 - **Documents will only be shipped by DHL until October 29.**
- 5) Once the visa is issued the Mexican government will provide each applicant with a number of bill of lading so that they can track the shipment at back to the origin. www.dhl.com.
 - 6) The passport with the visa should be received at the sending DHL office or at the applicants' address within fifteen days after shipping date.

WIRE TRANSFER INFORMATION TO PAY FOR THE CONSULAR FEE

The applicant can wire transfer THE CONSULAR FEE to one of the following accounts:

Amount	Net transfer of 36 USD
Bank:	Citibank, N.A.
Account name:	SRE Ingresos Consulares A
Account number:	36967299
Address:	111 Wall Street New York, N.Y., 10046 United States of America
Route code	ABA 021000089 SWIFT CITIUS33XXX

OR

Amount	Net transfer of 28 €
Bank:	Citibank London
Account name:	SRE Ingresos Consulares Europe
Account number:	11047949
Address:	London
Route code	IBAN GB26CITI18500811047949 SWIFT CITIGB2L

Please make sure to write ON the wire transfer form the applicant's name and the reference number provided by the Government (step 3).