

# **FMM FORM INFORMATION**

### ALL GUESTS TRAVELING TO MEXICO ARE REQUIRED TO HAVE A FMM FORM.

- For guests staying 7-nights or more, the cost is approximately USD \$44.
- Guests staying LESS than 7-nights are exempt of this tax.

### IMPORTANT THINGS TO CONSIDER WHEN PROCESSING YOUR TOURIST PERMIT:

- 1. Have your passport in hand. It must be valid for 6 months from the date of travel.
- 2. You should process your permit no more than one week in advance of your arrival date.
- 3. You must have access to a printer.
- 4. Pop-ups must be enabled on your web browser.
- 5. Pay close attention to the formatting of dates.
- 6. Give yourself some time. The process takes about 20 to 30 minutes to complete.



Please refer to this guide as you process your visa to ensure it is done properly. Any discrepancies can affect its validity.

1. Open the following link: <u>https://www.inm.gob.mx/fmme/publico/solicitud.html</u> on your web browser.

This is the official government page to obtain your FMM (Forma Multiple Migratorio/Multiple Immigration Form).

On the right side, click EN to translate the document into English, then click on the + sign.



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| General r  | equirements  |  |
| 775.   |  |  |
| The FMM applican<br>international law re-  | t. Must have a valid and ouriers, passport or plassport card (Passport Card) in escorda-<br>guilations it nationality requires it he must proteins a vaid and ourient Visa.  | rce wil  |
| the applicant know<br>cannot be used to t  | is that the Passpert Card can only be used at land border crossings and visit the borde<br>ravel within the Moxican Republic nor used for international travel by air  | XINE 1   |
| The applicant must   | enter the information required in the FNM application as it appears in their passport.   |  |
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 Review the General Conditions and check the box showing you have read and acknowledge the terms and conditions.



3. Fill out the Entry Information Form carefully and accurately. Not all fields are mentioned in this guide, however all fields are mandatory.

| Means of entry!     |           | Point of entry* |   | Date of arrival to Mexico | <b>.</b> |
|---------------------|-----------|-----------------|---|---------------------------|----------|
| By land             | ~         | Tecate          | ~ | 20/03/2021                | ,<br>111 |
| Date of departure*: |           |                 |   |                           |          |
| 27/03/2021          | <b>11</b> |                 |   |                           |          |

| Personal inforr     | nati | on                      |   |                    |   |
|---------------------|------|-------------------------|---|--------------------|---|
| Name(s)*:           |      | Surname(s)*:            |   | Gender*:           |   |
|                     |      |                         |   | Select One         | ~ |
| Date of birth*:     |      | Nationality (Country)*: |   | Country of birth*: |   |
| dd/mm/yyyy o ddmmyy | =    | Select One              | * | Select One         | ~ |

These details must match exactly as shown on your passport.

|            |   | Address of socidar ast |  |
|------------|---|------------------------|--|
| Select One | ~ | Address of residence". |  |

|                     | ion |                         |   |                 |   |  |
|---------------------|-----|-------------------------|---|-----------------|---|--|
| Reason of trip*:    |     | Specify*:               |   | State*:         |   |  |
| Tourism             | v   | Recreational Activities | ~ | Baja California | ~ |  |
| Address in Mexico": |     |                         |   |                 |   |  |

#### Follow example above.

| Email<br>—                        |                        |
|-----------------------------------|------------------------|
| Email*:                           | Email (Confirmation)*: |
| johndoe@example.com               | johndoe@example.com    |
| STAPLR                            | Verification code*:    |
| Not readable verification code? I | ry another one         |

Type in your personal email address and the verification code (case sensitive)

Reservations: (800) 443-7565 or (858) 764-5500 • Front Desk (24 hours): 858-925-1214



#### **CLICK SAVE** AND SCROLL BACK TO THE TOP TO REVIEW THE DETAILS.



- 1. If the provided information is correct, click Yes.
- 2. Otherwise, click No and make the necessary corrections.
- 3. You may need to re-enter some information before saving the FMM form and verifying the provided information is correct. The required fields will be highlighted in red.
- An email will be sent with the link to download your tourist permit. If you stay 7-nights or more you will not be able to download the form until after you have paid.

#### CLOSE THE NOTIFICATION THAT STATES THE APPLICATION WAS SUCCESSFULLY SAVED.



Copy and paste the link to the Portal de Servicios (Portal Services) from that screen into the web address. You will need your passport handy.

#### HTTPS://WWW.INM.GOB.MX/SPUBLIC/PORTAL/INMEX.HTML

Reservations: (800) 443-7565 or (858) 764-5500 • Front Desk (24 hours): 858-925-1214





#### HTTPS://WWW.INM.GOB.MX/SPUBLIC/PORTAL/INMEX.HTML

It is recommended that you ask the browser to translate the page to make it easy. In case you are unable to, these instructions should be clear enough to help in either language.



1. Close the pop-up window.



 Click on the button for Portal de Servicios (Portal Services).



- Log In if you have an account (skip ahead to processing payment)
- Recover Access Account (Recuperar Cuenta...)
- Create a New Account



#### **RECOVER AN EXISTING ACCOUNT**



- 1. Enter email address (correo electronico)
- 2. Tipo de recuperacion: Recuperar Contraseña (Recover Password)
- 3. Click Realizar Recuperacion (Perform Recovery)
- 4. Click OK on the pop-up asking if you want to continue recovering your account.
- 5. Click OK on the "Cuenta de Acceso Recuperada" (Account Recovered)
- 6. Open your email account and click on the link in the email from Notificaciones-INM.
- 7. Create a new password and click OK.

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| m.gob.mx/spublic/portal/inmex.html         |                    |  |                                     |                                | 0-7            | Q 12 \$          | * 0 |
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|  |                    | CREATE ACCES                           | SS ACCOUNT                          |                                |                |                  |     |
|  |                    |  |                                     |                                |                |                  |     |
| * Neme(s)                                  | Cuenta de Acceso   | Creada                                 |                                     |                                | 2 <sup>#</sup> |                  |     |
|  |                    |  |                                     |                                |                |                  |     |
| * Birth date:                              | Verifique su C     | orreo Electrónico para Acceder a Enlac | e de Activación de Cuenta.          |                                |                |                  |     |
|  |                    |  |                                     | ок                             |                |                  |     |
| * Nationality:                             | _                  |  |                                     |                                |                |                  |     |
| Seleccionar                                |                    | •                                      | ESTADOS UNIDOS DE                   | AMÉRICA +1                     | × *            |                  |     |
|  |                    |  | # Phone Contact.<br>7602704528      |                                | ς.             |                  |     |
|  |                    |  |                                     |                                |                |                  |     |
| * Erreil                                   |                    | 19                                     | Confirm Email                       |                                | 19             |                  |     |
|  |                    |  |                                     |                                |                |                  |     |
| PASSWORD MUST CONTAIN                      | AT LEAST ONE NUMBE | R, ONE UPPERCASE LETTER, ONE LOWERCA   | SE LETTER, ONE SPECIAL CHARACTER I( | P#S%"&" AND AT LEAST 8 OR MORE | CHARACTERS.    |                  |     |
| * Paseword                                 |                    | e)                                     | Confirm Peasword:                   |                                | e)             |                  |     |



#### CREATE A NEW ACCESS ACCOUNT

The account information must match your passport.

|                                    | CREATE ACCI                             | ESS ACCOUNT  |                       |
|------------------------------------|---|--|-----------------------|
| * Nome(b)                          | ±                                       | * Siirnamee:   | 28                    |
| * Birth date.                      |   | * Gender:  |                       |
|                                    | B×                                      | Seleccionar  | <u>*.</u>             |
| * Nationality:                     |   | * Country Code   |                       |
| Selece.ona                         | •                                       | Seleccionar  |                       |
|                                    |   | * Obona Contact  | <u> </u>              |
| *Email                             |   | Confirm Emeil  | 2                     |
| PASSWORD MUST CONTAIN AT LEAST ONE | MUNDER, ONE UPPERCASE LETTER, ONE LOWER | CASE LETTER, ONE SPECIAL CHARACTER (BUS%'S' AND AT LEA | ts or more characters |
| * Dessword                         | đ                                       | Confirm Passworr                                       | dī                    |
| iy <sup>6</sup> TTy                | G                                       | * Captoha Code   |                       |

- 1. Gender: Mujer (Female) / Hombre (Male)
- 2. Nationality: Estadounidense (if your passport was issued in the US)
- 3. Country Code: Estados Unidos de America +1 (if you have a US phone number)
- 4. Once you click Create Account, a pop up will ask if you are in agreement with continuing to register. Choose OK.

If you get another pop up that says "El Correo Electronico ya se Encuentra Registrado…", it means you already have an account. Click OK and Cancel and enter into the Portal de Servicios (Portal Services) again and click Recover Account (Recuperar Cuenta…).

- A notice that says "Cuenta de Acceso Creado" (Access Account created) will pop up inviting you to verify the account using the link that was sent to your email address.
- 6. Email sender: notificaciones-inm Subject: Activar Cuenta de Acceso (Activate access account)
- Click on the link (or liga de activacion) inside of the email and you will immediately be redirected to the INM where you can then log in:

HTTPS://WWW.INM.GOB.MX/SPUBLIC/PORTAL/INMEX.HTML

RANCHOLARIERTA PAYMENT PROCESSING STEP 3





- 3. Modalidad de Pago (Payment Method): Choose FMME
- 4. Click "Iniciar Proceso" (Start Process) and click OK on the pop up asking if you wish to start the process.



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|               |   |  | and a second second      |            |                   |

- The Pago en Linea Verificacion de Informacion (Online Payment – Verification of Information) page appears and you will fill in the Numero de FMME field using the Immigration Form # that you captured when you created your FMM form.
- Enter the captcha code and click "Buscar FMME" (Find FMME)



- I The information showing your FMME form # and passport # will appear.
- 2. Under the Concepto (concept) field, choose "Visitante sin actividades remuneradas turista" (Visitor without paid tourist activities)
- 3. The "Monto a Pagar" (Amount to Pay) will appear on the bottom and you will choose "Proceder al Pago" (Proceed to payment) approximately \$44 USD.
- Choose OK on the notification that pops up letting you know that you will be directed to the Portal de Pagos Electronicos (Electronic Payment Portal page).

# RANCHOLARIERTA

#### LAST STEPS! PAYMENT AND PRINTING YOUR FORMS



 Once on the bank portal, enter your 10-digit phone number (ignore the formatting) and choose "Continuar" (Continue)

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| Resumen de tarjeta  | INSTITUTO NACIONAL DE MIGRACIÓN INAMI NA                      |  | importe a            | \$687.30 MXN                               |
| Resumendo tarjeta   |   |  |                      |  |
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1. Click Continuar (Continue) to confirm that you wish to proceed with the payment amount.

|                         | <reg< th=""><th>rosar Pagar</th><th>&gt;</th><th></th><th></th></reg<> | rosar Pagar               | >                          |           |              |
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| NACIONAL DE MIGRACIÓN I | IAMI NA  |                           |                            | pagar     |              |
|                         |  |                           |                            | Importe a | \$687.00 M3N |

1. Enter your one-time payment details and click Pagar (Pay).

| GOBERNACIÓ    | ÓN INTERNET AL COMPARISON DE LA COMPARIS |
|---------------|--|
|               | Language/Language 🖏  |
|               |  |
| COMPROBANTE D | DE PAGO DE DERECHOS MIGRATORIOS POR INTERNET   |
| COMPROBANTE L | DE PAGO DE DERECHOS MIGRATORIOS POR INTERNET   |

- 1. A summary of your payment will appear on the screen and shortly after will automatically take you to the Comprobante de Pago... (Proof of Payment) screen.
- Click on Impresion Comprobante (Print Voucher) to download your payment receipt. You will need to bring a printed copy with you.
- 3. Click Terminar (Finish).
- 1. Go to your email account and open the email containing your FMM form.
- Sender: notificaciones-inm@inami.gob.mx
   Subject: Instituto Nacional de Migracion Registro de FMM
- 3. Click on the link to open the browser window with your FMM (Forma Migratoria Multiple).
- 4. Click Download and print your form. (Page 2 is not needed) (see prceeding page for example).
- 5. Be sure your document is printed in landscape mode.
- 6. Sign your FMM form in the field next to your arrival date that says Firma del Extranjero/Signature.

### RANCHOLARIERTA EXAMPLES OF YOUR FORMS

#### ENTRADA

|  | SEGOI  | B INM   |   |   |  |
|--|--|---|---|---|--|
|  | ESTADOS UNID   | OS MEXICANOS  |   |   |  |
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| 01031958   | X Mujer /<br>Female  | Hombre /<br>Male  | 124456  | 9   | 0 1 0                                    |
| 7. Pais de Residencia / Country of   | Residence  | 8. No. de Tarjeta   | o Forma Migratoria  | / Inmigration   | 7. Tipo de Via                           |
| Estados Unidos de Améric   | a - USA  | Form of Cald No.  |   |   |  |
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| 11. Nombre de la Aerolínea o<br>embarcación / Airline or vessel<br>name  | 12. Vuelo o matri<br>aerolinea o emba<br>No. or vessel reg                           | icula de la<br>arcación / Flight<br>istration                                     | 13. Estado y Ciuda<br>en México / State a<br>destination in Mexi  | d de destino<br>and City of<br>co                       | ES ANCIA MÁX                             |
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| Nombre de la Aerolinea o emba<br>privessel name | rcación / Airline            | 10. Vuelo o matr<br>embarcación / Fl | icula de la aeroli<br>ight No. or vesse | nea o            |
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