



---

# The Power of Attorney

Carrying out the Closing Process from Your  
Home Country

By Thomas Lloyd

**TOPMexicoRealEstate**  
.com



# The Power of Attorney

## Carrying out the Closing Process from Your Home Country

When the time comes for closing a deal your dream property in Mexico, ideally you as a client will want to be here in person to sign and enjoy the excitement and honor of being a proud new owner. However, sometimes it is absolutely impossible for buyers to come on the closing date. For these cases, a **Power of Attorney** can be set up which allows a representative (e.g. your real estate broker or lawyer) to sign the final papers on your behalf.

### In Mexico

If you are in Mexico when you decide to set up a Power of Attorney, it is a fairly straight forward process that takes about 30 minutes at the notary public's office. An appointment needs to be made with about 1 day's notice.

Your notary public or your lawyer (who worked on the offers and contracts with you) will help you co-ordinate the process, and draw up the document. On the day of the appointment, you will need to show up at the notary's office with the following items:

- \* **Passport (an official and accepted photo ID)**
- \* **FMT - The visitor's document from Immigration Mexico which you were given when you entered Mexico, usually on the airplane**
- \* **About \$3000 pesos to pay the fee - equivalent to about \$240 USD, depending on the exchange rate; unfortunately most notaries won't accept foreign currency for the payment**

It's important to note that there are limits for your protection, as you can see in the section named **Your Security and Limited Power** in this document.

Your lawyer and/or broker will guide you through the simple process.

### **From Your Home Country**

If you have already returned home when you realize you can't make it for the closing, there are a few more steps involved. There are differences between the U.S. and Canada, explained here as well.

- \* **Power of Attorney Form (U.S. & Canada)** – A lawyer or notary in Mexico will draft the Power of Attorney (POA) document in Spanish and English, complete with all your information, information about the property you are purchasing and the purpose. Your lawyer or broker will send you the POA by e-mail. This is the same whether you are in the U.S. or Canada.

- \* **Notarization (U.S.)** - If you are in the U.S., you will take the printed POA to any regular, official notary public in your community. Contact the notary for required documentation to confirm your identity. You will sign the POA before the notary who will sign and seal the document to confirm that you are who you say you are. At this point you will send a scanned copy by e-mail to your lawyer or broker (to get the ball rolling), but you still have to do more with the original.
  
- \* **Apostille (U.S.)** – The regular notary public alone will not be recognized by Mexico. You will need to take or send the POA ***with the notary's seal*** to your state apostille office, usually in the state capital (see Appendix 1 for more information). Call the office to confirm any extra documentation they may require you to send. They will seal it to guarantee that the notary is official, confirming that you are who you claim to be. At this point you will send it to Mexico by courier.
  
- \* **Mexican Consulate (Canada only)** - If you are in Canada, you will need to take the POA to your nearest Mexican Consulate ***in person*** (see Appendix 2) Especially if you are driving some distance, be sure to bring your passport **and** call the consulate to confirm what documentation they will require of you. You must sign the POA before the officer in the consular office and they will seal it, confirming your identity and the validity of your signature. Since there are only 4 in the entire country (Montreal, Toronto, Calgary, Vancouver), this can be complicated if you don't live near

one of them, and it may be no more convenient and no cheaper than actually heading down to Mexico. For Canadians, if there is any doubt in your mind about making down to Mexico for the closing, you should set up the POA in Mexico before heading back home.

- \* **Send the POA to Mexico (U.S. and Canada)** – Once you have the required seals on your POA, send it to your lawyer or broker in Mexico ASAP by a secure courier (Fed-Ex, etc.) The process will now be ready for your representative to sign the closing documents on your behalf.



## Your Security & Limited Power

You should notice -and confirm that there is- a section in your POA called **Special Limited Power** or something similar. This section spells out exactly what actions your representative can carry out on your behalf, for what process, and the time line. This section can give your representative power to receive property rights on your behalf, specifying:

- \* A specific property, detailed and described
- \* Any property in a certain area (i.e. state or municipality) if you are not sure which property you are buying yet
- \* A certain time period if you are not sure when the transaction will take place or if your representative will act on your behalf in the future as well

The POA sometimes gives power for related smaller steps that may be necessary – again, spelled out. Broader powers can be included, and it can be as specific or ample as you need. This section reflects professionalism and protects you.

If you have any questions about the POA process, carrying out a property closing transaction or any other process in acquiring your property, feel free to contact us at [TOPMexicoRealEstate](http://TOPMexicoRealEstate.com)

**TOPMexicoRealEstate**  
MLA  
.com

**Buying in Mexico is easy**

(if you know the right steps)

Get informed about Ownership in Mexico

**Download kit**

## Appendix 1 - United States of America Designated Apostille List

### Alabama Apostille - Authentication Offices

Office of the Secretary of State-Authentication Section

State Capitol, Room E-204, 600 Dexter Ave.

Montgomery, AL 36104

Tel. 334-242-7210

<http://www.sos.state.al.us/authenticate/index.htm>

### Alaska Apostille - Authentication Offices

Notary Administrator Office of the Lieutenant Governor

P.O. Box 110015

Juneau, AK 99811- 0015

Tel. 907-465-3509

<http://www.gov.state.ak.us/litgov/notary/authentications.htm>

### Arizona Apostille - Authentication Offices

Office of the Secretary of State Business Services Division, Notary Section

1700 W. Washington, 7th Floor

Phoenix, AZ 85007-2888

Tel. 602 542-4086/ 602 542-4758

<http://www.sosaz.com/notary>

### Arkansas Apostille - Authentication Offices

Office of Secretary of State

Little Rock, AR 72201-1094

Tel. 501-682-3409

<http://www.sosweb.state.ar.us/business.html>

### California Apostille- Authentication Offices

California Office of the Secretary of State Business Programs Division-Notary Public Section

P.O. Box 942877

Sacramento, CA 94277-0001

Tel. 916-653-3595

<http://www.ss.ca.gov/business/notary/notary.htm>



---

**Colorado Authentication Offices**

**Colorado Office of Secretary of State**

**1560 Broadway, Suite 200**

**Denver, CO 80202**

**Tel. 303-894-2680**

**[http://www.sos.state.co.us/pubs/info\\_center/2001fees.htm](http://www.sos.state.co.us/pubs/info_center/2001fees.htm)**

**Connecticut Apostille - Authentication Offices**

**Connecticut Office of the Secretary of State Authentication Unit**

**30 Trinity St.**

**Hartford, CT 06106**

**Tel. 860-509-6135**

**<http://www.sots.state.ct.us/recordslegislativeservices/authen.html#orders>**

**Delaware Apostille - Authentication Offices**

**Delaware Office of Secretary of State Notary Division**

**401 Federal St., Suite 3**

**Dover, DE 19901**

**Tel. 302- 302/739-4111**

**<http://www.state.de.us/sos/sos.htm>**

**District of Columbia Apostille - Authentication Offices**

**District of Columbia Office of the Secretary Notary Commissions & Authentications Section**

**One Judiciary Square 441 4th St. N.W.**

**Washington, D.C.**

**Tel. 202-727-3117**

**<http://os.dc.gov/info/notary/notary.shtm#document>**

**Florida Apostille - Authentication Offices**

**Department of State Office of International Affairs Notary**

**Certification/Apostille Section**

**The Capitol Building Suite 1902**

**Tallahassee, FL 32399-0250**

**Tel. 804-488-7521**

**<http://notaries.dos.state.fl.us/notproc7.htm>**

**Georgia Apostille - Authentication Offices**

**Office of Secretary of State Admin Procedures Unit**

**2 Martin Luther King Jr. Drive Suite 820 - West Tower**

**Atlanta, Georgia 30334**

**Tel. 404-656-2885**

**<http://www.sos.state.ga.us/administration/notary.htm>**

---



Hawaii Apostille - Authentication Offices  
Hawaii Office of the Lieutenant Governor  
State Capitol, 5th Floor  
Honolulu, Hawaii 96813  
Tel. 808-586-0255

<http://www.state.hi.us/lsgov/page8.html>



Idaho Apostille - Authentication Offices  
Idaho Office of Secretary of State Notary Department  
Box 83720  
Boise, ID 83720

Tel. 208- 332-2810

<http://www.idsos.state.id.us/notary/apostill.htm>

Illinois Apostille - Authentication Offices  
Illinois Office of the Secretary of State Index Department, Notaries Public Division  
111 E. Monroe St.

Springfield, IL 62756

Tel. 217-782-7017

<http://www.sos.state.il.us/departments/index/division.html>

Indiana Apostille - Authentication Offices  
Indiana Office of Secretary of State  
Statehouse Suite 201

Indianapolis, IN 46204

317-232-6532

<http://www.in.gov/sos/notary/seal.html>

Iowa Apostille - Authentication Offices  
Iowa Office of Secretary of State  
1st Floor Lucas Bldg Public Service

Des Moines, IA 50319

Tel. 515-281-5204

<http://www.sos.state.ia.us>

Kansas Apostille - Authentication Offices  
Kansas Office of Secretary of State  
State Capitol 2nd Floor

Topeka, KS 66612

Tel. 913-296-2744

<http://www.kssos.org>

---

**Kentucky Apostille - Authentication Offices**

**Kentucky Office of Secretary of State**

**Capitol Building P.O. Box 718**

**Frankfort, KY 40602-0178**

**Tel. 502-564-7330**

**<http://www.kysos.com>**

**Louisiana Apostille - Authentication Offices**

**Louisiana Office of Secretary of State**

**P.O. Box 94125**

**Baton Rouge, LA 70804-9125**

**Tel. 504-342-4981**

**<http://www.sec.state.la.us/comm/comm-index.htm>**

**Maine Apostille - Authentication Offices**

**Maine Office of Secretary of State Bureau of Corporations Elections and Commissions**

**101 State House Station**

**Augusta, ME 04333-0101**

**Tel. 207-624-7650**

**<http://www.state.me.us/sos/cec/rcn/notary/authapos.htm>**

**Maryland Apostille- Authentication Offices**

**Maryland Office of Secretary of State**

**Statehouse**

**Annapolis, MD 21401**

**410-974-5520**

**<http://www.sos.state.md.us/sos/certif/html/certif2c.html#apos>**

**Massachusetts Apostille - Authentication Offices**

**Massachusetts Secretary of the Commonwealth Public Records Division Commissions Section**

**McCormack Building, Room 1719**

**One Ashburton Place**

**Boston, MA 02108**

**Tel. 617-727-2832**

**<http://www.state.ma.us/sec/pre/precom/comidx.htm>**



**Michigan Apostille - Authentication Offices**

**Michigan Department of State, Office of the Great Seal**

**7064 Crowner Boulevard**

**Lansing, MI 48918**

**Tel. 517-373-2531**

**[http://www.michigan.gov/sos/1,1607,7-127-1638\\_8734---,00.html](http://www.michigan.gov/sos/1,1607,7-127-1638_8734---,00.html)**

**Minnesota Apostille - Authentication Office**

**Minnesota Secretary of State's Office**

**180 State Office Bldg.**

**St. Paul, MN 55155**

**Tel. 651-296-2803**

**<http://www.sos.state.mn.us/uccd/authinfo.html>**

**Mississippi Apostille - Authentication Offices**

**Mississippi Office of Secretary of State**

**P.O. Box 136**

**Jackson, MS 39205-0136**

**Tel. 601-359-1615**

**<http://www.sos.state.ms.us/busserv/notaries/notaries.html>**

**Missouri Apostille - Authentication Offices**

**Missouri Office of Secretary of State Commission Division**

**600 West Main, Room 367**

**Jefferson City, MO 65102**

**Tel. 573-751-2783**

**<http://www.sos.state.mo.us/business/commissions/certify.asp>**

**Montana Apostille - Authentication Offices**

**Montana Office of the Secretary of State Notary/Certification Division**

**State Capitol Rm 260, PO Box 202801**

**Helena MT 59620-2801**

**Tel. 406-444-1877**

**<http://sos.state.mt.us/css/Notary/Certifications.asp>**

**Nebraska Apostille - Authentication Offices**

**Nebraska Office of Secretary of State Notary Division**

**Box 95104 State Capitol**

**Lincoln, NE 68509**

**Tel. 402-471-2558**

**<http://www.sos.state.ne.us/Notary/notauth.htm>**

---

**Nevada Apostille - Authentication Offices**

**Nevada Secretary of State**

**101 N. Carson Street, #3**

**Carson City, NV 89701-4786**

**Tel. 775-684-5708**

**<http://sos.state.nv.us/notary/apostille.htm>**

**New Hampshire Apostille - Authentication Office**

**New Hampshire Office of Secretary of State**

**Statehouse Room 204**

**Concord, NH 03301**

**603-271-3242**

**<http://www.state.nh.us/sos/certific.htm>**

**New Jersey Apostille - Authentication Offices**

**New Jersey Dept of State Notary Public Unit, Division of Commercial Recording**

**PO Box 452**

**Trenton, NJ 08625**

**Tel. 609-530-6421**

**<http://www.state.nj.us/treasury/revenue/dcr/programs/notary.html>**

**New Mexico Apostille - Authentication Offices**

**New Mexico Office of the Secretary of State**

**State Capitol North Annex, Suite 300**

**Santa Fe, NM 87503**

**Tel. 505-827-3600**

**<http://www.sos.state.nm.us/notary-cert.htm>**

**New York Apostille (Upstate) - Authentication Office**

**New York Upstate Counties Misc Records**

**162 Washington Ave.**

**Albany, NY 12231**

**518-474-4770**

**<http://www.dos.state.ny.us>**

**New York Apostille - Authentication Offices**

**New York Department of State, Certification Unit**

**6th Floor, 270 Broadway**

**New York, New York 10007**

**Tel. 212-417-5684**

**<http://www.dos.state.ny.us>**

*You don't want to miss them*

**Top Deals**

**→ Subscribe today**

North Carolina Apostille - Authentication Offices  
North Carolina Office of Secretary of State Authentication Division  
PO Box 29622  
Raleigh, NC 27626-0622  
Tel. 919-807-2140  
<http://www.secretary.state.nc.us/authen>

North Dakota Apostille-Authen Office  
North Dakota Office of Secretary of State  
Capitol Building, 600 E Boulevard Ave., Dept 108  
Bismarck, ND 58505  
Tel. 701-328-2900  
<http://www.state.nd.us/sec>

Ohio Apostille - Authentication Offices  
Ohio Office of the Secretary of State  
30 East Broad St. 15th Fl.  
Columbus, OH 43266-0418  
Te.l. 877-767-6446  
[http://www.state.oh.us/sos/authentication\\_of\\_documents\\_stat.htm](http://www.state.oh.us/sos/authentication_of_documents_stat.htm)

Oregon Apostille - Authentication Offices  
Oregon Office of Secretary of State 255 Capitol St. Suite 151  
Salem OR 97310  
Tel. 503-986-2200  
<http://www.filinginoregon.com/notary/index.htm>

Pennsylvania Apostille-Authen Office  
Pennsylvania Department of State Bureau of Commissions Elections and Legislation  
N. Office Bld, Rm 210  
Harrisburg, PA 17120  
Tel. 717-787-5280  
<http://www.dos.state.pa.us/bcel/certifications/certifications.html>

Rhode Island Apostille - Authentication Offices  
Rhode Island Office of Secretary of State Notary Division  
100 N. Main St.  
Providence, RI 02903  
Tel. 401-277-1487  
<http://www.corps.state.ri.us/notaries/notaries.htm>

---

**South Carolina Apostille - Authentication Offices**

**South Carolina Office of Secretary of State**

P.O. Box 11350

Columbia, SC 29211

Tel. 803-734-2119

<http://www.scsos.com/notariesbc.htm>

**South Dakota Apostille-Authen Office**

**South Dakota Office of Secretary of State**

500 East Capitol

Pierre, SD 57501-5077

Tel. 605-773-5004

[http://www.state.sd.us/sos/Notaries/apostilles\\_and\\_authentications.htm](http://www.state.sd.us/sos/Notaries/apostilles_and_authentications.htm)

**Tennessee Apostille - Authentication Offices**

**Tennessee Office of Secretary of State James K. Polk Building Division of Business Services**

312 8th Ave. N. 6th Floor, William R. Snodgrass Tower

Nashville, TN 37243

Tel. 615-741-3699

<http://www.state.tn.us/sos/service.htm#apostilles>

**Texas Apostille - Authentication Offices**

**Texas Office of Secretary of State**

P.O. Box 12079

Austin, TX 78711

Tel. 512-463-5705

<http://txsos-7.sos.state.tx.us/authfaqs.shtml>

**Utah Apostille - Authentication Offices**

**Utah Office of the Lieutenant Governor**

210 State Capitol

Salt Lake City, UT 84145-8414

Tel. 801-538-1040

[http://governor.state.ut.us/lt\\_gover/internationaltemplate.html](http://governor.state.ut.us/lt_gover/internationaltemplate.html)

**Vermont Apostille - Authentication Offices**

**Vermont Office of Secretary of State**

109 State St. Montpelier, VT 05609-1103

Tel. 802-828-2308

<http://www.sec.state.vt.us>



**Virginia Apostille - Authentication Offices**

Virginia Office of Secretary of Commonwealth Authentications Division

830 East Main Street, 14th Floor

Richmond, VA 23219

Tel. 804-786-2441

<http://www.soc.state.va.us>

**Washington Apostille - Authentication Office**

Washington Office of the Secretary of State Corporations Division Apostille & Certificate Program

PO Box 40228

Olympia, WA 98504-0228

Tel. 360-586-2268

<http://www.secstate.wa.gov/apostilles>

**West Virginia Apostille - Authentication Offices**

West Virginia Office of Secretary of State, Capitol Building

1900 Kanawha Blvd. East No. 157-K

Charleston, WV 25305-0770

Tel. 304-558-6000

<http://www.wvsos.com/excrecords/other/authentication.htm>

**Wisconsin Apostille - Authentication Offices**

Wisconsin Office of Secretary of State

P.O. Box 7848

Madison, WI 53707-7848

Tel. 608-266-3159

<http://badger.state.wi.us/agencies/sos/authen.htm>

**Wyoming Apostille-Authentication Offices**

Wyoming Office of Secretary of State

The Capitol

Cheyenne, WY 82002-0020

Tel. 307-777-5342

<http://soswy.state.wy.us/authenti/authenti.htm>



MY  
**REAL ESTATE**  
BUYERS MANAGEMENT CENTER  
JOIN HERE

## Appendix 2 - Mexican Consular Offices in Canada

<b>Calgary</b>  Suite 1100-833 4th Avenue Sw Calgary, Alberta, T2P 3T5 TEL: (403) 264-4819/ 1804/ 1259 FAX: (403) 264-1527 E-MAIL: <a href="mailto:concalgary@sre.gob.mx">concalgary@sre.gob.mx</a> <a href="http://www.sre.gob.mx/calgary/">www.sre.gob.mx/calgary/</a> Hours of Service: 8:00 am to 4:30 pm (Mountain Standard Time)	<b>Montreal</b>  2055 Rue Peel, Suite 1000 Montreal, Quebec, H3A 1V4 TEL: (514) 288-2502/2707 FAX: (514) 288-8287 E-MAIL: <a href="mailto:comexmt@consulmex.qc.ca">comexmt@consulmex.qc.ca</a> <a href="http://www.sre.gob.mx/montreal">www.sre.gob.mx/montreal</a> Hours of Service: 9 am to 5 pm (Eastern Standard Time)
<b>Toronto</b>  11 King Street West, Suite 350 PO Box 266 Toronto, Ont. M5H 4C7 TEL: (416) 368-2875 FAX: (416) 368-8342/0676 E-MAIL: <a href="mailto:cgmtoronto@consulmex.com">cgmtoronto@consulmex.com</a> <a href="http://www.consulmex.com">www.consulmex.com</a>	<b>Vancouver</b>  Suite 411-1177 West Hastings Street. Vancouver, BC.V6E 2K3 Tel: (604) 684-3547/1859 Fax: (604) 684-2485 e-mail: <a href="mailto:mexico@consulmexvan.com">mexico@consulmexvan.com</a> <a href="http://www.portal.sre.gob.mx/vancouver/">www.portal.sre.gob.mx/vancouver/</a> Hours of Service 8:30 am to 13:00 pm (Pacific Standard Time)

**TOP** Mexico Real Estate  
com

My dream property  
in Mexico is...



**A** Condo



**B** Villa



**C** Home

Choose  
here