

OBTAINING CONSTANCE EMPLOYER REGISTRATION

The Employer Registration Certificate (ERC), is the document that must be obtained by the legal entity (company) or natural person who wishes to hire foreign personnel and is processed before the Procedures Attention Offices of the National Institute of Migration (INM) that corresponds to your tax address.



► REQUIREMENTS:

If you are a legal person or natural person, you must comply with the following:

LEGAL PERSON



Constitutive act or the public instrument in which **the legal existence of the legal person is accredited**, as well as its modifications.



Public instrument stating the type of power or mandate and the powers conferred on **legal representatives** or proxies if the charter does not contain them.



Current official identification of the representative or legal representative.



Proof of address of the legal entity, whose date of issue does **not exceed thirty days**.



Proof of registration in the Federal Taxpayer Registry (RFC) and proof issued by the competent authority, on the presentation of the last tax return.



List of employees and **their nationality**.

PERSONNE PHYSIQUE



Valid official ID.



Proof of address whose date of issue does not **exceed thirty days**.



Proof of registration in the Federal Register of Taxpayers (RFC) and proof issued by the competent authority, on the presentation of the last tax return.



In addition to the aforementioned requirements, the Employer Form must be completed, which can be obtained through the electronic page <https://www.inm.gob.mx/tramites/publico/empresa.html>

For more information contact the Immigration Assistance Center (CAM) of the INM al **800 00 46264**

