IMMIGRATION WITH LUIS CHABLE

FREE CHECKLIST

Resident Card Renewal Checklist

Dates, appointment and what to bring · by Luis Chable · Immigration Lawyer



1–30	60	10 min	Final	72 h
calendar days left to renew	days to regularise if expired	to confirm the appointment	book carefully: you cannot cancel it	activation link validity

For temporary residents. Permanent residence has no expiry date and is not renewed. **My recommendation:** if your permanent resident card is about 10 years old, update it (it may be worn out or an older model).

1 The dates

- [ ] I know my card's expiry date and set a reminder **60 days before**.
- [ ] I apply with **1 to 30 calendar days** of validity left (INM Guidelines, Art. 34, criterion II). In practice it varies by office.
- [ ] If it already expired: **60 calendar days** to regularise, fine of 20 to 100 days of UMA. A card that expired while I was abroad can still follow the ordinary route within those 60 days.
- [ ] I decided how many years to ask for: the longest I can afford, for fewer procedures and deadlines.

2 The INM online appointment

- [ ] I generated my request (pieza) on the INM micrositio for the right procedure.
- [ ] My account is active (activation link valid **72 hours**).
- [ ] I will **confirm within 10 minutes** of reserving.
- [ ] I booked carefully: the right procedure, the right office and a date I can keep. An INM appointment **cannot be cancelled**, so I treat it as final.
- [ ] I saved or printed the appointment voucher.

Is the INM platform failing?

Try at different times of the day and follow the INM's official page and Facebook for notices. Read: **"INM online appointment not working?"** on my website.

3 What to bring to the INM

- [ ] **Formato Básico**: fill it in on the INM site (Extend your stay → "Expedición de Tarjeta de Residente por Renovación"), print it and sign it by hand.
- [ ] My **resident card, original**, with 30 calendar days or less of validity left.
- [ ] **Valid passport** (or an official ID from my country with name, nationality, date of birth and photo).
- [ ] **Proof of payment** of the fee (the amount depends on how many years I ask for).
- [ ] **Proof that my stay condition still applies**: job offer, a letter from the employer on letterhead stating the job period; student, a letter from the school; family unit or other, a written statement under oath that the conditions remain (signed by both if I am the spouse or partner of a Mexican or a resident).
- [ ] I go **in person**: the INM takes signature and fingerprints. **No photographs to bring.**

Source: INM, "Expedición de tarjeta por renovación" (requirements). Procedures are filed in original, with annexes in copy (Art. 15-A, Federal Administrative Procedure Law): bring copies too. The office may vary; confirm on the INM micrositio.

4 After the appointment

- [ ] I got the acknowledgment of receipt and I watch the e-mail address on my form: the follow-up runs through it.
- [ ] I kept photographs of every document and stamp I received.

General information, not legal advice for your case. Sources: INM, "Expedición de tarjeta por renovación"; Migration Law, Arts. 134, 135, 146; INM Guidelines, Art. 34; INM Micrositio de Trámites Migratorios; INM "Citas en línea" guide.

Questions about your case?

Book a consultation

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