

AIMexico

Youth Mission Experience to Monterrey, Mexico

Local Church AIMexico
Administration

Vehicle and Personal Documentation Checklist for Local Church Administrator.

You will need to update all forms with the current information for your church's trip. **Everything listed below will be in RED on the forms to make it easy for you to update.** Make sure you change the font from red to black before you print the forms (red prints light in black and white and you don't want to print in color leaving that info in red when we cross the border.)

Word Document: AIMexico Notarized Letter

- TRIPSTART
- TRIPEND
- CHURCHNAME
- CHURCHADDRESS
- CHURCHCITY
- CHURCHSTATE
- CHURCHZIP
- COUNTYNAME
- TRIPYEAR

Word Document: AIMexico Fundraising Letter

- TRIPSTART
- TRIPEND
- COSTOFTRIP
- CHURCHNAME
- APPLICANTNAME

Excel Document: AIMexico Application

- APPLICATIONDEADLINE
- CHURCHNAME
- CHURCHADDRESS
- CHURCHCITY
- CHURCHSTATE
- CHURCHZIP

You will need an expandable wallet folder containing:

Individual folders for each vehicle containing:

1. Original Vehicle registration
2. Title of Vehicle
3. Proof of Insurance (Sanbornes)
4. Letter of Authorization from Sr. Pastor (separate letters for each vehicle)
5. Copy of Driver's License and Credit card for each driver
6. Letter of Authorization from Bank or Lienholder (if not owned) Letter of Authorization from rental company (If rented, Ex. Capp's rental)

For each person:

1. Passports

2. Alternate ID (Driver's License (he or she may keep this on them, but have a photocopy, student ID, or Voter's registration card)
3. Application
4. Notarized Liability Release, Consent to Travel, and Parental Permission Letter from both Parents

Also, folders containing:

5. Sanbornes Insurance (additional personal insurance required for traveling in Mexico)
Toll free 800-222-0158
<http://www.sanbornsinsurance.com/>
6. Other Insurance (Inland Marine – personal property insurance coverage worldwide)
7. Tax Exempt forms
8. Blank official church letterhead

As well as a duplicate expandable wallet folder containing copies of all of the above documentation in another vehicle.

Vehicle Documentation

What you need to know about what it will take to get you and your vehicle into the country.

- The owner is considered the name(s) on title only. For example: A wife cannot take the car if the title is only in the husband's name. If names of both husband and wife appear on title, either one may take the car.
- Birth certificate, passport or notarized proof of citizenship or voter's registration card.
- Visa, MasterCard, Diner's, or American Express card with the same name as on title.
- Valid driver's license (with photo and same name as on title).
- Notarized letter of permission from the bank or lienholder is required on financed vans, rental vans, leased vans, or church vans (on church stationary).
- No borrowed vans or borrowed credit cards are accepted.
- You must sign an affidavit of promise to return vehicle back to the United States.
- Failure to turn in your vehicle permit before the expiration date may result in fines.
* This is subject to change without notice.
- In order to get your vehicle permit, you will pay an approximately \$10-11 fee with a Visa, MasterCard or American Express. If you do not have a credit card, you will have to post a bond (much of which you will get back on your return). Your permit is good for multiple entries, but you MUST turn it in at border BEFORE it expires.
- The Sr. Pastor needs to sign an original, notarized document on official church letterhead giving permission for the each driver of each vehicle to take each church vehicle. The letter must include the following information (Please see example)
*Original Letter of Authorization from Church

- Vehicle ID# (VIN #).
- Type Vehicle (Ex.1999 Ford Van).
- License Plate Number.
- Destination (Monterrey, Mexico).
- Dates of the trip.
- Name of Driver (as it appears on Driver's License).
- Driver must have a valid Credit Card (in driver's name).
- Letter must be notarized.
- Letter must be on official church letterhead.
- No photocopies allowed.
- The Visa office has pressure put upon them to strictly adhere to the rules because of the funding of the U.S. not to allow stolen vehicles to cross the border into Mexico. If they allow that to happen once, you could get through, but the official would lose his or her job if you were caught at the checkpoint or by the police if you are pulled over.

Example for Van:

June 1, 1999
Dear Sir or Madam:

Operating under the direction of the Calvary Temple Board of Directors in support of the Monterrey, Mexico Trip, Kareem Hickman, is hereby authorized to drive the 1996 Ford Passenger Van with Motor Vehicle #1FBJS31H9THB39901, License #WCS09W into Monterrey, Mexico.

Kerry Jones
Minister of Business and Finance

Notarized this date of June 1, 1999

Jena Taylor
Dallas County, Texas

- Unlike rental vans, rental trailers are not allowed to cross the border into Mexico. You must own the trailer or have permission from the owner. (Please see example)

Example for Trailer:

June 1, 1999
Re: Utility Trailer LIC # - 12WKBC

Joe Garcia, as owner of the above-mentioned vehicle, gives permission for the vehicle to be taken to Monterrey, Mexico from June 8 through June 15, 1999. The value of the above stated vehicle is \$2,000. If you have any questions regarding this letter, please contact me at 817-329-0454.

Joe Garcia

Notarized this date of June 1, 1999

Jena Taylor
Dallas County, Texas

Mexican contracts use very formal Spanish, and are different from conversational Spanish. You will find, however; that the registration of documents is very strict. Changes by initialing or scratching out cannot be made. Only original documents are considered valid. Sometimes, a certified copy by a notary is accepted. Many times, you have to show the original document and the certified copy in order to get an approval.

Driving in Mexico

Driving in Mexico is not as dangerous as you have been led to believe, but it is more challenging. There are plenty of four-lane toll roads that (for a price) can make you feel as comfortable as if you were back home. The two-lane roads vary in width and conditions so that some of them are usually in great shape, and others are often full of potholes. You will have to learn a few rules of the road

Driving in Mexico is perfectly safe and enjoyable. It is no more difficult than driving in the U.S., though defensive driving is a requirement. In cities, a certain amount of aggression is required.

Accidents

Drive defensively at all times and you should have no problems. You will not go to jail for having a traffic accident, unless you do not have insurance, are drunk or high, or are argumentative. If the accident is serious, or if you kill someone, you could go to jail, or you and your car could simply be detained until the matter is settled. For this reason, it is a good idea to have a legal assistance policy.

Customs

Technically, both foreigners and Mexicans who are driving are only allowed to bring \$50 worth of "merchandise" (mercancia, a word you will soon learn). Since nobody takes long trips to Mexico with only \$50 worth of stuff, this is obviously impossible to enforce. What customs is looking for is new items that could be sold. **The secret is not to have new-looking items with you.** For example, if you have new clothes, take the tags off. If you have new camping gear, take it out of the shiny boxes and throw some dirt on them to make the boxes look old.

Point of Contact - Stateside

It would be a good idea for the Point of Contact Person (Sr. Pastor, Administrative Support, or Church's Trip Leader's Spouse to have a list of all travelers names as they appear on the passports, the passport numbers, and the hotel contact info provided in the AIMexico – Section 2 - Practical Application document.