

PROCEDURE INAH-00-003

PERMIT FOR ALLOWING THE EXPORTATION OF REPRODUCTIONS OF ARCHAEOLOGICAL AND HISTORICAL MONUMENTS AND TO OBTAIN REGISTRATION IN THE INAH REGISTRY OF REPRODUCERS AND EXPORTERS

This procedure must be presented when a party is interested in exporting reproductions of archaeological and historical monuments.

Where the procedure can be carried out:

- In order to initiate this procedure, interested parties may go to the INAH Attention Counters, located at each INAH Center in the States of the Republic, the addresses and telephone numbers of which may be consulted in the webpage www.inah.gob.mx and in the telephone numbers 5542-3465 and 5542-7393 (telephone and fax).
- In the Federal District, the Sole Counter is located at 11 Correo Mayor Street, Street Level, Col. Centro Histórico, Mexico City, Del. Cuauhtémoc. Office hours are from Monday to Friday, from 9:00 to 17:00.

Requirements:

- **INAH-00-003** Format.
- Official photo ID, only to prove identity.

If applicable:

- Documents that prove the existence of a corporate person, the personality of the legal representative initiating the procedure and, and in the case of foreign natural persons, documents proving their legal stay in the country.

The time limit for a response is:

- 3 working days

This procedure applies when the reproductions involved are made with synthetic materials or with materials the features of which do not allow for any doubts or confusion regarding the original monument reproduced or when the difference in dimensions between original and reproduction is evident and when the reproductions are promotional articles or souvenirs which reproduce archaeological or historical monuments.

- 5 working days

In every other case.

Payment of fees:

- The amount is permanently modified by the Ministry of Finance and Public Credit, so it must be consulted directly therewith. Our team of advisors shall gladly guide you.

Duration:

- The permit is for each operation.

Important information:

- Reproductions to be exported shall be authorized and be made by reproducers registered in the INAH Record of Reproducers and Exporters.
- This procedure may not be initiated via electronic communication media, mail, courier service or telefax.

The National Institute of Anthropology and History intends to offer a quality service; if you wish to make a consultation, check our webpage at www.inah.gob.mx or call **5542-7393 and 5542-3465** in the Federal District or the following telephones (*this space destined for the telephones of the corresponding INAH center*).

If you have any comments, suggestions or complaints, please let us know by filling the form at your disposal at the Sole Counter or write to us at (e-mail address) tramites@inah.gob.mx.

Also, there are other resources for any clarifications, questions and/or comments with regard to this procedure:

- Comisión Federal de Mejora Regulatoria (Federal Regulation Improvement Commission) www.cofemer.gob.mx
- tramitanet.gob.mx
- Ministry of Public Education: in the Telephone Attention System, call 5723-6688.
- Ministry of the Comptrollership and Administrative Development: at the System for Public Attention by Telephone (SACTEL by its initials in Spanish) at the numbers 5480-2000 in the Federal District

and the metropolitan area; from other States of the Republic, call the following toll-free number: 01-800-00-148-00 or call 1-888-594-3372 from the United States and Canada.

- The format must be signed by the petitioner, under oath and aware of the penalties incurred for falsehood of declarations.
- Official documents with alterations, scrapings or erasures will not be valid.

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NATIONAL INSTITUTE OF ANTHROPOLOGY AND HISTORY

NATIONAL COORDINATION OF LEGAL MATTERS

TEMPORARY OR DEFINITIVE EXPORT PERMITS FOR MOVABLE MONUMENTS OR ASSETS

THIRD QUARTER 2004

THE TERM OF THE PERMIT IS TEMPORARY OR DEFINITIVE, AS THE CASE
MAY BE

PROCEDURE	PRESENTATION DATE	FILE Nº	PETITIONER	ENTITY	PURPOSE	RESPONSE AND DOCUMENT TYPE
INAH-005	07-12-04	AP- 18- 04	MTRA. ELVIRA BAEZ GARCIA	EXPOSICIONES INTERNACIONALES DE LA C.N.M.E.	TEMPORARY EXPORT TO GALICIA, SPAIN	APPROVED 401-3-4655 07-19-04
INAH-005	07-12-04	AP- 19- 04	MTRA. ELVIRA BAEZ GARCIA	EXPOSICIONES INTERNACIONALES DE LA C.N.M.E.	TEMPORARY EXPORT TO NEW YORK AND BILBAO	APPROVED 401-3-4654 07-19-04

INAH-00-015

REQUEST FOR TRANSPORTATION AND/OR EXHIBITION OF ARCHAEOLOGICAL MONUMENTS

This procedure must be carried out by people interested in voluntarily delivering a collection of pieces, natural or corporate persons who intend to transport a collection (which must be registered) by virtue of a change of address and those persons interested in transporting a collection (which must be registered) in order to exhibit it within the country or abroad.

Where can the procedure be carried out:

- In order to carry out this procedure, the interested party may go to one of the INAH Public Attention Counters, located at every INAH Center in the States of the Republic, the addresses and telephone numbers of which can be consulted in the website www.inah.gob.mx and in the telephone numbers 5542-3465 and 5542-7393 (telephone and fax).
- In the Federal District, the Sole Counter is located at 11 Correo Mayor Street, Ground Level, Col. Centro Histórico, Mexico City, Del. Cuauhtémoc. Office hours are from Monday to Friday, from 9:00 to 17:00.

Requirements:

- **INAH-00-015** Format

In case of a change of address, the following documentation must be included:

- Copy of the registration certificate(s) of the piece(s)
- Color photographs of the piece(s)
- Copy of proof of the new address, where the pieces are to reside
- Copy of an official ID of the possessor or legal representative
- Power of attorney from the owner to the petitioner (if applicable)

In case of voluntary delivery the following shall also be attached:

- Color photographs of the piece(s)
- Copy of an official ID of the possessor or legal representative
- Power of attorney from the owner to the petitioner (if applicable)

In case of exhibition within the country the following shall be attached:

- Copy of the registration certificate(s) of the piece(s)
- Color photographs of the piece(s)
- Appraisal

- Insurance policy or insurances hired for the coverage of all kinds or risks during transportation.
- Description of the security conditions to be implemented to protect the integrity of the monuments
- Copy of an official ID of the possessor or legal representative
- Copy of an official ID of the of the party responsible for transportation and exhibition

In case of exhibition abroad the following shall be attached:

- Copy of the registration certificate(s) of the piece(s)
- Color photographs of the piece(s)
- Appraisal
- Insurance policy or insurances hired for the coverage of all kinds or risks during transportation.
- Description of the security conditions to be implemented to protect the integrity of the monuments
- Copy of an official ID of the possessor or legal representative
- Copy of an official ID of the of the party responsible for transportation and exhibition
- Permit from the Ministry of Foreign Affairs.

The time limit for a response is (counting from the first working day after date of reception of the request):

- **15 working days** when the archaeological monuments are in the Metropolitan Zone in Mexico City.
- In the case of exhibition abroad, it shall be **15 working days** counted from the day after SEP receives the signed document.

Duration:

- Indefinite.
- For a change of address: **Indefinite** (provided there is no change)
- For voluntary delivery: **Indefinite**
- For exhibition inside the country: **Temporary for the duration of the exhibition**
- For exhibition abroad: **Temporary for the duration of the exhibition**

Procedure resolution criteria:

- What is established in article 37 bis of the Regulations of the Federal Law on Archeological, Artistic And Historic Monuments And Zones

Important Information:

- The procedure may not be initiated by mail, telefax or e-mail.
- Invariably, when dealing with an exhibition or an address change, the user must be registered and enrolled in the directorate of the Public Registry of Archaeological Monuments and Zones.
- The format shall be signed by the petitioner, under oath to tell the truth and aware of the penalties that may be incurred for falsehood of declarations.
- Official documents presented with alterations, scrapings or erasures will not be valid.
- Packing referred to in section III of art. 37 bis of the Regulations of the Federal Law on Archeological, Artistic and Historic Monuments and Zones will be paid for by the petitioner.

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