



STRENGTHENING THE VOICES OF CASA STATEWIDE

Instructions for Working with the Local Mexican Consulates

The consulate offices offer a variety of services, such as locating family members in Mexico and/or the US, cultural consultation, trainings and more – which you can request by following the process below.

Step 1: Complete the Mexican Consulate Referral Form.

The referral form outlines what services the consulate offices have agreed to offer. The point person within your program for the case should complete the referral form, and the Program Director must sign off on it and attach the Court Order of Appointment for that specific case.

Step 2: Send the referral form to your local consulate office.

Send (via fax or mail) the referral form to the attention of the Head of Protection at your local consulate office – you can find this information on the Mexican Consulate Map and Mexican Consulate Contacts spreadsheet.

Step 3: Report your referrals to Texas CASA.

Using the MOU Referral Tracking Sheet, keep track of how many referrals your program sends to the consulates, noting total number, service requested, and whether it is a CFE case (for programs involved in CFE).

Please send this completed tracking sheet bi-annually (on June 30 and Dec. 30) to CFE Manager Candice Dosman at cdosman@texascasa.org.

This will help Texas CASA and the consulates keep track of the need for these services, and make changes to the MOU as needed.