



REGISTRATION OF H2 REPRESENTATIVES

U.S. Consulate General, Monterrey-Mexico

January 2018

Registration of H2 Representatives

[The Role of the H2 Visa Representative](#)

[Registration of Representatives](#)

[DECLARACION DE ÉTICA](#)

The Role of the H2 Visa Representative

- Assist workers throughout the process
- First point of contact for abused workers or defrauded individuals
- Liaison with the Consulate

Workers can report abuse, misuse of the visa program, or fraudulent job offers to the Consulate via email or telephone.

MonterreyH2visas@state.gov

01-800-108-4724

01-800-10-VISAH

Registration of Representatives

All H2 representatives are required to register with the U.S. Consulate in Monterrey

Registrations must be updated every 5 years, or sooner if one of the following occurs:

- ✓ Change of address or contact phone number
- ✓ The representative is now working for another agency
- ✓ The representative is no longer working with an agency

What is the registration form?

- ✓ It has basic contact information about the representative
- ✓ It is a fast and effective way to contact the representative or agent in a timely manner
- ✓ Assures that only individuals that are approved by the petitioner will assist the workers on behalf of the petitioning company or agency during the visa process

How is the registration process?

- ✓ New agents or representatives are required to submit a letter of authorization printed on business letterhead and signed by the petitioner or agent
MonterreyH2visas@state.gov
- ✓ Fill out a registration form at the Consulate
- ✓ Show an official ID
- ✓ The Statement of Ethics must be acknowledged and signed

Statement of Ethics

“Declaración de Etica” (Statement of Ethics) is a tool designed to educate and inform our local agents.

Petitioners must comply with program regulations when submitting and signing petition paperwork.

The Statement of Ethics lists and describes the general conditions and responsibilities a representative or agent has during the H2 visa process.

General Terms

- Agents are prohibited from charging any fees to workers or coercing them in any way.
- The workers should receive clear and complete information about the job.
- Any case of abuse or non-compliance with the terms of the contract must be reported.

Visa Application

- Agent/Representative should make sure that the worker’s application is complete
- Counseling workers to hide information is prohibited

Statement of Ethics

Employees of Agents and Representatives

- Agents and Representatives are responsible to educate their personnel about the terms of the H2 visa program and the Statement of Ethics.
- Agents and Representatives are responsible for any omission or misuse of the program committed by any employee or associate.

Seals, Logos and Names

- Images or names that make reference to the U.S. government should not be used for publicity.

Registered Agents and Representatives

- The registration is not a certification or authorization by the Consulate and should not be used in the promotion or publicity of the services of the Agent or Representative.
- The registration as a Representative or Agent that is allowed to schedule interviews and deliver documents can be revoked at the discretion of the Consulate at any time.

Any agent or representative that does not comply with the terms and regulations will be withdrawn from the H2 visa program.

***We care about your business
as much as you do***

- Agents, representatives and petitioners are important parts of the H2 program. We are committed to an efficient process.
- Your compliance with the rules of the H2 program will help build a strong relationship between your business and us.