**Hankja da kuati ri hemi ko ri thuhu**

(Hemi ge bi umbi nzeki pa gi tsa gi ‘yot’i )

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| Hemi ya pede:  Pede: |  |
| Pa ne or ora ge gi ma gi tsogi : | \_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  (Pa) (Nzönö) (Kjeya) | |
| \_\_\_:\_\_\_\_ hrs. | |

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| **HYANDI TE ME GI PEFI** |
| M’eto ge gi ‘yot’i kjar hemi, hyandi te mö kjar hemi te tsa gi hoki de kjar ngu SARCOEM, ndaño gi tini kjar sitio mfenibokjö <https://www.infoem.org.mx/doc/avisosDePrivacidad/DI%20Sarcoem.pdf> kjar Modulo gi ñut’i kjar Unidad ra Transparensia. |
| 1. **Thuhu ra Entidad ö ra Dependensia ne or Area, to’o da kuati ya hemi ko ri thuhu:** |
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| 1. **Hemi de to’o da ñut’i:** |  |
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| 1. **Hemi habu tu ya thuhu ya kjö’i ge ne or mfats’i Documento oficial de identificación del (a) solicitante:** |  |
| Marcar con una “X” el documento que se presenta para acreditar identidad. Se deberá anexar copia simple de la identificación oficial.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  |  | Nk’oi pa da bota (INE)  Credencial para votar (INE) | |  |  |  | |  |  | Hemi ge bi guadi or nxadi Cédula profesional | | |  |  |  | | --- | --- | --- | |  |  | Hemi da poni ma ra ya luga Pasaporte | |  |  |  | |  |  | Hemi ge bi hoki ya mefi ko ya militar | | |  |  |  | | --- | --- | --- | |  |  | Nzeki pa gi e nar dobokjö  Licencia de conducir | |  |  |  | |  |  | Ma nar hemi habu tu ri nk’oi Otra identificación oficial con fotografía \_\_\_\_ | | | |

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| 1. **Hemi habu tu ti thuhu ya kjö’i**   **Datos de personalidad y representación.** |  | | |
| ¿Gi hoki k ori thuhu ö mu ma nar kjö’i? hñuts’i ko nar “X” nu ö gine  Actúa a nombre propio o en representación de un tercero? Marcar con una “X” la opción deseada   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  |  | Geä ri thuhu  A nombre propio | |  |  |  | |  |  | Ma nar kjö’i En representación de un tercero.  Mo ko nar “X” ndaño gine  Marcar con una “X” la opción deseada | | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |  |  | Thuhu nar kjö’i Persona física | | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |  |  | Thuhu nar kjö’i ge mpefi kja nar ngu nzaya Persona moral o jurídico  Colectiva | | |  |  |  | | | | |
| **Hemi habu tu or thuhu ya kjö’i**  **Datos de Representación**  Thuhu (ra) kjö’i ( thuhu ne mponthuhu o ma nar kjö’i/ kjö’i ge mpefi kja nar ngu nzaya).  Nombre del (la) Representado (a) (nombre y apellidos en caso de persona física / nombre o razón social en caso de personas morales o jurídico colectivas).   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Ya pede ge uni ya tanzaya (RFC) | | | | | | | | | | | | | | | | | | | Ya pede ge bi t’ai pa da podi ge gi m’ui (CURP) | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Hemi habu tu xo gatho or thuhu ya kjö’i ne de habu mengu  Documento con el cual se acredita identidad del representado | | | |
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| Hemi habu tu or thuhu or kjö’i  Documento que acredita la representación | |  | Pa da thege  Vigencia | |

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| 1. **Habu tsa da ots’e ne da hioni ya hño**   **Medio para oír y recibir notificaciones.** |  |
| Huahni ko na “X” ndaño gine pa da fats’i da hoki ndaño xa z opa gi huahni  Elija con una “X” la opción deseada y complete la información necesaria para la procedencia del medio de su elección. | |
| **A.Geise**. Huahni or hño ge gine pa da un habu da zoho   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | 1. **Personal.** Por favor indique la opción en la cual se deberá llevar a cabo la notificación. | **I** |  | **II** |  | | |  |  | 1. **Thuhu or hnini de habu gi m’ui: En domicilio particular:** | | | | | |  |  | luga: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N° exterior: \_\_\_\_\_\_\_ N° Interior: \_\_\_\_\_\_ | | | | | |  |  | Hnini Colonia o Localidad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ngunzaya Delegación o Municipio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ C.P.\_\_\_\_\_\_\_\_ | | | | | |  |  | Ndaño ri xeni hnini (dongahnini):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_taxenihnini \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  |  |  |  | | --- | --- | --- | |  |  | 1. **Da zoho or raso kjar Unidad de Transparensia** | |  |  | **B. ge faxai gi pehni ya hemi** | |  |  | Habu ots’i ge ö faxai gi pehni ya hemi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hankja gi ‘yot’i |  |  |  |  | | --- | --- | --- | |  |  | **C. SARCOEM** | |  |  |  | |  |  |  | |  |  | **D. thuhu ge faxai gi pehni ya hemi (tengu xka kjut’i).** | |  |  |  | |  |  | **E. Hemi habu tu ya thuhu** | | |

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| **Nseki de ya kjö’i**  **Autorización de personas.**   |  |  |  | | --- | --- | --- | |  |  | Di mo ge ya xta umbi nseki un ya kjö’i, ge ko ma thuhu:I. da ode ne da hö ya hño/ II. Tsa da hö ya hemi.  Manifiesto que es mi voluntad autorizar a las siguientes personas, para que a mi nombre: I. Oigan y reciban  notificaciones/ II. Reciban documentos. |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Thuhu or kjö’i** | **Hankja or nseki** |  | **Thuhu or kjö’i** | **Hankja or nseki** | | 1. |  |  | 1. |  | | 2. |  |  | 2. |  | |

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| 1. **Hemi habu gi ani hankja da kuati ri hemi ko ri thuhu** |  |
| Hoki xa nhio or kuati hemi ko ya thuhu , ngu ö, xi xifi xa nhio te gatho tsa da hoki or kjö’i. | |
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| 1. **Hemi habu tu ya thuhu de gatho yoho ya kjö’i; ne te tsa da hoki pa hinte da kjapi, ngu or kjö’i da ne da kjuki ya hemi ko or thuhu.** |
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| 1. **Hankja da kjapi pa da kuati** |
| **Huahni ko na “X” or hño ge gine ( tsa gi mara):**   |  |  |  | | --- | --- | --- | |  |  | **Tsa gi kuati ya hemi kja nar (USB, DVD, Blue Ray, etc.)** | |  |  |  | |  |  | **Uti ya hemi k ori thuhu.** |   **Thuhu de to’o da udi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Thuhu de to’o da hyandi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **HYANDI TE ME MONGUA:**  Hemi ge xa hoki xa nhio: gi pödi ge nar hemi ge bi thoki x nhio tsa gi kupa, pa gi pa te gaho gi hoki ne tsa gi kjuki mara, numu gi hoki te me gatho tugua::   1. Ge ö nar hemi ge ka kuati kja nar mfenibokjö ne tsa gi un ka ma ra ya mfenibokjö, pa da tsa da hyandi to’o ne, kjuki, da meya, ne da tsa da hyandi ko ya hemi tu ri thuhu; 2. Or hemi tsa gi kupa pa gi kuti ri hemi k ori thuhu, ne 3. Ge or hemi da tsa gi hyandi ka ma ra ya mfenibokjö.   Uti ya hemi k ori thuhu: Nuö to’o da uti ya hemi k ori thuhu da hoki k ora Sarcoem ko or hemi ya pets’i, ne numu da pehni ya hemi k ori thuhu da ma ko nar nsoki ge hense to’o da nu da tsa da xoki, ne to’o da un da kjumi ne na un te gatho adi. |

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| 1. **Mpot’u’ye or saha ra kjö’i** |  |
| Di mo ge hö di ne ga hoki or hemi ge tugua, geö bi xikagi ge da kuati ma hemi ko ma thuhu, ndaño ya xta nxadi ne xta pödi te me ä mo , ge pageño di mo ge hö dine da kuati mathuhu ko ma mpot’u’ye ne ma saha pa or hemi, di umba nseki pa da hoki te me nesta da pefi nguo ge ya di pödi te me ä da thoki. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mpot’u’ye ö or saha** | |

**TE ME Ä GI HOKI**

* + Hankja gi kjapi pa gi hoki or hemi ko ra bokjö ö k ori ‘yot’i ge da neki xa nhio.
  + Hankja gi kjapi pa gi kjumi or hemi kjar Unidad de Transparensia ne kjar mfenibokjö web (<http://www.infoem.org.mx/src/htm/formatoSolicitudes.html>).
  + Or hemi ge gi adi or mfats’i da tu nar pa pa di tsa gi hoki nguö ra n’ote de or nzönö gi adi or mfats’i, ne da faxai ko ‘ret’a mara ya pa, geö mo ra xeni 108 ra Ley da fats’i da kuati ya hemi ko ya thuhu ge pets’i da kuati ra Xeni hnini M’onda ne ya dongangunzaya.
  + Xo ya hemi to ki thuhu da neki xa nhio, ne hinte da medi; nehe da pets’i ya hemi habu gi adi or mfats’i, numu hingi hoki nkjabu da adi ra Unidad de Transparensia pa da hmunts’i gatho ya hemi, pa da hoki xa nhio ngu ‘ret’a ya pa, xo gatho te tugua ge adi ra xeni 111 ra Ley da fats’i da kuati ya hemi ko ya thuhu ge pets’i da kuati ra Xeni hnini M’onda ne ya dongangunzaya.
  + Numu xka thogi ge hino ö hingi mui xa hnio te xka ani, tsa gi adi or uenda ge ya ‘ret’a ma kut’a ya pa ge ya bi thogi de xka adi or mfats’i, nguö mo ra xeni 127 ne 128 ra Ley da fats’i da kuati ya hemi ko ya thuhu ge pets’i da kuati ra Xeni hnini M’onda ne ya dongangunzaya, rangutho ra xeni 178,179,180 ne 185 ra Ley ra Transparensia ne gi honi ya hño ya nzaya ge mupu kjar Xeni hnini M’ondane ya Dongangunzaya..

**HANKJA GI KJAPI GI ÑUTS’I**

* + 1. M’et’o kjar hemi da hñuts’i or thuhu ra kjö’i ( faxte, ngunzaya, uño, dongangunzaya ne mara.) ä to’o gi api or mfats’i. ( gatho te adi nugua nesta gi ñuts’i).
    2. Da hñuts’i or thuhu de to’o adi or mfats’i (gatho te adi nugua nesta gi ñuts’i). gi huahni ndaño or mats’i gine ne gi ñuts’i xa nhio.
    3. Huahni or hemi ge gi ñuts’i ne gi kuati ri thuhu; nehe gi tsogi ma nar hemi k ori nk’oi pa da pödi ge hö gei.
    4. Kjar xeni goho, gi uti ge hö gogei numu mui ma nar kjö’i, ö nar kjö’i ge mpefi kjar ngunzaya; numu gi ma nar kjö’i gi uti or hemi k ori nk’oi pa da pödi ge hö gei.
    5. Habu :

Mui kut’a ya luga habu da boni ya hño ( da ndui ra nt’ofo A ne da gotsi ra nt’ofo E) gi huahni hankja gin e gi pödi gi adi or mfats’i.

Pa gi huahni ra nt’ofo A, da xiai hesnsei, pe pets’i ma nar fats’i:ge da tsoni kja ri ngu pe pageño nesta gi tsogi habu gi m’ui ko or mfats’i ra Unidad de Transparensia, habu gi mase gi hö or ueda or mfats’i gi adi.

Pe numu gi mui k ama nar luga ge hingi kjar xeni hnini M’onda, or hño da hoki ma ra ya xeni M’onda

* + 1. Kjar xeni ‘rato gi hoki xa nhio pa da neki ra hemi pa da kuati ri thuhu.
    2. Kjar xeni yoto ni hñut’i or thuhu ra hemi de gatho ya kjö’i pa da hoki or kuti hemi k ori thuhu
    3. Kjar xeni hñoto gi huahni hankja gine da zoho ya hño, nguö mo ya hemi habu xka hñuts’i ri thuhu on la
    4. Da adi or mfats’i de ti mpot’u’ye ö or saha de to’o ne da kuati or hemi ko or thuhu ge adi or ueda.