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**Los campos marcados con (\*) asterisco son obligatorios.**

**1** Distancia que existe entre un punto cualquiera y el Ecuador. Este valor debe ser indicado en formato decimal (no en grados), dicho valor debe encontrarse entre -90 y 90, para oficinas ubicadas en territorio nacional el valor normalmente se encuentra entre 13 y 34.

**2** Distancia que existe entre un punto y el meridiano 0. Este valor debe ser indicado en formato decimal (no en grados), dicho valor debe encontrarse entre -180 y 180, para oficinas ubicadas en territorio nacional el valor normalmente se encuentra entre -118 y -85.

Notas:

* La numeración de la ventanilla será asignada por el sistema SURI, conforme a los catálogos existentes por entidad federativa.
* Los Municipios de atención de la ventanilla, deberán ser asociados en el módulo de administrador.