

DOCUMENTS: TIE / EMPADRONAMIENTO

Non European Union citizen

If you are going to stay in Spain more than 6 months, these are the documents you need:

Empadronamiento: The Empadronamiento is an administrative registry that is used by the City Hall to keep the city up to date with who is currently living in the municipality. The registry informs the council of all current inhabitants so they can therefore grant access to community services and also, acts as your proof of residency in the municipality.

These are the steps to obtain the registration of residency (Empadronamiento):

Make an appointment with the City Hall of Madrid, you can do this online (https://gestionturnos.madrid.es/GNSIS_WBCIUDADANO/tramite.do) or by calling the phone number 010. In case you make the appointment online, simply indicate under "Tipo de servicio" the value "Padrón y censo", and select in the second field " Trámite o servicio" the value "Altas, bajas y cambio de domicilio en Padrón" as well as the office closest to your home.

Prepare your personal documents. If you are from the European Union, Switzerland, Norway, Iceland or Liechtenstein: Residency card, passport or document of identity from your country of origin. If you are from anywhere else: Residency card or passport. Also, prepare the documentation to prove that you are residing in the domicile you want to register.

TIE (Tarjeta de Identidad de Extranjero): is the identity card that all citizens of Non EU member countries have to apply for once they arrive in Spain. It is important to apply for your TIE during the first 30 days after entering Spain. Your student visa won't always be sufficient to validate your stay in Spain.

I. Request an appointment online in this link

(<https://icp.administracionelectronica.gob.es/icpplustiem/index.html>)

- Under "Provincia seleccionada", select "Madrid" y pulsa "aceptar".
- Scroll down and select the office where you want the appointment or just leave the option the value "cualquier oficina".
- Then, below, select the procedure " POLICIA – TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA)..." and accept.
- On the new page, download and fill in the fee form 790 code 012 (you must pay the fee before the day of the appointment). (15,76 €, July 2018). You can also open the document from the following link (https://sede.policia.gob.es:38089/Tasa790_012/) and fill it in with your personal data. Click on the section called "TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos". Select " pagar en efectivo " as the payment option and leave the IBAN field blank. Finally, click on "submit" to automatically generate a PDF document that you will have to print and take to the nearest bank to pay the fee in cash.
- Scroll down to the bottom of the page and click "Entrar" (it will take you to the next step).
- Fill out the required information (passport number & your full name) and click on "Aceptar".
- Make your appointment ("Solicitar Cita") and follow the instructions.

II. Download and fill out the application fee form EX17 (UE) in the following link. You will need it the day of the appointment.

https://inclusion.seg-social.es/documents/410169/2156469/17-Formulario_TIE.pdf

III. Check & prepare your documents before going to your appointment::

- Proof of appointment & application form EX-18 (original and copy).
- Passport (original and copy).
- 2 recent, passport sized pictures.
- Certificate of residency (Empadronamiento).
- Receipt of tax payment made at the bank. Form 790 (Cod. 12).
- Your private health insurance (original and copy).
- Document that certifies the reason of your stay in Spain: E.g. letter of acceptance of your university or school, work contract (internship) and so on.

IV. On the day of your appointment present yourself at the designated location with your documents!