



## HOW TO OBTAIN A DIGITAL CERTIFICATE FOR YOUR COMPUTER

There are three stages necessary to obtain your Digital Certificate

**First** you need to apply on line for your certificate.

Follow the link: <http://www.cert.fnmt.es/>

Select the “Obtenga su Certificado Digital” button



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In the menu on the left, select “Persona física”



In the following window select “Obtener Certificado Software”



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In the next window select “Solicitar Certificado”. Enter your NIE and set the type to ‘High Grade’. Click on “Enviar petición”

The screenshot shows the 'Sede Electrónica' interface for requesting a certificate. The main heading is 'Solicitar Certificado'. Below it, there are instructions for 'Persona Física' and 'Persona Jurídica'. The 'NIF/NIE DEL TITULAR DEL CERTIFICADO' field is empty. The 'Longitud clase' dropdown is set to '2040 (High Grade)'. The 'Enviar petición' button is visible at the bottom of the form. A sidebar on the left contains navigation options, with 'Solicitar Certificado' highlighted in red. A date and time stamp on the right indicates '03/12/2013 22:51:35'.

The system will generate a nine character code.

**IMPORTANT:** Print this page or alternatively take a note of this code and save it in a safe place, as you will need this to complete the application in the registry office, and to download your certificate once it is generated.

**Second** you need to verify your identity at an authorised registry office. To locate the nearest office of the AEAT follow the link:

[https://www.agenciatributaria.gob.es/AEAT.sede/Inicio/\\_otros\\_/Direcciones\\_y\\_telefonos/Delegaciones\\_y\\_Administraciones/Delegaciones\\_y\\_Administraciones.shtml](https://www.agenciatributaria.gob.es/AEAT.sede/Inicio/_otros_/Direcciones_y_telefonos/Delegaciones_y_Administraciones/Delegaciones_y_Administraciones.shtml)

Select your Area, Province, and Town as appropriate.

Select ‘Administraciones’

Enter your Postcode and the local offices will be displayed.

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Date: 23/01/14

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For the Registry Office you will need:

- ID card or residence card (NIE) for EU citizens.
- EU citizens who do not have the photo card will need their:
  - Certificado de Registro de Ciudadano de la Union (Green A4 form or card)
  - Passport.

Attend the office and complete a simple form they will provide. Within a couple of days your Digital Certificate should be generated and be available to download.

Verification can also be done at your local INSS (Social Security) or INEM office.

**Third** you need to download your certificate.

To download the certificate you must use the same computer, same browser and the same user that made the request.

Follow the link:

<https://www.sede.fnmt.gob.es/certificados/persona-fisica/obtener-certificado-software/descargar-certificado>

Enter your NIE and your nine character code. Click on “Enviar petition”

Ref: 00/0024

Date: 23/01/14

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The screenshot shows the 'Sede Electrónica' website interface. The main heading is 'Descargar Certificado'. Below the heading, there are instructions in Spanish: 'Para descargar el certificado debe usar el mismo ordenador, el mismo navegador y el mismo usuario con el que realizó la Solicitud.' and 'Si usted ha extraviado su código de solicitud, por favor póngase en contacto con nuestro servicio de Atención al Cliente.' There is a section titled 'FORMULARIO DE DESCARGA' with a sub-heading 'Referencia el siguiente formulario y pulse el botón "Enviar petición" para completar la obtención del Certificado de Usuario de la FPMJ.' Below this, there are two input fields: 'REF:ID:' and 'Código', followed by a button labeled 'Enviar petición'. To the right of the form, there is a box showing the date and time: 'Fecha y Hora Oficial 03/12/2013 22:53:10' and a 'Soporte Técnico' link with a question mark icon. The sidebar on the left has a menu with 'Descargar Certificado' highlighted in red.

Your certificate should download to your computer.

After obtaining the User Certificate, you can now access it from the same computer and browser from which you performed the process. However, it is highly recommended that you make a backup copy on removable media. When you create the backup you will be asked for a password to protect the file. Keep the file and password. If you need the certificate on another browser or computer you can import the backup file, but will need the password.

**NOTE: There are offices other than the AEAT where you can verify your identity. However, if you use these the certificate may not be as widely accepted as if you use the AEAT.**

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<https://www.facebook.com/groups/citizensinspain/>

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