



RESIDENCY STEP BY STEP

For those who arrive in Spain, with the intention to reside here permanently and wish to comply with the law and register as residents on the Registro de Extranjeros.

Experiences shared by members, teach us that the procedures and the order in which they are executed, may vary from Town Hall to Town Hall from Foreigners Office to Foreigners Office and probably even from civil servant to civil servant.

This document cannot take into account all these possible variations, but will outline the procedures and most commonly followed order.

1. Open a bank account either deposit the legally required amount for Residency (generally accepted 6.000 euros per person, lesser total for family consisting of adults and minors) or start monthly payments (generally accepted 600 euros per person) into the account. As the funds must have been in the bank for at least three months, best take care of this on one of your visits prior to the definite move.
2. Once you have moved into your new home register on the Padrón at the Town Hall with your passport or, if you have it with your NIE number.
3. Get healthcare sorted as you will have to bring proof of medical insurance with your Residencia application.
 - a. If you have a form that certifies you are entitled to public healthcare from your home country, that is recognized here in Spain (for UK it is the S1) take this to INSS office. In some offices you will get a stamped copy that you can use for Residency Application and/or take directly to the medical centre where

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you wish to register, with others you do not and will have to wait for the stamped copy to be returned to you by mail (can take up to 6 weeks) or

- b. Take out private insurance.

Note: Although many Foreigners Offices (Estepona amongst them) will accept your EHIC card or equivalent as proof of medical cover it is technically not legal to present this. The EHIC is valid for medical care outside of the country where you reside. This means that the minute you register as resident here in Spain, the EHIC technically is not valid to cover medical costs in Spain, only outside of Spain and you will have to apply for a new card that states your new country of residence. Some Foreigners Offices now even demand you bring a certificate from your insurance company that states you have committed to pay premium for at least a year.

4. Check your passport is valid or that you can present proof that the renewal is in progress.
5. Get statements from the bank certifying the amount required for Residency has been in place for the previous 3 months, either by a bulk sum, or consecutive monthly transfers.
6. Get a Certificado de Empadronamiento from the Town Hall (not required by all Foreigners Offices).
7. If you do not have a NIE number prepare other proof of address like a Copia Simple, Escritura or Rental contract.
8. Make copies of everything passport both front page and photo page.
9. Download Modelo EX18 form from The Library on our website, fill out one for each person applying for Residency (or ask for it at the Foreigners Office and fill it in there).
10. Make appointment with Foreigners Office, usually at the Policia Nacional
11. Take with you form EX18, all your documents and photocopies etc. Civil Servant will give you another form to take to a bank to pay 'tasa' (there should be a bank close by to pay this) then return this form when paid and either receive Residency Certificate on the spot, or collect next day.
12. For the application you have to go in person, collecting can be done by anyone carrying the blue copy of the Modelo 790 (tasa form).

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ONCE YOU HAVE THE RESIDENCY CERTIFICATE suggestions;

13. If you do not want to carry the original certificate with you, make copies and have them 'compulsado' (certified) at the Policia Nacional, Notary or Town Hall. NOTE Although it is tempting do not laminate the credit card sized certificate as some authorities refuse to acknowledge them if not presented in original state.
14. If you did not have a NIE number before registering as resident, you need to update your registration on the Padrón as you will only be able to benefit from discounts on IBI etc. if you are registered with a NIE number. Please note that the offer of discounts varies per town/province/Comunidad, some do not offer any at all.
15. Change your non-resident bank account into resident account (fewer charges).

Written by: Richelle de Wit

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

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**Application for Registration in the
Central Register of Foreign
Nationals_EU Citizen Residency
(Royal Decree 240/2007)**

Spaces for registration
stamps

THIS IS NOT AN APPLICATION FORM

ITS PURPOSE IS TO FACILITATE FILLING THE OFFICIAL FORM.

TO APPLY FOR ANY OF THESE PERMITS YOU MUST USE THE OFFICIAL SPANISH VERSION FORM.

1) APPLICANT'S DETAILS

Foreigner's ID No. _____ Passport National ID Card _____ (1)

1st Surname _____ 2nd Surname _____

Name _____ Sex (2) M F

Date of Birth (3) ____ / ____ / ____ Place _____ Country _____

Father's name _____ Mother's name _____

Nationality _____ Marital status (4) S M W D Sp

Address in Spain _____ No. _____ Flat _____

Town _____ Postal Code _____ Province _____

Telephone _____ E-mail _____

Legal representative, if applicable. Mr/Ms _____ Passport _____ National/Foreigners' ID _____ Capacity (5) _____

2) DETAILS OF THE PERSON SUBMITTING THE APPLICATION (6)

Name/Company name _____ Passport _____ National/Foreigners' ID _____

Address in Spain _____ No. _____ Flat _____

Town/City _____ Postal Code _____ Province _____

Telephone _____ E-mail _____

Legal representative, if applicable. Mr/Ms _____ Passport _____ National/ Foreigner's ID _____ Capacity (5) _____

3) ADDRESS FOR NOTIFICATION PURPOSES

Name/Company name _____ Passport _____ National/ Foreigner's ID _____

Address in Spain _____ No. _____ Flat _____

Town/City _____ Postal Code _____ Province _____

Mobile _____ E-mail _____

I request/give my consent that communications and notifications be made by electronic means (7)

4) STATUS IN SPAIN (8)

Envisaged period of residence in Spain

Start date of residence in Spain (8) / /

No. of family members who are accompanying or joining the applicant in Spain

TEMPORARY RESIDENCE

- Employed person
- Self-employed person
- Inactive person with sufficient resources and health insurance
- Student with sufficient resources and health insurance
- EU/EEA/Swiss National, family member of another nationality included in the previous sections
 - National ID/ Foreigner's ID/Passport of the entitled EU/EEA/Swiss citizen
 - Relationship with the entitled EU/EEA/Swiss National

CHANGE

- Of personal details
- Of address
- Of ID Card/Passport
- Other.....(specify)

REDUNDANCY

- Specify the reason

PERMANENT RESIDENCE

- Continuous residence in Spain for 5 years
- Worker at retirement age with pension entitlements, who has worked in Spain for 12 months and resided in the country for 3 years
- Worker at retirement age with pension entitlements, who has worked in Spain for 12 months and has a Spanish spouse/partner
- Worker at retirement age with pension entitlements, who has worked in Spain for 12 months and whose spouse/partner lost Spanish nationality due to marriage/registration
- Worker in early retirement, who has worked in Spain for 12 months and resided in the country for 3 years
- Worker in early retirement, who has worked in Spain for 12 months, and whose spouse/partner is Spanish
- Worker in early retirement, who has worked in Spain for 12 months and whose spouse/partner lost Spanish nationality due to marriage/registration
- Worker with a permanent disability having resided in Spain for more than 2 continuous years
- Worker with a permanent disability as a result of an occupational accident or illness
- Worker with a permanent disability who has a Spanish spouse/partner
- Worker with a permanent disability and whose spouse/partner lost Spanish nationality due to marriage/registration
- Worker who after 3 consecutive years of working and residing in Spain performs their role in another Member State while maintaining residence in Spain
- Other.....(Specify)

The undersigned declare, responsibly, that they have health insurance that provides coverage in Spain for their period of residence, which is equivalent to that which is provided by the National Health System.

The undersigned are responsible for the truthfulness of the information provided and of the supporting documentation. Likewise, [they] authorize the verification of the information provided and to that effect, to request information from the competent authorities.

ADDRESSED TO..... PROVINCE..... EX - 18



....., on of

SIGNATURE OF THE EU CITIZEN (family member of the applicant)

SIGNATURE OF THE APPLICANT (or legal representative, if applicable)

INSTRUCTIONS FOR COMPLETION

PLEASE FILL OUT THIS FORM IN BLOCK CAPITAL LETTERS USING A BLACK BALL-POINT PEN OR TYPE.
RETURN ORIGINAL AND COPY OF THIS FORM

- (1) Tick the appropriate box. **Passport/ Tax ID Number**
- (2) Tick the appropriate box. **Male / Female**
- (3) Fill in using 2 digits for the day, 2 for the month and 4 for the year in the following order (dd/mm/yyyy)
- (4) Tick the appropriate box. **Single / Married / Widow(er) / Divorced / Separated**
- (5) Indicate in which capacity he/she is the legal representative, for example, Father/Mother of the minor, Guardian.....
- (6) Fill in only in the case of a person other than the applicant
- (7) Under Law 11/2007 and the Fourth Additional Provision of Royal Decree 557/2011, legal persons and groups of natural persons who, due to their economic or technical capability, professional dedication or other justified grounds, are guaranteed access to and availability of the necessary technological media, are obligated to receive notifications via this medium.
- (8) Tick the appropriate box

Specific information on the formalities to be completed and documentation that must accompany this application form for each of the procedures referred to herein (FACTSHEETS), is available on any of the following websites:

<http://extranjeros.empleo.gob.es/es/> Information on formalities and procedures - Factsheets

<http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/>

In accordance with Art. 5.1 of Organic Law 15/1999, it is informed that the information provided by the interested parties that is necessary to decide on their request, shall be incorporated into a file addressed to the General State Administration bodies in charge of immigration, being responsible for same the Directorate-General of Migration, the Directorate-General of Police and Government Delegations or Sub-delegations. The interested party may exercise his/her right of access, rectification, cancellation and opposition to the aforementioned bodies.

The official forms may be reproduced using any print media.
They will be available from the Units in charge of their management and on the information web page of the Ministry of Employment and Social Security
<http://extranjeros.empleo.gob.es/es/>

THIS APPLICATION FORM IS FREE OF CHARGE. ITS SALE IS PROHIBITED.