



WHAT TO DO WHEN LEAVING SPAIN FOR GOOD

What to do when you move away from Spain and take up residency in another country.

- De-register from the **Padrón** - Town Hall.
- De-register as **resident**, Foreigners Office Policia Nacional. [Download form EX18](#), tick BAJA POR CESE, and bring your Residency Certificate and valid passport (plus copies of first and photo page). We recommend asking for a certificate as proof of non-resident status. For this, fill out Modelo 790 there, pay small fee at bank. We suggest de-registering at the same office you originally registered, if at all possible.

Contrary to registering as resident, which has to be done in person, it is possible to de-register by POA if the need should arise.

- Change address on paperwork that is registered with **Trafico**, i.e. car and driving licence in case you carry a Spanish licence or if you have registered your EU licence on the Registro de Conductores with Trafico.

<https://www.citizensadvice.org.es/faq/traffic-office-appointment-cita-previa-traffic/>

<https://www.citizensadvice.org.es/faq/remove-vehicle-circulation-baja/>

If your town is on [this list](#), you can even do it at your local town hall.

Ref: 00/0104

Date: 21/08/14

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Please inform yourself about the validity of your EU licence in the country you are going to reside. For the UK for example, it will be valid for 3 years after registering as resident there or until you reach the age of 70, whichever is later. You still have to renew every 10 years, to update the photo-part. When residing in a different country than issued originally, you will have to exchange your licence for one of country of residence on expiry date.

- Inform your medical centre.
- When cancelling Internet/phone contract, make sure you get the cancellation reference number from the company and cancel your direct debit with the bank.
- If you leave your house unsold and unoccupied, consider changing your electricity contract to the lowest possible tariff for the contracted power as this will lower your monthly cost considerably.
- To prevent unpleasant surprises re notifications for possible fines that do not reach you in time, make sure you know how to check for possible fines online, through the DGT website and the Patronato de Recaudación.
- If you have been submitting tax returns here, ask for a Certificado de Residencia Fiscal from Hacienda. They are available now for the tax returns over 2013.
- If you owe Hacienda money re your last tax return, make sure the bank account you have jotted down on the form has enough funds to cover this.
- If you are in the process of selling your house and wish to do so by POA, make sure the wording of the POA is such that all legal requirements are met.

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- Remember that if you still own property here while residing abroad, you still have to submit a tax return for non-residents in December each year. You can also register as non-resident with Hacienda. You do this by completing a Modelo 030. If you are lucky they will confirm they have amended their records. If not, you may have to provide a "certificate of fiscal residence" from the country you are moving to. From the UK this would be a Certificate of Fiscal Residence Convenio. You can obtain this from HMRC by completing the online request form. Although it is quite long it should not be difficult to complete.
- Change your EHIC back to a UK-based one, so that you will be covered for medical costs when you travel outside the UK.
- Visit your bank to either close the account or if you still have business or a property in Spain, use the nonresident certificate to change the account to a nonresident account.

By **Richelle de Wit** 19/08/14

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

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