

4. Designation of the Foreigner's Identity Number (NIE)

What is it?

- It is a personal, unique and exclusive number that identifies non-Spanish citizens.
- It is obligatory for all foreigners residing in Spain.
- A foreigner's identity number is granted for identification purposes.

Where to apply

- Directorate General of the Police and the Civil Guard directly, or through the immigration office or police station in the region where you live.

Required documentation

- Standard application form (EX-15), duly completed and signed by the foreigner in duplicate.
- Original and copy of a full passport.
- Documentary proof of "economic, professional or social interests" justifying the application (contracts, studies, business, etc.).
- Payment of the fees prior to the resolution of the procedure. Form 012.

Resolution period

- Five (5) days from the entry of the application in the register of the competent body for processing.

Important note:

When documents from other countries are provided, they must be translated into Spanish or the co-official language of the region where the application is filed.

Bear in mind that the NIE is not a residence permit, it is an identification number.

Links of interest

Standard application form (EX-15)
<https://bit.ly/2D5YuX5>

Migration Portal
<http://extranjeros.mitramiss.gob.es/>

5. Health card

What is it?

- Document that accredits a person as a user of the public health system.

Where to apply

- At the health centre of the municipality where you are registered.

Required documentation

- EU citizens: passport and NIE.
- Citizens of other countries: residence permit and family register, in the case of children.
- Document accrediting the health of the insured person or beneficiary of an insured person issued by the National Institute of Social Security.

For a person in an unusual administrative situation

- It is necessary to apply for the DAR Code (code for foreigners without insurance), which is generated with the registration of the system.
- Valid passport.
- Registration of residence.
- Signature of declaration of not having sufficient economic resources.

Important note:

Health care in public centres is free and should not be charged.

Contact information:



5 ESSENTIAL FORMALITIES WHEN ARRIVING IN SPAIN



1. Consular registration

Required documentation

- Proof of nationality from the home country.
- Registration of residency.
- Life certificate.
- Photographs.
- Completed form.
- Payment of fees (in some consulates).

Possible consular procedures

- Renewal of passport.
 - Carrying out marriage formalities.
 - Safe-conduct.
 - Authentication of documents.
 - Affidavit.
 - Powers of attorney.
 - Marriage certificate.
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- Help to find your nearest consulate
<https://bit.ly/35ux4GF>

2. Registration of residency

What is it?

- It is a certificate that states that the person lives in a certain municipality. It can be applied for by anyone over the age of 16 living in the city.

What is it for?

- Proof of residence in Spain.
- It is required for any administrative procedure regarding health, education and legalities.
- It is necessary to register children in nurseries and schools.

Where do I register?

- At the town hall and/or qualified district offices. In some cities you can make an appointment over the phone or online. It is recommended that you consult the web page of your municipality.

Documentation

- Application for registration: individual or group registration form.
- Original and photocopy of valid document proving identity:
 - European Union (EU): NIE (Foreigner's Identity Number) or passport.
 - Non-European Union: residence permit or NIE.

- Illegal residents: valid passport.
- Family register or birth certificate for children.
- Photocopy and original copy of the document that proves the house is lived in:
 - Tenancy agreement or signed confirmation of residence from the landlord.
 - Most recent utility bills: water, electricity, internet.
 - Authorisation from a member who is already registered.
- Photocopy of ID or NIE of the person who confirms the registration, if there is no tenancy agreement.

Renewal

- If you do not have a long-term residence permit, you will have to renew your registration of residency **every two years**. If you do not, you will be removed from the register and you will lose proof of the duration of your residency in the country.

If you cannot provide documentary proof of your residential address due to the lack of address confirmation, this can be provided by means of a Social Services report integrated into a Public Administration or a report from the Municipal Police.

Important note:

*If you change municipality, you must unsubscribe from the registration of residency and register in a new municipality.

*Keep all types of documents that prove your residency in Spain.

* we recommend that you consult the website of your community to find out the specific requirements.

Important note:

*Education is the responsibility of the Autonomous Communities, so we recommend that you consult the website of your community to find out the specific requirements.

3. Educational centres

The Spanish public education system is organized as follows:

- **Infant education**
First cycle from 4 months to 3 years.
Second cycle from 3 to 5 years.
- **Compulsory and free education**
Primary from 6 to 11 years.
Secondary (ESO) from 12 to 16 years
- **Non-compulsory and free education**
From 16 to 18 years old. It is the baccalaureate (necessary for higher and university studies) and also vocational training (prepares for some professions).

Who should apply?

Pupils who:

- Have access for the first time to nursery and primary schools.
- Have access to compulsory secondary education and/or secondary school.
- Wish to change schools.

Procedure to follow

- Identify the **schools close to your home**. Consult the websites of autonomous communities.
- Submit an **application for admission** to school support centres and/or regional governments. Applications are usually accepted between February and April each year. They must be signed by both parents or legal representatives of the student.
- To **reserve a place**, you must provide: (i) application form, submitted at the preferred school; (ii) birth certificate; and (iii) certified photocopy of the place reservation certificate. Admission to the centres will be allocated according to the number of points that the students have, following the criteria established by each community.
- **How and where to complain**. Once the places have been allocated, the list of admitted students is displayed on the school's notice boards. In the case of not agreeing with the assigned centre, there is a time limit, which is usually three days, to complain to the school councils of the centres

Where to apply

- The request can be made online or in person at school support offices and/or regional governments.