



San Miguel Centre
Calle Lope de Vega 45,
San Miguel de Salinas
03193, Alicante –

Telephone: 966 723 733 (24 Hr Emergency Line)

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INFORMATION SHEET No 09

PROCEDURE FOR EXCHANGING A UK ISSUED DRIVING LICENCE FOR A SPANISH ISSUED DRIVING LICENCE

If you move to another EU Member State, in principle, you do not need to exchange your EU driving license for a local one since all driving licenses are mutually recognised within the EU.

However, if you move to another EU country and establish your residence there, you will need to exchange your license for a local one **when it expires**. You will then be subject to the same rules as nationals of Spain regarding validity periods, medical checks and so forth.

You should be aware that the DVLA in Swansea is unable to renew a driving license for someone who is not resident in the UK. Therefore, it is essential that if you are a resident in Spain you exchange your UK issued driving license for a Spanish driving license before you reach the age of 70. The cost for a Spanish license is currently 27.70 euros (but this is subject to change). There is no charge once you reach 70 years of age.

You will need to take the following documents to the DGT Trafico Office in Alicante, the address of which is Calle Ferré Vidiella 4 (on corner of Calle San Juan Bosco)" (See note 1). An appointment system is used, so you must therefore make an appointment by telephoning the DGT on telephone 060. We would recommend that you make an appointment via their website https://sedeapl.dgt.gob.es/WEB_NCIT_CONSULTA/solicitarCita.faces. You will be turned away if you do not have an appointment.

For further information you can visit www.dgt.es

DOCUMENTS REQUIRED

- A completed application form (Mod 2.40), and a copy
This can be downloaded from the DGT website ^(Ref 2) or be obtained at and filled in at the Trafico Office in Alicante. Copies are also available in the HELP VB Offices.
- Proof of identity and residence:
The original of your Passport + a photocopy of the picture page. The Passport must be valid.
 - a. 1 recent original passport size photograph 32mm x 26mm.
 - b. Your original (pink) photo card licence + a photocopy of the back and front; and your original green A4 size licence + a photocopy of back and front
 - c. The original of your Residencia card or Certificate + a photocopy.
 - d. Certificate of Empadronamiento
 - e. If the licence is close to the expiry date a medical certificate is required.

Please note that a certificate of aptitude is not required for the exchange of a licence.

Upon entering the Trafico Department join the queue that has a blue sign that says "Información con cita. This is the queue for people who have an appointment. You confirm your arrival and get a number. You then pay the fee to the person who processes your application. Paying with either a credit or debit card is quicker than paying with cash. you will have three forms to complete (two of these will be the Form Mod 2.40, one a Form Mod 2.67 which can only be obtained at Trafico) and an information leaflet in spanish.(currently 26.80 Euros).

Alternatively, the user can download a form to pay the tax at the bank <https://sedeapl.dgt.gob.es/Impreso791/>. They would need to click on "Envia" and download a new form for each process they need to pay tax for, as each time it generates a form with a different code number. Do not copy and paste this form.

When your number is displayed take your completed paperwork to the window indicated. The clerk will check your paperwork. You will be given back your UK driving license and paper counterpart so that you can continue driving. A copy of your application form stamped by Trafico will be issued as a receipt. At a later date you will receive a letter from Trafico asking for your UK licence and paper counterpart . You will need to make another appointment to submit these. They will then issue a form authorising you to drive in Spain. Driving licenses are issued by a central office in Madrid. The Spanish licence will be sent in the post (it can take up to 3 months to arrive). All paperwork is sent to DVLC in Swansea to be authenticated prior to Madrid issuing a Spanish license.

SPECIAL CASES

It is often easier to employ an "Gestor" to do this for you, as it is much quicker and can be more cost effective in the long run. They must however take with them all of the above required documents plus a letter of authorisation from yourself that they are authorised to exchange your UK driving licence for you.

Notes

1. It is recommended that you study an Alicante street map before you attempt the journey. Parking can be found at the side of the RNFE Railway Station – Estacion de Ferrocarril (behind the Taxi Rank) or in the underground car parking system under El Cortes Ingles (the store next to the Glorieta de la Estrella Monument in the centre of town, opposite the Cam Bank).

If you park in the Railway Station car park, walk until you have your back to the Terminal entrance. Turn left, (Avenida de Salamanca) walk to the traffic lights and cross the road. Continue walking up this road until the 2nd turning on the right Calle San Juan Bosco, turn into this road and 150 metres on your left, you will find the Trafico building.

If you park in the El Cortes Ingles underground car park, walk until you find yourself outside El Cortes Ingles department store (the clothes shop, not the houseware shop). With your back to the shop, keep the Glorieta de la Estrella Monument on your left, towards the RNFE Railway terminal and then continue as above.

Hours; Winter hours Monday through Thursday from 8:30 to 15:00 hours. Friday from 8:30 to 14:00 hours. Summer hours (from 16 June to 15 September) and Christmas (from the first working day after Christmas, until the first business day after Reyes): from 9:00 to 14:00, Monday to Friday.

References

- (1) DGT Website - www.dgt.es (Once on DGT.es click on Procedures and penalties, then your Driving Licence, then Replacement process)

- (2) DGT Website for form
http://www.dgt.es/was6/portal/contenidos/documentos/oficina_virtual/conductores/hojas_informativas/2.40-Castellano.pdf

The address of Trafico in Alicante is
Calle del Catedrático Ferre Vidiella, 4, 03005 Alicante