



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 08

PROCEDURE FOR APPLYING FOR SPANISH RESIDENCY

Tarjeta de Identidad de Extranjero

NB Update... The Spanish authorities have confirmed that they have opened TIE appointments in the following areas Alicante campo de Mirra. Benidorm and Torrevieja

From 6 July 2020 the Spanish government started to issue a new document that substitutes the EU Residency Certificate (green card). This document has the same effect as the EU Residency Certificate in terms of proving residency and allowing the UK national to stay in Spain legally after the end of the transition period (31 December 2020) and continue enjoying the same rights as before. The process to acquire the TIE can be a **2-step process depending** if the UK national holds a residency certificate or not. In the case that the UK national doesn't have one, he or she will have first to present a set of documents to the Spanish administration and get the approval to continue to the next step.

**If you currently hold an EU Residence Certificate (Green Card), you don't need to obtain the new TIE to secure your stay and rights in Spain after the end of the transition period.*

Step 1 - Registering your documents (only if you don't have a Green Card)

If you don't have an EU Residence Certificate (green card), you must first provide the administration proof of residency and apply for the residency status (similar to the former EU Resident Certificate application process) at the [designated Immigration Office of your region](#).

If you have a Digital Certificate, the documents can be presented online through the *Sede Electrónica* via this [link](#).

The documents to present are:

- A completed [Model EX-20](#) (original and copy) - [unofficial translated form](#)
- Passport.
- A document stating the beginning of residence in Spain.
- If the UK-national is **employed**, he/she may provide any of the following documents:

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- Certificate of employment with the name and address of the company, as well as the tax identification and contribution account, **or**;
 - Work contract registered at the Public Service of Employment -Servicio Público de Empleo-, or the contracting confirmation and its conditions through the [CONTRAT@](#) platform, **or**;
 - Social Security affiliation document.
- If the UK-national is **self-employed**, he/she may provide any of the following documents:
 - Registration in the census of economic activities, or;
 - Inscription in the Mercantile Registry, or;
 - Social Security affiliation document.
 - If the UK-national is **not employed**, he/she must provide both documents:
 - Public or private insurance with coverage in Spain equivalent to that provided by the Spanish National Health System.
 - **Pensioners**: the authorities and the Foreigner's Office should accept the S1 form as proof of health coverage.
 - Proof of sufficient means. More information [here](#).

This process can be done by a representative of the applicant. The representative will need to present the documents in person together with a [Representative Designation document](#) signed by the applicant.

After completing this process, a receipt of presentation of the application will be provided allowing you to legally stay in Spain until the resolution is issued (3 months max.). If the resolution is marked as "*favorable*", you will be able to request the TIE with the EX-23 form. If the resolution is marked as "*No favorable*", you will have 10 days to provide the missing documents to the Immigration Office.

You can track the status of your application [through this website](#).

Step 2 - Applying for the TIE

If the applicant holds an EU Residence Certificate (temporary or permanent) or has obtained a favorable resolution after presenting the EX-20 application, he can then apply for the TIE. To

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request the TIE it is necessary to make an appointment online with the Oficina de Extranjeros - *cita previa*-, which can be done [here](#).

Currently, the Spanish administration has created a special option for the new TIE. Select the province where you live and the option **“Policia-Exp. Tarjeta Asociada al Acuerdo de Retirada Ciudadanos Británicos y sus familiares (Brexit)”** -Trámites Cuerpo Nacional de Policía tab-, and follow the further instructions. Completing this process will arrange an appointment at an Immigration Office or your local Police Station for a specific date and time.

Once the appointment is arranged, the UK national will need to provide the following documents:

- Residence certificate // (If presented model EX-20, present the *resolución favorable* of *Extranjería*).
- Filled [EX-23](#) form and a copy - [unofficial translated form](#)
- Passport (original and copy).
- Proof (printed) of payment of the tax 790 code 012. You can complete and download the form [here](#). Also, find the list of institutions associated with the payment of fees by direct debit system [here](#).
- Passport-size photograph 32x26.
- *Padrón* (if you changed your address). Original and copy, issued within the last 3 months.

In case you are not informed by the police on how to pick up your new TIE, you will be able to pick up your card by booking an appointment [here](#). Select the province where you live and the option **“Policia-Recogida Tarjeta de Identidad de Extranjero”** -Trámites Cuerpo Nacional de Policía tab-.

Unlike Step 1, this process can't be done by a representative and the applicant must present the documents and pick up the card in person.

The new TIE will be valid for a period of 5 years. You will be able to leave Spain up to 6 months before losing your residency rights. After its validity is expired, it will be renewed to a permanent-type permit, which will have to be renewed every 10 years