



**San Miguel Centre**

Calle Lope de Vega 45,

San Miguel de Salinas

03193, Alicante –

**Document Reference**  
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## **INFORMATION SHEET No 22**

### **EMPADRONAMIENT**

The “Padrón” is a register kept by the Town Hall of all those persons who are **HABITUALLY** resident in the town. Everyone who lives in Spain for more than six months a year is obliged to register on the **PADRÓN**. The “Padrón” is an essential document to having a Spanish residency.

Those who do not register may not use the municipal services such as cultural classes, excursions for pensioners, social services, home help, free urban transport or special Christmas bonus for pensioners.

By registering on the “Padrón” you will also help the municipality to receive more financial assistance in the form of subsidies from provincial, regional and national government, for the provision of services, including health centres and hospitals, police and postal services.

Logically, therefore, residents who fail to register prove to be a burden on services, which are provided for those who are registered. The “Padrón” is solely a list of residents kept by the Town Hall. In no way whatsoever, does a person who is registered, become liable for any form of payment of taxes.

#### **How to register on the Padrón.**

##### **Property Owners**

- Original passport and 1 photocopy (photo page). This is for each member to be registered.
- Either a water, electricity or telephone bill showing your name and address. One copy of the notarized title deeds is in general accepted.
- Birth certificates of underage children (divorced parent usually have to show a custody sentence).
- Authorisation from the property owners and 1 photocopy of his/her passport and NIE/Spanish residency

Registering is a simple matter. Residents should go to their Town Hall and ask for a “Certificate Empadronamiento”. Documents that need to be produced are as follows:

The Escritura or Rental Agreement for your property.

NIE number , Resident Certificate , National I.D. Card

Either a water, electricity or telephone bill showing your name and address.

##### **Using Relatives´ Property**

As above for Property owners, but additionally a letter of authorisation from the property owners and 1 photocopy of the owners passport and NIE/Spanish residency

##### **Renting a property**

As above for Property Owners but additionally a Rental contract from property owners including personal details (Full names and passport number or NIE number) of each member renting the property.

**Notes:** These three groups will vary depending on the town hall, so just take it as a informative piece.

**Important:** Title deeds and rental contracts must be in Spanish

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