



**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 36**

### **Change of Address in Spain**

If you have recently moved, or are planning to move in the near future, make sure you add “**Change of Address in Spain**” to your ToDo list. There are several places where this needs to be done, and this info sheet will cover the most common places where the change of address needs to be performed.

We’ll cover each of these in detail, but the following list will get you started:

- Town Hall (Ayuntamiento) Registration
- TIE
- Social Security (which covers health centres and hospitals)
- Driver’s License (DGT/Trafico)
- Car Registration (DGT/Trafico)
- Tax Office (Agencia Tributaria)
- Bank
- Bills

#### **Town Hall (Ayuntamiento) Registration**

If you would like to register as a resident, you need to go to the town hall for your Empadronamiento or padrón. The best place to start the whole change of address process is with the Ayuntamiento. Whether you’re changing towns or not, it’s a requirement that you notify the Ayuntamiento of your new address. They will provide you with a new empadronamiento or “padrón”.

To make the change (Empadronamiento y Cambios de Domicilio) remember the following rules:

- Foreign residents from the EU are required to renew their padrón every five years
- Foreign residents from outside the EU must renew every two years.

If you have changed your address during that time, you’ll need to take documents with proof of the new address. These type of documents are usually a rental contract or purchase document which shows the new address with your name.

#### **Change of Address Online tool**

Once you have registered on the padrón of your new home town, you can communicate your change of address to a list of authorities, through the electronic office of the Spanish government, all in one go.

This is a non-profit making organisation funded through voluntary contributions. For further information see [www.helpvegabajal.com](http://www.helpvegabajal.com)



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Fortunately, there is a “[Change of Address Communication Service](#)” that is provided which will communicate your change of address with several government agencies without having to go to each of them in person:

- General State Administration (Administración General del Estado)
- General Directorate of Traffic (Dirección General de Tráfico – DGT)
- Tax Agency (Agencia Tributaria)
- General Directorate of the Police (Dirección General de la Policía)
- Social Security (Seguridad Social)

You need a **digital certificate**, a **CI@ve Pin**, or **CI@ve Permanente** to access the service. If you have problems using the digital certificate, the CI@ve Pin is very useful, but it does require you to install an app on your mobile phone. It's much easier to use CI@ve Pin instead of the digital certificate.

The only disadvantage is that the system has a 2 month process time from your change of data on the padrón, so if you try to access the service before, your data might not have been updated yet. So while the benefit of using the change of address service is easy, the downside is the time it takes for your data to propagate through the system.

## Driver's License

Changes to your driver's license can be made at the provincial headquarters where you live. The DGT provides a [list of offices by province](#). We recommend you save yourself some time and use the online service listed above.

## Car Registration (DGT/Trafico)

The website which handles this is located [here](#). You'll need to provide identification (NIE/passport), Padrón, Permiso de Circulación, and the ITV document.

## TIE

To change the address of your **TIE** (the actual card itself), If you used the online change of address service listed above, then your address information automatically updated. What you may be interested in is obtaining a new TIE (card) with your updated address.

When you change your address, this doesn't update your TIE Resident card. You need to follow the TIE renewal process to obtain a new card. This can be done at the Oficina de Extranjero or the local police department can provide with the correct process. It will require the application to request a TIE card, payment of the fee at the bank, and an appointment for your fingerprints.

**HELP VEGA BAJA is registered with the Valencian Authority as a Volunteer Organisation - Registration Number CV-04-047761-A. It is a non-profit making organization funded through voluntary donations. For further information see [www.helpvegabaja.com](http://www.helpvegabaja.com)**



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The key is to make sure your information is properly updated in the Spanish system.

## **Social Security (Seguridad Social)**

As with the other services, using the online change of address instructions listed above is the recommended choice, however, if you want to manually update your information in the Seguridad Social system, you can go [here](#). Once again, you'll need the **Digital Certificate, Cl@ve Pin, or Cl@ve Permanente.**, with the Cl@ve Pin being the easiest method of proving your identity.

This should also update your records for the local health centre or hospital. If you are using the Spanish healthcare system, you will want to be sure your new address is in the system with the Centro de Salud.

## **Tax Office (Agencia Tributaria)**

The Agencia Tributaria [provides a webpage](#) that allows you to update your address for the purposes of updating your **tax address** and-or your **notification address**.

## **Bank**

Most banks are probably going to have the same requirements for changing your address, but it's best to contact them or look on their website for a list of the required documents. Most likely you'll need your bank card, NIE/passport, and the padrón.

## **Bills**

This is the one that can be a bit tricky as it can be easy to forget, especially if you're auto-drafted from your bank account. We'll mention a few just to help remind you:

- Water
- Electricity
- Mobile Phone
- Internet
- Car Insurance
- Medical Insurance
- Butane/Gas Delivery