

CHECKLIST: DOCUMENTS TO APPLY FOR SPANISH RESIDENCY





Here is your checklist with all the documents you need to bring with you for your application for Spanish residency!

You can cross out the cases that don't apply to you, and tick the boxes as you get all your documents together before you start applying.



This is a checklist for the procedure followed by citizens of the European Union.

For people from outside the EU, the procedure has more variables.

You can check it [here](#).



REMEMBER:

Generally, you need to present photocopies, but it is important to bring the originals with you too.

For all cases



Two copies of the application form (model EX-18), duly completed and signed by you. You can find it [here](#).



Passport or valid national identity document.

If it is expired, you can bring a copy and the renovation form.



A bank receipt showing you have paid the fee Modelo 790 Código 012. Fill in the form online use your NIE number and select ***Certificado de registro de residente comunitario o tarjeta de residencia de familiar de un ciudadano de la Unión*** under the title of ***Tarjetas de identidad de extranjeros (TIE)*** y certificados de registro de residentes comunitarios. It is important to print it out prior to the appointment as they do not provide the fee forms at the office anymore.

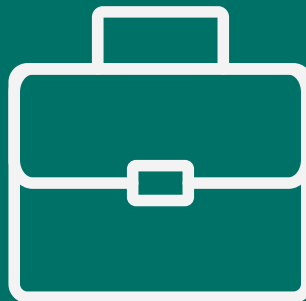
Employees



Work contract registered in the Public Employment Service.



Work life report or consent for the data check in the Social Security Treasury files.



Freelance workers



Continued registration in the Census of Economic Activities.



Continued registration in the Mercantile Registry.



Proof of registration in the Social Security, or consent for data check in the Social Security Treasury or the Tax Office files.

Retirees



Proof of a public or private health insurance.



Proof of having sufficient resources for you and your relatives during residency.



Students



Proof of enrolment in the public or private institution.



Proof of private or public health insurance (European Health Card valid if it covers the residency period).



Statement that declares having enough resources to support yourself and your family during residency.

Relatives

- ✓ Proof of family bond.
- ✓ In its case, proof of being dependent to the resident.
- ✓ Registry certificate of the relative you are with.
- ✓ Proof that your relative has the basic requirements to become a resident (has been working for 5 years, has enough resources, has a health insurance...).





People who have retired during residency

- Proof of having been working and retired with a right to a pension.



People who retired early during residency

- Proof of early retirement.
- Proof of having worked in Spain during at least 12 months.

If you have not resided in Spain for more than three years:

- Option 1:** Proof of marriage or being registered partner of a Spanish citizen.
- Option 2:** Proof of having lost Spanish nationality upon marriage.



People who stopped working due to a permanent disability

- Proof of having stopped working and being permanently disabled.

If you haven't resided in Spain for 2 years straight:

- **Option 1:** Proof of the disability being a consequence of a work-related accident or illness with right to a pension from a Spanish organisation.
- **Option 2:** Proof of being married or being a registered partner to a Spanish citizen.
- **Option 3:** Proof of having lost Spanish nationality upon marriage.



Please note

When you bring documents from a foreign country, they must be translated to Spanish or coofficial language of the territory (Galician for Galicia, Catalan for Catalonia, Valencian for Valencia, Euskera for the Basque Country...). Use an official translator to be safe!

Any public foreign documents must be previously legalized by the Spanish consular office with jurisdiction in the country of expedition. In its case, it will be done by the Ministry of Foreign Affairs except if it has been done by the competent authority in the emitting country, and except if it is exempt of legalization.

Standard European Union forms don't need translating or legalizing.

You can bring your documents to the Foreign Office of your region. You can check their timetables and contact numbers [here](#).



MORE INFO



www.caserexpatinsurance.com