

What happens once you get your Spain Visa approved

As many people are finding out, the collection of the visa from the Spanish consulate is not the end of the process.

You arrive in Spain and are unsure of the next steps. You know that you need to get yourself a **TIE card**, but precisely how to go about it may not be entirely clear.

The exact process that you will need to follow depends on your Visa type, so we need to be clear that we are talking here about working Visas, long term student visas and the **Non Lucrative Visa**.

Other visa types have a more complicated process to complete.

If you have had assistance from a company with making your visa application, hopefully you chose a company which would see the process through to the end. If not, there are companies who will assist at this stage, and they may also offer additional services which we will look at later.

Once you arrive in Spain there are a number of tasks to perform:

1. You **must register your residency in the same province** as the one you gave at the time of your application. So for anyone who already had a property here, that doesn't cause any problems, but for those people who are renting it is important to bear in mind that you need to start the next part of the process in the same province.



You know that you need to **apply for a TIE card** - you apply for it at an Comisaría de Policía Nacional (National Police Station) in the province in which you will be living i.e. it no longer has to be a specific police station within that province.

However, you must make an appointment and if you do not have all the documentation they require on the day, you will have to leave and make another.

So before we talk about the TIE, there are **two preliminary steps**.



2. **Your entry stamp**

Your passport must be **stamped by the border staff** when you enter the **Schengen zone** with your visa. This is no problem if you arrive by plane, but sometimes if you enter by car, the border staff can wave you through, and this will cause problems later.

The entry stamp will be recorded as the first day of your residency in Spain. Some helpful border staff will stamp the page adjacent to the visa. When you go to the TIE appointment you must take a photocopy of your passport photo page, the page with your visa, and also a photocopy of the entry stamp.

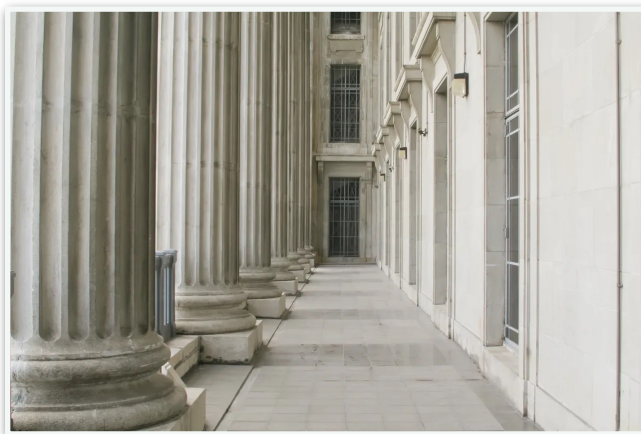
3. **Registering on the "padrón"**

You must present a **certificado de empadronamiento** (padrón certificate) at your TIE appointment. This confirms that you are living in a specific town at a specific address.

So how do you register on the padrón and what is it?

The **padrón** is the register of inhabitants in your town.

The registration process takes place at your local town hall (ayuntamiento) and frustratingly, every town hall has different requisites. However, as a general rule, you need to take your passport with photocopy as well as your NIE number (on your visa), the deeds of your property if you are an owner (with a copy) or an original and photocopy of your rental contract if you are renting.



Note: the rental contract has to be for a minimum of **six months**, so if you have rented a place for a shorter time while you look around for something more long term, you will have to wait until you are settled before you try to get on the padrón.



In addition, many town halls also want to see some proof of bills. These could be utility bills or the council tax bill for the previous year (IBI). If these are not in your name, you need to ask your landlord or whoever pays those bills for a copy along with a copy of their ID and some town halls even ask for a letter from the landlord or bill payer. Finally, they may ask you for a receipt showing that you paid the past month's rent.

In short, it pays to contact the town hall in advance and ask them exactly what they require. You may well have to make an appointment.

Now, some town halls are quicker than others, but you will generally have to wait at least a couple of weeks before you can return and pick up the certificate, but the police station should accept the stamped paper that the town hall will give to you when you go to

register. This is a receipt of your application to join the padrón, so don't worry if they tell you that it will be a while before you can pick up the certificate.

Once you have the padrón certificate (certificate de empadronamiento) or the receipt of your application to get on the padrón you can go ahead and **start the process of applying for your TIE card**.

4. **Applying for your TIE card**

This process takes place at the **Comisaría - National Police Station**.

There are two stages: the first is to present your documentation and have your fingerprints taken.

The second which takes place around a month later, is another appointment to collect your TIE card.

For the first appointment you need to take your passport, and the visa, two forms which have to be presented at the appointment - one of which has to be taken first to the bank as there is a fee "tasa" to pay - and your padrón application or certificate. And a passport size photo of course because the TIE card is a plastic credit card size photo card.



The first appointment itself is pretty straightforward. The name of this appointment varies according to region but is known as "toma de huella".

The staff check your documents and take your fingerprints - "**huellas**". If everything is in order, they will scan your photo and signature, record your fingerprints, confirm your date of entry and address, and then order your TIE card.

At the end of the appointment they will give you a form called a "**resguardo**". This is your proof that your new TIE card has been ordered.

For the second appointment a few weeks later you need to present the resguardo along with your passport at the same police station to **collect your card**.

The resguardo will have a reference number on it and the person who attends to you can find your card easily by looking at the reference number.

You will not be informed that your card is ready. You have to make an appointment about 5 or 6 weeks after your first appointment. Occasionally the card will not have been delivered to the Comisaría yet for some reason; in that case you will have to return at a later date.

What can go wrong:

If you are **renting short term** you may not be able to get on the padrón straight away. Do not worry too much if you cannot order your TIE card within the first month in Spain.

You cannot **make an appointment**; even if you have worked out how to do it, there may be no appointments. You have to either keep trying or ask a professional for assistance. Law firms do not receive preferential treatment by the appointment system but they are more likely to know which days new appointments are released.

Sometimes the police will discover that there is a **mistake in your records**; on rare occasions the consulate has sent a detail incorrectly, and normally silly things like not putting your middle name in the system. You would not know about any small errors until you actually go to the TIE appointment which is when the staff check the main system. These can be rectified very quickly so don't worry if that happens to you.

People do not take **the correct forms** - for TIE it is the EX 17. You also need to pay the "tasa" on the 790 012 form; the options are rather confusing. For an initial application you should pay a tasa of 16,08 euros at the bank before your police appointment.

You didn't bring **photocopies of the relevant pages** of your passport - normally you will find a photocopying shop near to the police station and can pop out and get what you need, and still be allowed to re-enter to complete the process.

You **don't speak any Spanish** and the staff don't speak any English. Remember that people have managed before, or you may be able to take an interpreter with you.

Other services which you might need when you arrive in Spain:

S1 Registration:

If you have an S1 form (the form which guarantees that the UK will pay for your healthcare in the public health system in Spain), you should **register this with the INSS** (Social Security) as soon as you have your TIE card. It can take many months from applying to register the S1 to having the registration approved, so it is a task which should be a priority. Unless you have a private health insurance policy, you could be left without access to healthcare for some time; the GHIC card only covers tourists so you may not be able to use it for long - in addition it is designed to cover you in an emergency and not for all treatment you might need.

Getting Advice on your Fiscal Responsibilities:

It is crucial that you fully understand your obligations in Spain. If you have used a good company to assist you in applying for the visa and helping you to get your TIE card, they should have explained these obligations to you, or at least given you an overview.

For example if you are selling a property, your advisor should explain the tax implications of the timing of the sale.

You need to know how to inform Spain that you are now a fiscal resident and which declarations you must make, and when.



Making a Will:

If you have assets in Spain or are going to purchase property, it is advisable to make a Will in Spain. If you still have assets elsewhere, you should have a separate Will for each country.

Wills are made at the Notary's office in Spain, and are all registered at the Registry in Madrid.

If you are struggling with making the appointments at your town hall and/or the Comisaría and worried that this is all too much for you to do on your own, you should take professional advice to ensure that the first couple of months after arriving in Spain are as stress free as possible.

At Málaga Legal we provide the entire visa service - we assist in the process of obtaining your visa and our services do not end until you have your TIE card in your hand.

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