

# What happens when you get your visa approved..

## *Steps to take upon your arrival in Spain.*

As many people are finding out, the collection of the visa from the Spanish consulate is not the end of the process. People who have got their visa all by themselves often contact us because they are really unsure of the next steps and are often very concerned because they feel as if they are falling at the last hurdle.



More than one person has told us that they did not realise that they had to do anything at all when they arrived in Spain, and did not order their TIE cards. After a year they applied to renew their residency and obviously, could not. They had to reapply for the visa again from scratch.

So, **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 - and this is unfortunately quite common - 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:***



You must register your residency.

You know that you need to apply for a TIE card - you apply for it at a *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 so you can choose any from the province, even if the one you go to is not the nearest to your new home.

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 appointment. That is why we need to get everything right first time.

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



### ***1. 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.*

So if you have no entry stamp, what can you do? Keep ferry tickets and other receipts which prove the journey you took. This will help the Comisaría staff to put your date of entry correctly.

## **2. 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 to 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.

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.

### 3. 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 4 to 6 weeks 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 is the EX 17 (below) and the other has to be taken first to the bank as there is a fee “tasa” to pay - as well as your padrón application or certificate. And a passport size photo of course because the TIE card is a plastic credit card size photo card.

EX-17

Solicitud de Tarjeta de Identidad de Extranjero (TIE) (LO 4/2000 y RD 557/2011)

Espacios para sellos de registro

**1) DATOS DEL EXTRANJERO/A**

PASAPORTE	N.I.E.		
1er Apellido	2º Apellido		
Nombre	Sexo <sup>(1)</sup>	H <input type="checkbox"/> M <input type="checkbox"/>	
Fecha de nacimiento <sup>(2)</sup> / /	Lugar	País	
Nacionalidad	Estado civil <sup>(3)</sup>	S <input type="checkbox"/> C <input type="checkbox"/> V <input type="checkbox"/> D <input type="checkbox"/> Sp <input type="checkbox"/>	
Nombre del padre	Nombre de la madre		
Domicilio en España	Nº	Piso	
Localidad	C.P.	Provincia	
Teléfono móvil	E-mail		

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 - otherwise known as things people wish they had known in advance.....***

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 - 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 TIE 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.

You **need to leave Spain and come back again before your TIE card is ready** for collection. You need to apply for an Authorisation to Return, known as a *Regreso*. This is a form which you show at the border when leaving and entering Spain and is like a substitute for a TIE card.

Contact us to arrange a *Regreso*: <https://malagalegal.com/contact-us>



## ***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 weeks or a few 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.

*Contact us to register your S1: <https://malagalegal.com/contact-us>*

### **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.

*Contact us for a consultation and tax simulation: <https://malagalegal.com/contact-us>*



## 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.

*You can download our guide to inheritance in Spain on our website in the category of Inheritance by clicking here: <https://malagalegal.com/inheritance>*

***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.

**We hope that you have found this article useful.**



***To contact us***, in the first instance, you can call or whatsapp **(0034) 659752538**

Email [info@malagalegal.com](mailto:info@malagalegal.com)

Or you can use the **contact form** on our website [www.milagalegal.com](http://www.milagalegal.com)

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