

I GOT APPROVED! NOW WHAT?

A digital nomad's Spanish residency checklist

Enhorabuena! Your digital nomad residency in Spain has been approved — now it's time to settle in and get all your official tasks done. This list walks you through the key steps, so you don't miss a thing. It also includes the links you need to help complete them, and detailed explanations and tips so you know exactly how to accomplish them, one by one.

In a few weeks, you'll have your admin conquered and be relaxing over tapas — while marveling over how much you accomplished in the first part of your immigration journey!

Empadronamiento



- Empadronamiento (commonly called “Padrón”) is a certificate proving your local address. It's required for your TIE appointment (except in Madrid or Barcelona). You'll also be asked for it in the future by various other businesses to verify your home address.



Tip: You'll probably need an appointment. Check your local ayuntamiento (town hall) website for your city's documents/process. Usually required: rental contract or deed, passport, residency resolution, and family members' IDs.

Digital Certificate

- A digital certificate or Cl@ve is needed for online admin like appointments, taxes, and government services. Remember: If you applied for the digital nomad residency by yourself without a representative, you will already have this, as you used it to submit your application.
- Install the software here: [FNMT Certificate Software](#)
- Make sure you install it on your main computer. Once you have installed it, search the website for your closest office to go prove your identity with a passport and NIE (it's on your residency approval). Most offices require appointments – some don't!



Book TIE appointment



- Do this after getting your empadronamiento (unless it wasn't required).
- Here is the website to book it (feel free to use your browser's translation tool if you aren't yet fluent in Spanish)
- Remember: Every family member or dependent age 6 and older needs their own appointment — even if you're all applying at the same time.
- The locations are mostly branches of the National Police (CNP), and sometimes an actual Immigration center
- When making your appointment, read carefully, as *it will tell you EXACTLY what to bring to your appointment*. Stations in various provinces can vary slightly on what they require you to bring, so pay attention when you are booking.
- *FOR MADRID AND BARCELONA*, do not select the regular "toma de huellas" fingerprinting option. It is a separate one, called "Expedición de tarjetas cuya autorización determine la Dirección General de Migración" ("issuance of cards whose authorization is determined by the general directorate of migration").

 **Tip:** On the screen where they ask for the procedure and location, skip the first two dropdown boxes and go directly to the last one. Select the option for "National Police Procedure", which will be Toma de huellas (Fingerprinting). This ensures you'll see all available offices in your province. Many people mistakenly choose an office and believe there are "just no appointments, ever" due to that office being very busy - don't limit yourself to one office on that screen, and when you get to the end you will see a dropdown of all offices who currently have appointments.

Prepare your documents for the TIE appointment

- Assuming you paid attention to what was listed when you booked your appointment, you might have this one mastered - but as a general reminder you should be bringing:
 - Your passport and a copy of (at least) the photo page
 - A printout of your residency/visa approval (resolución)
 - Empadronamiento certificate (if applicable)
 - Completed EX-17 application form ([Download it here](#))
 - One passport-sized photo (32mm x 26mm, with a white background)
 - Modelo 790 Código 012 form — print, pay it at a bank, and bring the proof of payment to the appointment: [Fill out and print here](#)
 - Proof of your appointment (cita previa) — printout or screenshot
 - *Bring a photocopy of everything you're submitting, just in case.*



Attend your TIE appointment



- You'll be fingerprinted digitally, submit a whole lot of documentation, and be given a receipt to bring back a second time around 40 days later to pick up your shiny new TIE (residency card).
- **Important:** Listen carefully to the officer's instructions — they'll tell you whether you need to make another appointment to collect your card, or if your local station doesn't require one and you just return after the number of days they specify. Some offices require an appointment to collect the finished card - but some won't even allow it in the system and require you to just walk in.
- The officer will tell you how many days to wait based on their processing times at your station.
- If you need to travel before your card is finished, we do not recommend doing so without a Return Authorization document letting you back into the country without a valid TIE. The document is called an Autorización de Regreso.
 - If this is you, make sure you have a very good reason ("I have to travel for work" does not cut it and they have denied many with that one). You can request the document at your TIE appointment, though they may not have the time to do it as the process DOES require a separate appointment.
 - To make an appointment for a Regreso, use the same website you made your TIE appointment from, and instead choose that as your process. The document is issued on the spot at the appointment.

Self employed? Register for RETA

- To register for RETA (Regimen Especial de Trabajadores Autónomos), you need to register with both the Tax Agency (AEAT or most commonly called "Hacienda") and Social Security. First, register with Hacienda using form 036 or the simplified 037, declaring your economic activity. Then, register with Social Security using form TA.0521, specifying your chosen contribution base and any optional coverage. This is all confusing but extremely important, and the majority of autónomos hire a tax attorney/account to do this for them. We have an excellent one who takes care of not only everyday autónomo registrations and taxes but also is trusted by multinational corporations in Spain, if you would like to contact him feel free to email us at yourexpertsabroad@gmail.com.



Also important...

- You can open a Spanish bank account after arriving in Spain. To do it before having your physical TIE, you must ask for a “non-resident” account and they will require only your Passport. If this proves difficult or you want to skip it entirely, you can start out with an N26 bank account that is fully digital and online if you have your passport and a NIE. They have a Spanish IBAN and everything you need for banking (setting up utilities, mobile phone, even paying social security if you are autónomo). Apply at their website: [N26 Bank](#)



While we highly suggest doing these things on your own using these sheets as a guide, if it's too overwhelming we totally understand. If you'd like to consult a professional to make appointments and help you prepare for them, we have a vetted team of trustworthy experts for every task in Spain - big or small. Just give us a shout via EMail at yourexpertsabroad@gmail.com!