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FACT SHEET 009

Torre Vieja Office

Rambla Juan Mateo Garcia 4 Tel: 965 704 282
(24hr. emergency line)

E-mail office@helpvegabaja.com

San Miguel Centre

Calle Lope de Vega 45 Tel: 966 72 3733

www.helpvegabaja.com

DRIVING LICENCES (INCLUDING LOST OR STOLEN)

The DVLA in Swansea is unable to renew a Driving License for someone who is not resident in the UK. Therefore, **it is recommended that you obtain a Spanish Driving license before you reach the age of 70.** The cost for a Spanish licence is currently in the region of 26 Euros (but this is subject to change). There is no charge once you reach 70 years of age.

How to obtain a Certificate of Aptitude, prior to going to Trafico Office, Alicante

1. If you live in the Torre Vieja area there is a Medico Centre which can be easily used, but you must telephone for an appointment before going there. The receptionist speaks a little English and the hours are 10am to 2pm and then 4.30pm till 7pm. It is a very busy place, so do not arrive late.

Cereco Medico Centre, Calle Caballero de Roda 38, 2nd floor, Torre Vieja:

Tel. No. 965 713 858

Cereco is about 5-8 minutes walk from the Help Torre Vieja Office.

2. When you arrive go straight to the Receptionist's desk. You will need to take with you your Passport, UK Driving Licence (green paper) or a European Driving Licence (plastic card with your photo on it), which the U.K. authorities proved you with. These documents must be current. You will also need a passport size photo which will be used to put on your Certificate of Aptitude when issued at the end of the session. You also need to have a utilities bill showing your name address and telephone number.

The current charge for the certificate is 34.00 Euros in cash.

The standard test is for driving a car, car and small trailer and a motor home. If you drive any other type of vehicle you will need to inform the Receptionist at this stage. The Receptionist will complete the necessary form for you to proceed to the next stage.

3. A Doctor will call your name to take a quick sight test similar to going to the opticians. You will then be sat in front of a screen that has two metal handles to hold and a button in the centre. Dots will appear on the screen and you will be asked to judge when the dot gets near to an oblique line, about 20 times. There is then another test where you have to steer so that you do not touch a "rolling line". This is the end of the tests. If you do not complete them satisfactorily, you may be given another chance a few moments later.

A blood pressure test is then done and you will be asked if you have had any serious medical operations or conditions. A Certificate of Aptitude will then be signed and handed to you.

To exchange a UK issued Driving Licence for a Spanish Driving Licence.

Take the following documentation to the Trafico Office in Calle San Juan Bosco, Alicante City.

It is recommended that you study an Alicante street map before you attempt the journey. Parking can be found at the side of the RNFE Railway Station – Estacion de Ferrocarril (behind the Taxi Rank) or in the underground car parking system under El Cortes Ingles (the store next to the Glorieta de la Estrella Monument in the centre of town, opposite the Cam Bank)

If you park in the Railway Station car park, walk until you have your back to the Terminal entrance. Turn left, (Avenida de Salamanca) walk to the traffic lights and cross the road. Continue walking up this road until the 2nd turning on the right Calle San Juan Bosco, turn into this road and 150 metres on your left, you will find the Trafico building.

If you park in the El Cortes Ingles underground car park, walk until you find yourself outside El Cortes Ingles department store (the clothes shop, not the houseware shop). With your back to the shop, keep the Glorieta de la Estrella Monument on your left, towards the RNFE Railway terminal and then continue as above.

- 2 identical passport size photographs 35mm x. 25mm. One will have been attached to your certificate of aptitude.
- Passport plus two photocopies
- Your non Spanish licence – i.e. old style UK Licence without photo plus 2 photocopies. If you have a new EU type licence, consisting of a green document and plastic card with photo, you will need to produce 2 photocopies of both sides of the licence document, as well as the card.
- NIE number
- Residencia Card or Certificate plus 2 photocopies
- A certificate plus 2 photocopies, to confirm that you are on the Padron de Habitantes at your local Town Hall. This certificate should show your current address, and have been stamped, dated and issued in the last 3 months. Town Halls can issue a certificate on the spot for this purpose i.e. for use at Trafico. You should take your last Padron Certificate to the town hall when you apply for one.
- A certificate of 'aptitude'. This is sometimes called a medical but it is usually little more than an eye sight and coordination test, and lasts approximately 10 minutes. There are several appointed agents, on the opposite side of the road from the Trafico building in Alicante, who carry out this test on their premises. There are also approved centres for the test in most large towns, including Torrevieja and Almoradi. The fee for a certificate of aptitude should be in the region of 34 Euros.

Upon entering the Trafico Department there are two main queues on the left. One is the "Caja" and one is "Information". Join the Information queue and you will be handed three forms to complete and an information leaflet in Spanish. Proceed to the Caja queue and pay the fee of 26 Euros. You then take a ticket with a number on it and wait until this number is displayed on the screen. Take your completed paperwork to the window indicated.

The forms to complete are:

BlueTasa form and complete it with your N.I.E. number and date of birth (fecha de nacimiento). If you have only one surname, leave the box marked 'Segundo Apellido' blank. First names should be written in the box marked 'Nombre'. The box marked 'sexo' should be completed with the letter 'V' (varon), for men or 'H' (hembra) for women. Your full postal address and signature will complete the form.

A white form which needs to be completed with your name, NIE number and sign it with your signature completely inside the square box.

Another white form with your name, UK driving license number and the driving groups the Certificate of Aptitude shows you are allowed to have. The date of when the UK driving license starts and ends and where the license was obtained (DVLC, Great Britain). Then sign the form.

The clerk will check your paperwork and issue you with a receipt. Driving Licenses are issued by a central office in Madrid and according to your circumstances you will either be sent yours in the post (it can take up to 3 months to arrive) or you may be asked to return to Trafico to collect it. If you go to collect the license you must take the receipt the clerk issued to you. All paperwork is sent to DVLC in Swansea to be authenticated prior to Madrid issuing a Spanish license.

If your UK driving Licence has been lost or stolen

If you have not reported the loss to the Guardia Civil, do so immediately because you need **a copy of the police report**.

Contact the DVLA centre, Swansea, SA99 1BN, in the U.K tel: 0044 870 240 0009 Fax: 01792 783071 or email drivers.dvla@gtnet.gov.uk and request a '**Certificate of Entitlement**', which will give details of when you passed your test and list the categories of vehicles you are qualified to drive.

These two documents will be accepted by the authorities in lieu of the missing license.

If your Spanish Licence is lost, stolen or damaged

The current fee for a replacement is in the region of 18 euros or no charge if you have reached 70 years of age

Complete the application form TASA 2.23, which can be downloaded from the Trafico website or obtained directly from Trafico and submit this to Trafico with the following documents:

- Damaged licence or declaration of loss (copy of denouncement from the Guardia Civil)
- Certificate of Aptitude (Medical certificate as described on page 1)
- 2 identical Passport Sized Photos 35mm x 25mm
- Residencia card or certificate, plus photocopy
- A certificate, plus photocopy, to confirm that you are on the Padron de Habitantes at your local Town Hall. (as described on page 1)

If applying by post, include a stamped self-addressed envelope so that your documents can be returned to you.

To the best of our knowledge this information was correct on the date given below.
However, rules, fees and regulations can and do change so it is advisable to check with our office that this fact sheet has not been superseded. JB/MARCH 2009