



Charity no 2985

**Torre Vieja Office**  
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 (24hr. emergency line)

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Providing support and information to the English speaking community from La Marina Urb.  
 Through Torre Vieja to Pilar and inland to Orihuela and Albufera

## APPLICATION FOR A RESIDENT'S CERTIFICATE

Residents' certificates are now being issued instead of Residencia cards. If you are in possession of a valid old Residencia card, you do not need to obtain the new certificate until the date on your card expires.

### HOW TO OBTAIN A RESIDENT'S CERTIFICATE

#### The following paperwork is needed

A completed EX16 form for 'Certificado de Registro Ciudadano de La Union' (This form is available from the National Police Offices, (addresses given below), the HELP office or it can be downloaded from the website of the Spanish Ministry of the Interior. ([www.mir.es/](http://www.mir.es/)) plus 2 copies  
 Passport plus two copy  
 Your old Tarjeta (Residents card) if for renewal plus one copy  
 Padron from your local Town Hall and a photocopy  
 NIE certificate if available.

Take these papers to your local Policia Nacional (National Police office), where they will give you a form 790, enabling you to go to your bank and pay the fee of 10 euros. The National Police will give you an appointment for you to return in a month's time and upon proof of payment they will issue you with a certificate of residency.

Residents of Orihuela Costa should go to the Orihuela Costa Town Hall at Playa Flamenca, near Mercadona Monday to Friday between 9am and 11am, to obtain the necessary forms. There is a queuing system so it is advisable to get there early. They will give you an appointment to return at a later date.

If you live in the Torre Vieja area, then go to the National Police office in Torre Vieja, Calle Maldonado 57, Plaza Molino, open 9am to 2pm Monday to Friday.

For all other areas, you will need to confirm with our office as some towns are processed by Orihuela Costa Town Hall and others need to be by the National Police office in Calle Sol, Orihuela, which is open 12.00 to 2.00 Monday to Friday to collect the application forms and modelo 790, returning after payment of the fee at 4.00 to 7.00 Monday to Wednesday with completed forms and receipt

To the best of our knowledge this information was correct on the date given below. However, rules and regulations can and do change so it is advisable to check with our office that this fact sheet has not been superseded. RG JUNE 10