

Torre Vieja Office

Rambla Juan Mateo Garcia 4, Torre Vieja 03193 Alicante
Telephone: 965 704 282
(24hr. emergency line)

San Miguel Centre

Calle Lope de Vega 45, San Miguel de Salinas 03193, Alicante
Telephone: 966 723 733

www.helpvegabaja.com E-mail office@helpvegabaja.com



Charity no 2985

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

APPLICATION FOR A RESIDENT'S CERTIFICATE

Residents' certificates are 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 EX18 form for 'Solicitud de certificado de Registro de Residencia Comunitaria' (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/) plus 1 copy, signed by the resident.

Passport or document of nationality, plus one copy

Your old Tarjeta (Residents card) if for renewal plus one copy

NIE certificate if available.

You must personally 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 10.20 euros. The National Police will give you an appointment for you to return and upon proof of payment they will issue you with a certificate of residency. The period of applying for this is three months from the date of entry to Spain.

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

If you wish to apply for and receive the certificate at the same time, you can present your application and documentation at the **Police department in Alicante on C/ Campo de Mirra, 6, Alicante** or at **Orihuela's police station on C/ Sol, 34, Orihuela City**. Please check with them for correct opening times.

Please note that after a continuous residency of 5 years, you are required to renew this certificate as you will then be classed a permanent resident. The procedure is the same as above.

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.