



Required documents for registration (empadronamiento)

Identity document – original and copy

- Passport or identity card (DNI for Spanish / EU citizens).
- If you have NIE / TIE (foreigner identification number / residence card), bring the original and a copy.
- NIE/TIE is not always mandatory, but most offices require or prefer it.

Proof of address

Depending on your situation:

If you rent:

- Rental contract (contrato de alquiler) in your name.
- Sometimes a recent utility bill (water, waste or electricity).

If you are the owner:

- Property deed (escritura).
- Latest local property tax (IBI) receipt or utility bills.

If you live with someone else:

- The person you live with usually must attend with you, present their identity document and confirm that you live at the address (often with a signed authorization).

Additional documents (if applicable)

- Birth certificates / family book with Spanish translation (for children or family members).
- Owner authorization letter may be required when renting.