



**Application for Foreigner's Identification Number  
(NIE) and Certificates  
(Organic Law 4/2000 and Royal Decree 557/2011)**

Spaces for registration  
stamps

**THIS IS NOT AN APPLICATION FORM**

**ITS PURPOSE IS TO FACILITATE FILLING THE OFFICIAL FORM.  
TO APPLY FOR ANY OF THESE PERMITS YOU MUST USE THE OFFICIAL SPANISH VERSION FORM.**

**1) FOREIGNER'S DETAILS**

N.I.E. (Foreigner's ID No.) ..... PASSPORT NO. ....

1<sup>st</sup> Surname ..... 2<sup>nd</sup> Surname .....

Name ..... Sex (1) M  F

Date of Birth (2) ..... / ..... / ..... Place ..... Country .....

Father's name ..... Mother's name .....

Nationality ..... Marital status (3) S  M  W  D  Sp

Address of residence ..... No. .... Flat .....

Town/City ..... Postal Code ..... Province .....

Telephone ..... E-mail .....

Legal representative, if applicable, Mr/Mrs ..... PASS ..... National/  
Foreigner's ID No. .... Capacity (4) .....

**2) DETAILS OF THE PERSON SUBMITTING THE APPLICATION (5)**

Name/Company name ..... PASS ..... National/  
Foreigner's ID No. ....

Address of residence ..... No. .... Flat .....

Town/City ..... Postal Code ..... Province .....

Telephone ..... E-mail .....

Legal representative, if applicable, Mr/Mrs ..... PASS ..... National/  
Foreigner's ID No. .... Capacity (4) .....

**3) ADDRESS FOR NOTIFICATION PURPOSES**

Name/Company name ..... PASS ..... National/  
Foreigner's ID No. ....

Address of residence ..... No. .... Flat .....

Town/City ..... Postal Code ..... Province .....

Mobile ..... E-mail .....

I request/ give my consent that communications and notifications be made by electronic means (6)

**4) DATA CONCERNING THE APPLICATION (7)**

**4.1. Document type (Art. 206)**

FOREIGNER'S IDENTIFICATION NUMBER (NIE)

CERTIFICATE

- Of being a Resident  
 Of being a Non-resident

**4.2. Motivation**

- Economic interests .....  Professional interests .....  Social interests
- (Specify) .....

**4.3. Place of submission**

- Foreigner's Office .....  Police Station .....  Consular Office

**4.4. Situation in Spain (8)**

- Stay .....  Residence

I CONSENT to the verification of my identity through ID Data Verification Systems (otherwise, the corresponding documents must be provided)

....., on ..... of .....



SIGNATURE OF THE APPLICANT (or legal representative, if applicable)

## INSTRUCTIONS FOR COMPLETION

PLEASE FILL OUT THIS FORM IN BLOCK CAPITAL LETTERS USING A BLACK BALL-POINT PEN OR TYPE.  
PRESENT AN ORIGINAL AND COPY OF THIS FORM

- (1) Tick the appropriate box. **Male / Female**
  - (2) Fill in using 2 digits for the day, 2 for the month and 4 for the year in the following order (dd/mm/yyyy)
  - (3) Tick the appropriate box. **Married/ Single / Widowed / Divorced / Separated**
  - (4) Indicate in which capacity he/she is the legal representative, for example, Father/Mother of the minor, Guardian .....
  - (5) Fill in only in the case of a person other than the applicant
  - (6) Under the Fourth Additional Provision of Royal Decree 557/2011, legal persons and groups of natural persons who, due to their economic or technical capability, professional dedication or other justified grounds, are guaranteed access to and availability of the necessary technological media, are obligated to receive notifications via this medium. If you are not included in any of the aforementioned groups, you will be notified by e-mail only if you tick this box. In either case, notification will consist of making the document available on the electronic site of the Ministry of Finance and Public Administrations (<https://sede.mpt.gob.es>).
- Notification will be made to the persons whose details are specified under the heading "address for notification purposes" or by default, to the applicant. To access the content of the document, **it is necessary to have an electronic certificate** associated to the National Identification Document (DNI)/ Foreigner's Identification Document (NIE) that appears under the heading "address for notification purposes".
- It is also recommended to fill in the "mobile" or "e-mail" fields so that you can be sent a message (for informative purposes) when a notification is pending.
- (7) Tick the appropriate box
  - (8) Tick only in the case of being in Spain and submitting the application to the Foreigner's Office or Police Station

**Specific information on the formalities to be completed and documentation that must accompany this application form for each of the procedures referred to herein (FACTSHEETS), is available on any of the following websites:**

<http://extranjeros.empleo.gob.es/es/> Information on formalities and procedures - Factsheets

<http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/>

In accordance with Art. 5.1 of Organic Law 15/1999, it is informed that the information provided by the interested parties that is necessary to decide on their request, shall be incorporated into a file addressed to the General State Administration bodies in charge of immigration, being responsible for same the Directorate-General of Migration, the Directorate-General of Police and Government Delegations or Sub-delegations. The interested party may exercise his/her right of access, rectification, cancellation and opposition to the aforementioned bodies.

The official forms may be reproduced using any print media.  
They will be available from the Units in charge of their management and on the information web page of the Ministry of Employment and Social Security  
<http://extranjeros.empleo.gob.es/es/>

**THIS APPLICATION FORM IS FREE OF CHARGE. ITS SALE IS PROHIBITED.**