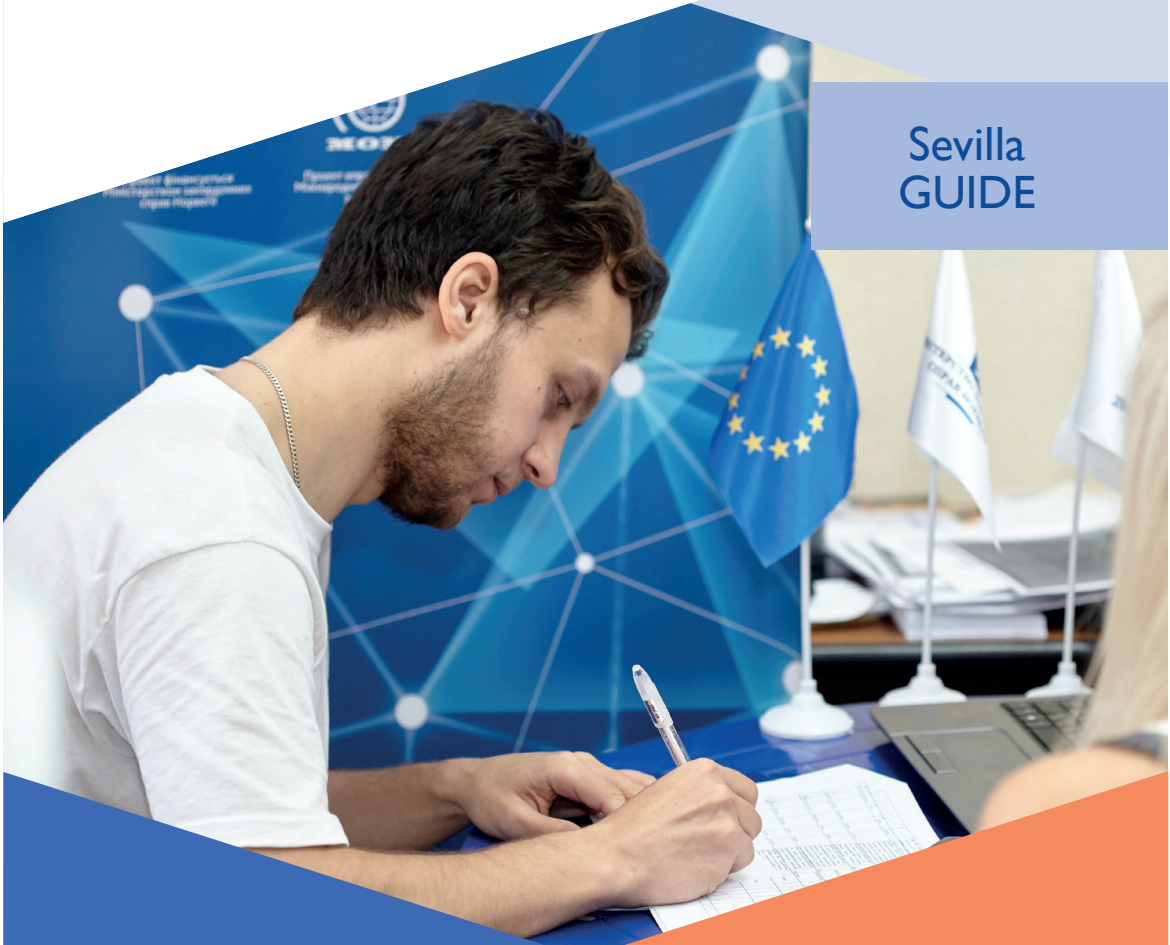
ARE YOU A UK NATIONAL AND STRUGGLING WITH YOUR RESIDENCY APPLICATION?

WE ARE HERE TO HELP YOU!



Sevilla GUIDE

IOM
UN MIGRATION

Sevilla GUIDE

HOW TO GET YOUR RESIDENCY IN SPAIN

UK NATIONALS
SUPPORT FUND PROJECT

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IF YOU ARE A UK NATIONAL LIVING IN SPAIN

You must ensure you are correctly registered as a resident, now that the UK has left the EU. Through the UK Nationals Support Fund, set up by the Foreign, Commonwealth and Development Office, **IOM provides support to UK nationals to help with their residency applications, through a phone helpline, email or face-to-face case support.** All our services are free of charge.

IOM's full support is available in Madrid, Andalusia and Murcia where our legal advisors are based. However, UK nationals living in other parts of Spain (Castilla La Mancha, Castilla-León and Extremadura), and who are struggling with their residency applications, are eligible to receive support through email and telephone contact

IF YOU ARE ALREADY REGISTERED AND HAVE A GREEN RESIDENCY CERTIFICATE

If you live in Spain and are already registered as a resident, you will have a green residency certificate. You may exchange this certificate for a new residence document which explicitly states you are a beneficiary of the Withdrawal Agreement. If you wish to do so, follow the instructions in Step 2.

IF YOU HAVE NEVER REGISTERED IN SPAIN BEFORE:

If you live in Spain before the 31st of December, do you have to register as resident?

Yes. If you don't already have a green residency certificate you need to register as a resident in Spain. The process to get your document will involve a two-step process:

STEP ONE: REGISTER AS A RESIDENT

Where?

In the **Immigration office** of the province where you live. Remember that for this face-to-face procedure (personally or through a representative) you need to have previously obtained an appointment.

How to make an appointment?

In order to get your appointment in Sevilla you need to send an email to this address: previa_extranjeria.sevilla@correo.gob.es with your details (full name and surname, passport number, subject: "TIE asociada acuerdo de retirada Reino Unido")

Can a third-party representative submit the application?

Yes, a third party who presents your application has to show proof that they are your representative by any of the following means:

Power of attorney, certified by a notary or by a private document, like this http://extranjeros.inclusion.gob.es/es/ModelosSolicitudes/Modelos_comunicaciones/index.html

Which documents should you include on your application?

In any case:

- **EX20 Form** completed. You can obtain the document via the following link: http://extranjeros.inclusion.gob.es/es/modelossolicitudes/mod_solicitudes2/

- **Valid and current passport.** If it is expired, a copy of the application and the renewal application shall be provided. You should bring a copy of all pages.

- **Updated "padrón" (proof of address).**

- **Documentation** proving that you have been a resident in Spain before the 31/12/2020, such as **bank account statements** proving that you have been economically active in Spain.

- If you are submitting your application as a family unit or dependant, you will need to prove the family link (updated marriage certificate, birth certificate, etc.)

Proof of access to healthcare through:

- **S1 form** for state pensioners. The British embassy has a dedicated area regarding how to access to your S1 form on the following website: https://www.gov.uk/guidance/healthcare-in-spain-including-the-balearic-and-canary-islands#s1

- **Convenio Especial** in Sevilla. Via this link you can find information about how to register and which documents are needed to access the Convenio Especial:: https://www.sspa.juntadeandalucia.es/servicioandaluzdesalud/ciudadania/cobertura-sanitaria/convenios-especiales-para-la-prestacion-de-asistencia-sanitaria

- **Comprehensive private health insurance**

- If you are employed or self-employed in Spain, you will have access to the public health system on the same basis as a Spanish national. Via this link you can find how the process to access to the public health system works in Sevilla: https://www.juntadeandalucia.es/temas/salud/servicios/tarjeta.htm

Specific documents regarding your situation

- **Workers in Spain**
  Work contract and registration in the social security system. If you consent to the verification of such data in the files of the General Social Security Treasury there is no need to provide the information.

- **Self-employed in Spain**
  Proof that you are self-employed
  The 037-form proving your registration and trimestral tax presentations. It will not be necessary to provide this documentation if you consent the verification of such data in the files of the General Treasury of Social Security or the Tax Agency.

- **If you are not working. How much money do I need to have to register in Spain?**

  Provision of sufficient resources, for you and for members of your family, in order to not become a burden on the state during your period of residence.

  Proof of sufficient resources is determined on a case by case basis. While there is no fixed amount that you must have, in general you should be able to show that your income is above the level at which you would become eligible for a non-contributory benefit. These levels are as follows:

Number of family members in the same household	Minimum annual amount in EUROS
1	5,538.40
2	9,415.28
3	13,292.16
4	17,169.04
FOR EACH ADDITIONAL MEMBER	+3,876.88

- **Students**

  Documentation showing compliance with the following conditions:
  Enrolment in a centre, public or private, recognised or financed by the competent educational administration

  Health insurance, public or private.
  Responsible statement that you have sufficient resources for yourself and any family members, so as not to become a burden on the state during your period of residence.

- **Pensioners**

  Certificate of your pension and back account statements proving sufficient economic means to support yourself, and your family members, in Spain.

If you are the non-EU family member of a UK national, you will also need to provide:

- Passport of the United Kingdom national
- Document demonstrating the family link with the United Kingdom national

Important reminder:

- If the documents you are submitting are in English, they may need to be translated by a sworn translator. (Contact our legal advisors to know which documents need to be translated) Find here the list of Spanish sworn translators: http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/Listado%20actualizado%20a%2019%20octubre%202020.pdf

- European Union standard forms, such as the S1 form, do not need to be translated.

- If you have already been living in Spain for the last 5 years, but you have never registered you can apply for a permanent TIE. Contact our legal advisors for further information.

Once I submit my application, do I receive a receipt?

Once you have submitted all the documentation, the immigration office will then issue a document confirming that you have submitted your application. That document will demonstrate your legal status in Spain until your application is concluded. After your appointment, they have **up to three months** to provide a decision on your case. You will be notified once a decision has been made. You will receive a certify letter to the address you provided.

Please note that while these are the main steps to take, each case has its complexities and we recommend contacting us for an individual assessment and corresponding advice.

STEP 2: OBTAINING THE T.I.E. (Tarjeta de Identidad de Extranjero)

Within one month of receiving the positive outcome of your registration application from the Immigration Office, you should ask for the T.I.E., a residence document issued in the police stations of your region. The T.I.E. will also serve to demonstrate you are a beneficiary of the Withdrawal Agreement.

Where?

In a national police unit of the province where you are living.

How to make an appointment?

https://sede.administracionespublicas.gob.es/icpplus/index.html > click on "Acceder al procedimiento" > choose provincia: SEVILLA > in the section "Tramites Cuerpo Nacional de Policía" choose "Policia - Exp tarjeta asociada al Acuerdo de retirada ciudadanos británicos y sus familiares (Brexit)".

You must attend this meeting in person as they will take your fingerprints and check your identity.

Documents to take with you to the appointment:

a. Standard application form EX23:

http://extranjeros.inclusion.gob.es/es/modelossolicitudes/mod_solicitudes2/

b. Full, valid, and current passport of the applicant. If the passport is expired, a copy of it and the request for renewal must be provided.

c. Proof of payment of the corresponding fee (form 790, code 012) available in the following link: https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar. Choose the following option: "Certificado de registro de residente comunitario o Tarjeta de residencia de familiar de un ciudadano de la Unión"

This fee can be paid in any Spanish bank. Most banks accept payments related to taxes of the public administration. The bank will stamp the form and you will need to take the stamped copy of the 790 form with you to your appointment.

d. An ID-sized photograph (26mm x 32 mm)

e. The copy of your appointment printed

f. The outcome of your residency application if it was the first time you are registering as a resident in Spain or the green certificate if you are already registered in Spain. and a copy of the document

Please, ask the police office when your T.I.E. will be available, you will need to get an appointment to pick up your new T.I.E. card.

You can make an appointment here:
https://sede.administracionespublicas.gob.es/icpplus/index.html > click on "Acceder al procedimiento" > choose provincia: SEVILLA > in the section "Tramites Cuerpo Nacional de Policía" choose "Policia - Recogida de Tarjeta de Identidad de Extranjero (T.I.E.)"

*Please note that, to collect your T.I.E., you are going to be asked to provide the original and valid passport again.

VALIDITY OF THE DOCUMENT ISSUED:

- 5 years if you have been resident for less than 5 years in Spain

- 10 years if you have been resident for more than 5 years in Spain

IMPORTANT:

If you are the **holder of a green EU citizen registration certificate** but have not yet reached 5 years of legal residence in Spain, remember that you can wait to change your document once these 5 years have passed. In this way, you will be issued directly with a permanent TIE residence document.

There is no deadline to change the EU citizen registration certificate for the TIE, being valid the first one to prove your residence in Spain after the transition period

Please, note that whereas these are the main steps to take, each case has its complexities and we recommend contacting us for an individual assessment and corresponding advice

If you have further questions in any specific topic, please check our guides about:

- Driving licence.
- Healthcare.
- Economic resources.

CONTACT DETAILS

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y Extremadura (0034) 699 581 855

Andalusia (0034) 650 339 754 / 616 825 704

Murcia y Almería (0034) 648 642 543

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Monday to Thursday from 15.00 - 17.30

*The UK Nationals Support Fund Project is funded by the FCDO and all of our services are FREE of charge.