

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

WE ARE HERE TO HELP YOU!

Murcia
GUIDE



Murcia GUIDE

HOW TO GET YOUR
RESIDENCY IN SPAIN

UK NATIONALS
SUPPORT FUND PROJECT



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 Murcia (Calle Francisco Alfonso Hidalgo Martinez, 38, 30100 El Puntal, Murcia), personally or through representative. You need to have previously obtained an appointment.

How to make an appointment?

<https://sede.administracionespublicas.gob.es/icpplus/index.html> > click on "Acceder al procedimiento" > choose provincia: MURCIA > In the section "Tramites Oficinas de Extranjería" choose "Trámite para la documentación de nacionales de Reino Unido (Brexit)"

*Please note that you will need a Spanish telephone number to confirm the appointment, as well as an email address.

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:

- **SI form** for state pensioners. The British embassy has a dedicated area regarding how to access to your SI form on the following website: <https://www.gov.uk/guidance/healthcare-in-spain-including-the-balearic-and-canary-islands#si>
- **Convenio Especial** in Murcia. Via this link you can find information about how to register and which documents are needed to access the Convenio Especial: [https://sede.carm.es/web/pagina?IDCONTENIDO=1581&IDTIPO=240&RASTRO=c\\$m40288](https://sede.carm.es/web/pagina?IDCONTENIDO=1581&IDTIPO=240&RASTRO=c$m40288)
- **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 Murcia region: <https://www.murciasalud.es/pagina.php?id=101293&idsec=2754>

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 TWO: 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/icplusplus/index.html> > click on "Acceder al procedimiento" > choose provincia: MURCIA > choose one of the following:

- Policía - Exp tarjeta asociada al Acuerdo de retirada ciudadanos británicos y sus familiares (Brexit). (If you prefer to carry out this procedure in Murcia police station)

- Policía - Certificado de registro de ciudadano de la U.E. (If you prefer to carry out this procedure in any other police station of the province)

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 and 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

The police officers will issue you a document with the number of batch of your T.I.E. card. Once the police station has received your batch, you have to make another appointment in order to collect your card.

You can check the number of batch available in the police station here:

<http://ouemurcia.cgsmurcia.org/> > click on "Recogida de tarjetas: Número de LOTE"

You can make an appointment here:

<https://sede.administracionespublicas.gob.es/icplusplus/index.html> > click on "Acceder al procedimiento" > choose provincia: MURCIA > in the section "Tramites Cuerpo Nacional de Policía" choose "Policía - 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

Addresses of interest

Oficina Única de Extranjeros - Murcia

C/ Francisco Alonso Hidalgo Martínez, 38, Km 388 N-301, Cabezo Cortao, 30100, El Puntal (Murcia)

Brigada Provincial de Extranjería y Fronteras de Murcia

C/ Francisco Alonso Hidalgo Martínez, 38, Km 388 N-301, Cabezo Cortao, 30100, El Puntal (Murcia)

Comisaría Policía Nacional de Lorca

Plaza Policía Nacional nº 1, Camino del Gato, Lorca (Murcia)

Comisaría Policía Nacional de Yecla

C/Rambla nº 34, 30510, Yecla (Murcia)

Comisaría Policía Nacional de Molina de Segura

C/Canarias S/N, 30500, Molina de Segura (Murcia)

Comisaría Policía Nacional de Cartagena

C/Menéndez Pelayo nº 6, 30204, Cartagena (Murcia)

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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

UKnationalsSP@iom.int

spain.iom.int

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Madrid, Castilla León, Castilla La Mancha
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.

MURCIA IMMIGRATION OFFICE INFORMATION

Procedure to request and appointment

To obtain an appointment at Murcia immigration office, you must follow the steps listed below:

STEP 1. Scan all the relevant documents, the ex20 form dully filled in and the “immigration office appointment application form” in PDF format.

STEP 2. You must send the appointments application form filled in together with all the documentation attached and the ex20 form to the email address citaprevia.murcia@correo.gob.es You must send:

1. Form from the immigration office asking for the appointment.

2. Ex20 form completed.

3. Full passport copy (even blank pages).

4. Proof of health insurance or S1.

5. Documentation and evidences that prove being a resident in Spain before 31st December 2020 (Bank Statements, invoices, bills, airplane tickets)

6. Documentation proving your income: Bank statements, pension certificate.

STEP 3. After evaluating your application, and checking that you have the complete file, you will be assigned an appointment and they will send you a SMS to your mobile phone with an appointment. On the day of the appointment, you must take with you all the original documents, your passport, and copies of all documents and full passport copy.

If the volume of the documentation does not allow it to be attached in a single email, send the documents distributed by numbering the emails, immediately below and with the same subject.

If you need to submit multiple applications, you will need to request an appointment for each application.

Procedure to request information

- a) By email. You can request general information on Immigration procedures by sending an e-mail to:
infoin.murcia@correo.gob.es

- b) By phone. You can call 968 98 96 00 from Monday to Friday from 9 a.m. to 2 p.m.