



Digital Certificate guide



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What is a Digital Certificate?

The FNMT Digital Private Individual Certificate is the electronic certification issued to link the holder to a set of signature verification data and to confirm the holder identity. In other words, it is your online identification, a digital document containing your personal details.

It enables you to identify yourself online and deal with the authorities and public administrations in Spain. With the Digital Certificate, your paperwork with the Public Administration can be processed securely online. This includes:

- Filing of tax returns and payment of your taxes.
 - Lodging appeals and claims
- Completion of census forms like empadronamiento at some townhalls.
 - Registration on the electoral roll and consultations.
 - Queries regarding traffic fines.
- Consultations and procedures regarding applications.
 - Administrative notifications.
- Signing documents electronically (like a PDF document).

You will need a Digital Certificate if you wish to apply online for a residence card under the Withdrawal Agreement. Please bear in mind that you need a NIE number to apply for a Digital Certificate. Without a previous NIE number you cannot obtain it. You can always apply for the residence card in person at the Immigration office, for which you will not need a NIE number or a Digital Certificate.

How can I obtain the Digital Certificate?

The process of obtaining the Digital Certificate as a downloadable file is divided into four steps :

1.-Previous configuration

To request the certificate it is necessary to previously install the software indicated in this section:

<https://www.sede.fnmt.gob.es/certificados/persona-fisica/obtener-certificado-software/configuracion-previa>

You will need to download and install these two software applications:

- Configurador FNMT-RCM
- Autofirma.

Select the link depending on your device and OS (operating system, as in whether you are using Windows, MacOS, or Linux).

2.-Online requests for your Certificate

Once you have downloaded the software, you need to apply for the certificate itself here

<https://www.sede.fnmt.gob.es/certificados/persona-fisica/obtener-certificado-software/solicitar-certificado>

You will need to introduce your NIE number, your last name, and your email address (you must enter it twice)

Once you have introduced your details:

- a. Click The link "Pulse aquí para consultar y aceptar las condiciones de expedición del certificado". You need to click here, scroll down and accept the data protection terms.
- b. After that, you click "enviar petición".
- c. Once you have done it, you need to click "abrir" on the pop-up window which should have just emerged, to open the application software you previously installed. You will be asked you provide a password for your digital certificate.

At the end of the application process, you will receive an Application Code to the email address you provided. This code will be required at the time of proving your identity and later at the time of downloading your certificate. Once you receive the confirmation, save it, and print it.

Take it with you on your in-person appointment

3.- Identity accreditation in an Identity Accreditation Office.

After having made the previous configuration (step 1) and having completed the request for your certificate (step 2), you should already have your Application Code. To continue, you must personally go to an Identity Accreditation Office to prove your own identity. You will need to take to your appointment:

- d. Your passport.
- e. Your NIE number.
- f. The Application code.

Where can I accredit my Identity?

The FNMT has enabled more than 2,400 Identity Accreditation Offices distributed throughout Spain. You can check your nearest office in their OFFICE LOCATOR service. You can always ask at your nearest town hall whether they provide this service and can verify your identity .

Please note that at the offices of the AEAT, Social Security and in other offices, a prior appointment is required. Check with the office itself and make an appointment if needed. Some small town halls do not need an appointment. If you are abroad, you can go to the Spanish Consular Offices. You can consult the Consular Offices of Spain abroad where you can manage to obtain the certificate.

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