



How to register as a resident online



You can apply online for your residency instead of obtaining a personal appointment at your Immigration Office. To submit your application electronically, you will need a digital certificate. Please see our DIGITAL CERTIFICATE about how to obtain your digital certificate.

We strongly recommend you read our regional guides to know the two steps procedure involved to obtain residency under the Withdrawal Agreement. Please make sure you read on our guides which documents you are going to need depending on your particular case.

Once you have your digital certificate and you have scanned all the relevant documents and have saved them as a PDF document, please follow these steps to apply online:

**First, you need to visit the online application website called “Mercurio”
<https://sede.administracionespublicas.gob.es/mercurio/inicioMercurio.html>**

And click “Continuar”

Then, look at the area called “Presentación con certificado digital” and click “continuar individual”

On the right-hand side, you will see “Presentar solicitud o aportar documentos a expedientes”. Click “Continuar presentacion”.

Click “Presentar nueva solicitud”. Choose your province of residence and click “Continuar”

The site will check that you have the software Autofirma installed on the computer. Once the browser has accepted it, you need to choose the option “EX20 - Documento

de residencia Artículo 50 TUE para nacionales del Reino Unido (emitido de conformidad con el artículo 18.4 del Acuerdo de retirada)”. Then, click “Continuar”.

In “Datos de solicitante” you need to complete your personal details: Name, surname, passport number, NIE number, choose your “Estado Civil” which means marital status (Married, single, divorced...). Note that all fields with (*) are compulsory.

This is an example :

At “Domicilio en España” you need to indicate your home address in Spain.

On the next step, in “Datos del presentador” you need to introduce the home address of the person who is submitting online the application. If you are applying for yourself, then put your home address details again. Please bear in mind that if you are applying on behalf of someone else, you will need to fill out and upload this authorisation form signed by the applicant allowing the Digital Certificate holder to submit the application on his/her behalf.

You need to click the “Consiento” field before continuing, to accept that the Immigration Office will notify you electronically through the electronic platform.

Now, you need to choose what your personal situation is and on which grounds you are applying. Please check our regional guides for more information to know what situations are covered under the Withdrawal Agreement and which documents you will need to submit accordingly.

Once you have chosen the correct option, we recommend you provide consent so the administration can check whether they have information about you if they need it. Then, you click “ Concluir”.

Once you click on “Concluir” you should see this :

Click “Presentacion Electronica”. Then you need to confirm that the applicant is present in Spain. Click “Aceptar”.

Now, you need to upload all the required documents. Please see our guides to know which documents should be attached.

Select the file and add in the indicated field a brief description, preferably relative to the requirement or requested document. The file types allowed are: pdf, doc, jpg, tif, gif. The maximum size per file is 6 Mb. The characters allowed for the name of the attached document are: a-z, A-Z, á-ú, Á-Ú, ñ, Ñ, 0-9, the underscore, the middle hyphen, a period, the white space and the parentheses

Once a document is chosen and its category selected, click “ADJUNTAR DOCUMENTO”. You need to repeat this action as many times as needed to upload all the relevant documents.

Once you have upload all the documents, you need to click “Continuar”. Then, click “firmar y registrar”.

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