

***Empadrónate***  
***Register as a***  
***resident***  
***Faites -vous***  
***recenser***  
***Melde dich an***



## **FAQS**

### **What is the municipal register of inhabitants?**

**The municipal register of inhabitants** is an administrative register where all residents in a municipality are recorded. Their data are the proof of residence in the municipality and proof of permanent address in said municipality.

### **Who must register as a resident?**

All persons living in Spain are required to register as a resident in the registry of the municipality using their permanent address. A person living in several municipalities must register only in the municipality where they live **most of the time**.

## What are the **advantages** of registering?



### **Health services**

To obtain the healthcare card it is necessary to be registered as a resident.

### **Right to vote**

Foreigners who are citizens of the [European Union](#) and other member states of the European Economic Area (Norway, Iceland, Liechtenstein and Switzerland) have the right to vote in municipal elections, and so do foreigners whose country has entered into an agreement with Spain: Ecuador, New Zealand, Colombia, Chile, Peru, Paraguay, Bolivia, Cape Verde, Republic of Korea and Trinidad and Tobago

### **Public Education**

To have access to public education, it is necessary to be registered as a resident.

### **Social Services**

To have access to social benefits from the Social Services of your municipality of residence, it is necessary to be registered as a resident in said municipality.



***TO BE “ORIOLANO/A” (CITIZEN OF ORIHUELA) WITH FULL RIGHTS***

## Where can I process the paperwork?

The formalities for registration, change of residence and modification of personal data in the Municipal Register of Inhabitants can be carried out:

Hours	Place	Telephones
Monday to Friday from 9:00 to 13:30	City Hall of Orihuela Edificio "Poeta del Pueblo" Calle Ruiz Capdepón, 7 03300 – Orihuela	966 340 347
Monday to Friday from 8:30 to 13:30	Municipal Office Orihuela Costa Plaza del Oriol, 1 Urbanización Playa Flamenca 03189 Orihuela-Costa	966 760 000
ONLINE <a href="https://orihuela.sedelectronica.es/">https://orihuela.sedelectronica.es/</a>		

## Appointments

<https://orihuela.governalia.es/>

## Which documents are required?

## Persons aged over 18

- Persons over 18 should go to the offices with their ID card or a document **proving their identity** and sign the registration form stating their municipality of origin to the acting civil servant.
- Spanish citizens can sign an **Authorization from the interested party** so that another person can register them on their behalf, by providing a photocopy of the ID card of both the authorising and the authorised parties.

➤ For Spanish citizens: ID card of all persons over 14.

➤ For citizens of member states of the European Union and other member states of the European Economic Area (Norway, Iceland, Liechtenstein and Switzerland) or States which have established an international agreement by which they are granted the same legal rights as the citizens of the aforementioned states: **passport, ID card of their country of origin, and certificate of legal residence.**

➤ For non-community citizens: passport or residence card.

## Persons under 18

- The formalities must be carried out by their parents, guardians or legal representatives.
- ID card, passport in force or residence card.
- Family record book or birth certificate, for the registration of new-born infants.
- If the new-born is a foreigner, his/her passport and residence certificate for European Citizens shall be presented within three months.

Moreover, depending on the case, the following is necessary:

- In the event of separation or divorce: original court resolution deciding on the legal custody. For shared custody, authorisation from the other parent.
- If the minor is registered as a resident with one of the parents but they are not separated, the family record book or birth certificate and [authorisation from the other parent](#) shall be provided.
- In the event of guardianship, foster care or adoption: the court resolution shall be provided.

**When do I need to renew my registration as a resident?**

➤ **European Union citizens without residence certificate(\*) and non-EU citizens without long-term residence must confirm their residence with the register of inhabitants every 2 years.**

➤ **European Union citizens with residence certificate and non-European Union citizens with long-term residence, every 5 years.**

**\* However, European Union citizens must obtain the residence certificate in Spain *within 3 months of their residence in the municipality*.**

➤ **To renew their registration, they shall appear before the municipal offices before the aforementioned period from the registration date elapses. Otherwise, they will be **AUTOMATICALLY DEREGISTERED**.**

## **What documents are valid for proof of address?**

Depending on the case, **one of the following documents** shall be provided:

For:	Necessary documents
<b>REGISTRATION IN A PROPERTY YOU OWN</b>	<b>Deed of ownership, registration or latest water bill or property tax bill in your name.</b>
<b>REGISTRATION IN A RENTED PROPERTY</b>	<b>Lease contract, in the name of the persons of age who are to be registered in the property or <u>authorisation from the owner</u> with the corresponding proof of ownership and ID card (passport, residence card) from both the authorising and the authorised person.</b>

## **Applicable legislation**

- **Law 7/1985**, of 2<sup>nd</sup> April, regulating the establishment of local government.
- **Regulations for Territorial Population Boundary of Local Entities** (Royal Decree 1690/1986, of 11<sup>th</sup> July).
- **Organic Law 14/2003**, of 20<sup>th</sup> November, amending Organic Law 4/2000.
- **Resolution of 30<sup>th</sup> January 2015**, from the Chair of the National Statistics Institute and the General Directorate for Coordination of Competencies with the Autonomous Regions and the Local Entities, on the technical instructions for the City Councils to manage the Municipal Register of Inhabitants.