

RENEWAL OF RESIDENCIA

This is not a difficult process though you might find it over-bureaucratic and inconvenient. All you need to do is fill in an application form, take it to an approved Police station with the required documents, pay the registration fee and go back to collect the certificate about a month later. That's it folks but here are the details:

- 1) **Renewal application form EX-16, obtainable from the Internet as follows:**
 - a) Use your favourite search engine to select the following url
 - i) [Secretaria de estado de Inmigracion y emigracion](#)
 - b) When you get into the site, select the following options in the given order:
 - i) [Modelos de solicitud \(Documentos en formato PDF\)](#)
 - ii) [Solicitud de Certificado de registro como residente comunitario o tarjeta de familiar de ciudadano de la Unión \(EX-16\)](#)
 - c) Form EX-16 will appear on the screen and you type onto it as follows:
 - i) **Q.1 Personal details of the applicant [*Datos personales del solicitante*]**
 - ii) N.I.E.
 - iii) Passport No:
 - iv) Surname [*Apellido*] Ignore "2nd *Apellido*" unless your name is double-barrelled
 - v) First name[s] [*Nombre*]
 - vi) D.o.B. [*Fecha de nacimiento*]
 - vii) Birthplace [*Lugar de nacimiento*]
 - viii) Sex [*Sexo*]
 - ix) Marriage state: Single /Married /Widowed /Divorced /Separated [*S/C/V/D/Sp*]
 - x) Country of birth [*Pais de nacimiento*]
 - xi) Country of nationality [*Pais de nacionalidad*] i.e.Great Britain
 - xii) Father's name e.g. John SMITH [*Nombre del padre*]
 - xiii) Mother's name e.g. Mary SMITH [*Nombre de la madre*]
 - xiv) Address in Spain [*Domicilio en España*]
 - xv) House number [*No*]
 - xvi) Floor or apartment number, if applicable [*Piso*]
 - xvii) Tel. [*Te*]
 - xviii) Town [*Localidad*]
 - xix) Post code [*CP*]
 - xx) Province [*Provincia*] e.g. Gerona
 - xxi) Period of time you are proposing to live in Spain [*Periodo previsto de residencia en España*] Permanently [*permanentemente*]
 - xxii) Date you started to live in Spain [*Fecha acreditada de inicio de la residencia en España*]
 - xxiii) **Ignore Q.2**
 - xxiv) **For Q.3. which is a list of boxes [*Datos de la solicitud*] :**
 - * Put a cross in the fifth box to show that you want to renew your Residencia as a citizen of the EU. [*Renovación Tarjeta de residencia de familiar de ciudadano de la Union*]
 - * Ignore all other boxes
 - xxv) **For Q.4 [*Domicilio a efectos de notificaciones*] type in the address at which you wish to receive any correspondence about your application:**
 - * Street name or Post Office box number [*C/P*]
 - * House number [*No*]
 - * Floor or apartment number, if appropriate [*Piso*]
 - * Town [*Localidad*]
 - * Post code [*C.P.*]
 - * Province [*Provincia*]
 - * Date e.g. 24 de Noviembre de 2007
 - d) You can't copy this sheet onto your computer, so CHECK IT CAREFULLY ON SCREEN and when you're sure it's right, PRINT at least 3 copies

- e) **NOW SIGN IT** at the bottom, to the left of the date [If you find you've made a mistake after you close the site, you will have to type it all again, though some of the sections will be remembered once you've put in your NIE]
- 2) **Repeat this process for each person wanting to renew his / her Residencia**
- 3) **Make black and white photocopies of your passport.** [It doesn't have to be certified by anyone]
- 4) **Take your documents to an approved Police Station in a large town such as Gerona or Figueres.**
- a) Here are the directions to the one in Gerona at Plaça de Sant Pere, No.2
- i) Coming from Celra, keep the river on your right.
 - ii) As you enter Gerona, do not turn right across the river bridge: instead, cross the road straight ahead and go under the railway.
 - iii) Turn immediately left, then immediately right, then immediately left again.
 - iv) The police station is at the end of this road [Plaça de Sant Pere] on the left.
 - v) Parking is very difficult, so get there early [If you can't find anywhere, leave someone in the queue and drive over the bridge to the car park immediately after it on the right.]
- b) The best time to go is first thing in the morning before the crowds gather. The office opens at 9.00 a.m. so be there between 8.30 and 8.40 a.m. and stand in the queue outside. When the gates open, an usher arrives and shepherds a few people at a time into the building. He speaks no English so listen for the words "Solicitudes nuevas" which means 'new applications and renewals' and "recoger" which means 'collect certificates', then get in the right queue or you could wait a long time.
- c) You must have with you:
- i) Two signed application forms
 - ii) Your passport
 - iii) A photocopy of your passport
 - iv) Your old Residencia card [They sometimes don't ask to see it]
- d) When the Police have entered all your data, they will give you
- i) a copy of your application form
 - ii) a sheet telling you when to come back to collect your Residencia Certificate
 - iii) a blank form **Modelo 790** which you use to pay for the Certificate.
- e) Take form **Modelo 790** to the bank about 50 yards from the Police Station
- i) Fill it in with ballpoint pen, put a cross in the box to the right of "TARJETA DE RESIDENTE COMUNITARIO", sign at the bottom, hand it to the cashier through the window in the bank foyer and pay **€6.70** [Alternatively, take **Modelo 790** with you and pay at your own bank when you get home]
 - ii) The cashier will stamp the form to say you've paid and return the copy.
- 5) **On the date you have been given to collect the form, go back to the Police Station and follow the same procedure but this time stand in the 'collect documents' queue. You will need:**
- i) the copy of your application form
 - ii) the sheet telling you when to collect your Residencia Certificate
 - iii) Stamped **Modelo 790** to prove you've paid the charge for the Certificate
 - iv) To be on the safe side, take your passport and old Residencia card too.
- 6) **The new certificate states that it is NOT evidence of your identity and it's clearly not a convenient document to carry around with you so I suggest that you**
- i) Keep your old Residencia card and use it till someone queries the date
 - ii) Photocopy the new Residencia certificate and ask your local police or Ayuntamiento stamp it and certify the validity of the copy.