Useful tips on how to apply for your NIE

The following is a general guide (not exhaustive) to help you apply for your Certificate of Registration as an EU citizen resident in Spain. While every effort has been made to ensure that the information is accurate, it is provided without any responsibility on the part of the Embassy of Ireland, Madrid or the Department of Foreign Affairs and Trade.

In order to apply for a Certificate of Registration, which contains your NIE number, you must first make an appointment online at your allocated Oficina de Extranjería (Foreigners Officers). We hope that the following steps will assist you in securing an appointment as well as ensuring that you bring the correct documentation:

1. Click on the following link to request an appointment in your region: https://sede.administracionespublicas.gob.es/pagina/index/directorio/icpplus. Please note that this website may not work on all internet browsers. Should your region not be listed on this website, you can request an appointment at a designated police station.
2. You will be prompted to select the administrative procedure ('trámite') you require. Select **CUERPO NACIONAL DE POLICÍA - Certificado de Registro de Ciudadano de la U.E.**
3. Once you input your personal details, you will be given the options for the available times. The Embassy cannot intervene in the expediting of appointments

Application form and payment

El Modelo de Solicitud EX 18 - Application form
You will need to bring with you to your appointment a completed Modelo EX 18 form. You can find this form through the following link: 18-Certificado_residencia_comunitaria.pdf (inclusion.gob.es)

El Impreso de Tasa modelo 790 – Payment
You will need to bring with you to your appointment a completed Tasa modelo 790 Código 012 form. You can find this form through the following link: Tasa790_012 (policia.gob.es)**.** Complete the form with your personal details and select the appropriate option under the section the **'Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios'**. Once you have completed the form, you can print it and pay the fee. **The fee needs to be paid, in any bank, before your appointment or you will not be issued with your certificate**

Additional information on the process and the **supporting documents required** can be found in Spanish through the following link: PORTAL DE INMIGRACIÓN. Información sobre trámites y procedimientos - Hojas informativas (inclusion.gob.es)**.** You can also refer to our unofficial translation of the regulations and procedures in English.

To note, while your 'Certificado de Registro de Ciudadano de la Unión' states your NIE number, it does not include your photograph and is therefore not a valid form of identification. Furthermore, on most occasions when you are required to produce your NIE, you will be required to produce official photograph ID at the same time, i.e. your passport or passport card. Information on applying for a passport card, a handy wallet-size form of ID, can be found on the following link: https://www.dfa.ie/passportcard/