

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, 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 link below to select the region of Spain where you reside **‘PROVINCIA SELECCIONADA’** <https://sede.administracionespublicas.gob.es/icpplus/>. Should your region not be listed on this website, a list of Foreigners Offices is available on the website of the [Dirección General de la Policía](#).
2. You will then be prompted to select an option for your appointment. Select **POLICIA - Certificados UE**
3. Once you input your personal details you will then be given the options for the available times. The Embassy cannot intervene in the expediting of these 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:

http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/

Guidelines on how to complete the form are provided in Spanish

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: https://sede.policia.gob.es/Tasa790_012/.

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:

<http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/hoja102/index.html>. 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/>