



## Padrón de Habitantes (Municipal Register) New registrations and changes of address

### How to register?

**Personally at the Citizen's information Office of the City Council (OAC)**, Plaza de la Constitución 10. You need a prior appointment (cita previa) for it. It is possible to request an appointment through the electronic office on the following link <https://oac.denia.es/va/inici/cita/cita.aspx?id=25>, or calling to the OAC phone number: 966467009

**Remotely**, on the following Link: <https://oac.denia.es/es/tramits/cercador.aspx>

### Notice

- **All the personal identification documents must be in force**; no expired document will be accepted.
- **All documents must be submitted in original for verification.**
- **Language of the documents: they can be presented in the two official languages: Valencian and Spanish.** If it is in another language, a translation made by the consulate or by a sworn translator will be provided
- The registration on the *Padrón* will imply the cancellation of the registration in the municipality of origin with the same date.
- Providing false documents or data may constitute a crime.

### Required documents:

#### 1- Registration form

It will be completed at the OAC at the same time of registration and signed by all adults who register or by their legal representative.

If the procedure is online, fill in Annex I that appears in the procedure at the electronic office, in that case all the signatures must be electronic

#### 2. Personal identification, according to the citizenship:

- **Spaniards over 14 years old**: Identity card or passport if they come from abroad..
- **Foreign citizens from the European Union or other states part of the European Economic Area, aged over 14** : Certificate of registration in the EU (as it has no photo, it must be provided with the passport or identity card of your country), or if you don't have the certificate yet, passport or identity card of your country.

- **Non EU citizens over 14 years old: Foreigner's Identity Card (TIE)** issued by the Spanish Authorities with the NIE number. If you don't have TIE, bring your passport.

**Foreign citizens under 14 years old, regardless of nationality:** Family book or birth certificate, and if they have it, personal identification document (anyone of the aboved mentioned)

### **3. Registration of minors:**

Always provide family book or birth certificate

#### **3.1- New registration of birth:**

It will be processed ex officio by communication from the National Institute of Statistics (INE). It may also be carried out in advance of this procedure at the request of the parents

**3.2.- Registration with both parents:** the registration form will be signed by both parents. If one of them carries out the procedure, he/she will attach authorisation from the other, together with a copy of his/her personal identification document.

**3.3.- If the child is registered with only one of the parents, when there is no separation or divorce or there is not yet a court ruling on custody:** both parents will sign the register form, or authorization from the other will be provided along with a copy of the identity document. (\*)

(\*) When, exceptionally, the signature of both parents is not available, a sworn statement will be completed and signed by the person making the request. It will state that both parents have custody and that there is no court ruling on the matter, justifying the impossibility of having the signature of the other parent and that the child lives with the person requesting registration

#### **3.4.- Registration with a single parent, when there is a court ruling on custody:**

- Guardianship and shared custody: The child will be registered at the address established by the court decision. (\*\*)

If the decision does not establish the place of registration, documentary evidence will be provided that there is mutual agreement. If mutual agreement cannot be proven, a new judicial decision will be presented that expressly states the registration.

- Guardianship and custody attributed to a parent: it shall be the responsibility of the parent to request the registration or modification of the data in the Municipal Register (\*\*).

(\*\*) Together with the judicial resolution, a sworn statement shall be completed stating that the resolution is in force.

#### **3.5.- Registration of minors at a different address than that of the parents who have custody of them:**

Authorisation will be presented for both of them, accompanied by a copy of their identity documents, or one of them, together with the corresponding documentation according to the previous cases.

**3.6. Minors under guardianship or in care:** representation shall be accredited by providing the corresponding judicial or administrative resolution.

## **4. Housing documents:**

**4.1.-If it is a property:** Property Tax receipt (IBI) from the last year - if it is in the name of the person registering, it will not be necessary to provide this, the receipt will be obtained from the City Council's database -. If it is not in his/her name, the following must be presented: title deed, contract of sale or simple note from the Property Registry (provided that the date of issue does not exceed 3 months), and last WATER or ELECTRICITY bill of the property

**4.2.- If it is rented:** A valid rental contract for the use as usual residence, accompanied by:

- last paid rent receipt and
- the last water or electricity bill

In the case of extended contracts that exceed the provisions of the Urban Rentals Law, the extension or agreement of the lessor must be documented.

### **4.3.- IF YOU ARE NOT THE OWNER OR YOU DO NOT HAVE A RENTAL CONTRACT:**

You must come with the owner or the tenant who will sign the authorization on the registration form and will present the housing documents and personal identification (as explained above). The tenant must be registered in the same house.

If the owner or tenant is unable to attend, they may present their authorisation in writing together with a copy of the documentation proving their identity and the justification of the home.

**4.4.-If the property belongs to a company or society,** in addition to the requirements in the section on Housing Justification, you need a document that justifies the relationship of the company with the person who signs the authorization of registration with the company

**If the procedure is online:**

**It must be attached in pdf format:**

- The registration form electronically signed by the persons of legal age who register.
- The documents proving identity, that corresponding to minors, justification of housing and that which, depending on the case, should be provided.
- If you have to submit sworn statements or authorisations of sections 3 and 4, please note that the signatures must be electronic. (The templates are available in the procedure at the electronic site of the City Council).

Once the OAC has checked the documentation submitted, if it is correct, you will receive confirmation of the procedure by e-mail. From this moment on, you will be able to obtain the documents and certificates that you need. If this is not the case, we will contact you and inform you when the procedure lacks due formalities so that you can complete the registration process.

**If you have any questions, we will help you by email [oac@ayto-denia.es](mailto:oac@ayto-denia.es) or call us on 96 646 70 09.**