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APPOINTMENT

## 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),

 **You need a prior appointment** (cita previa) for it. It is possible to request an appointment on the following link <https://oac.denia.es/va/inici/cita/cita.aspx?id=25>, by calling to the OAC phone number: 966 467 009, per email [oac@ayto-denia.es](mailto:oac@ayto-denia.es) or by QR code.

### **Notice:**

- ✓ **All the personal identification documents must be in force.**
- ✓ **Language of the documents: they can be presented in the two official languages: Valencian and Spanish.** If they are in another language, you must provide a translation made by the consulate or by a sworn translator

**!! PROVIDING FALSE DOCUMENTS OR DATA MAY CONSTITUTE A CRIME.**

### **Required documents:**

#### **1. Personal identification:**

- ✓ **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 years old:** certificate of registration in the EU, 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) 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.

#### **2. Registration of minors:** Always provide family book or birth certificate.

- ✓ **2.1.- New registration of birth:** it will be started officially 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.

Types of registration:

- ✓ **2.2.- 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 one, together with a copy of his/her personal identification document.
- ✓ **2.3.- If the child is registered with only one of the parents, when there is no separation neither divorce or there is not a court ruling on custody yet:** the registration form will be signed by both parents or an authorisation from the one who doesn't sign the form, together with a copy of his/her personal identification document will be provided. When, exceptionally, the authorisation is not available, a sworn statement - which will be provided at the OAC -will be signed by the requester.
- ✓ **2.4.- Registration when there is a court ruling on custody or guardianship:**  
- **Shared guardianship and custody:** The child will be registered at the address established by the court decision. (\*). If the decision does not establish the place of registration, the registration form will be signed by both parents, or 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. In this case it is not possible the registration with a sworn statement.

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

- **Guardianship and custody attributed to a parent:** the registration document will be signed by both parents or an authorisation from the one who doesn't sign the form together with a copy of his/her personal identification document. *When, exceptionally, the authorisation is not available, a sworn statement and the judicial decisión must be provided.*

✓ **2.5.- Registration of minors at a different address than that of the parents who have custody of them:** Both parents will sign the registration document or will provide an authorisation of both of them with copy of their personal identification documents. *Exceptionally, we will accept the authorisation of one of them together with the corresponding documentation according to the previous cases.* The person with whom the minors are registered will also sign his/her consentment in the registration form.

✓ **2.6. Minors under guardianship or in childcare:** representation shall be accredited by providing the corresponding judicial or administrative resolution.

### **3. Housing documents:**

✓ **3.1.- 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).

- WATER bill of the property.

✓ **3.2.- If it is rented:** A valid rental contract for its use as usual residence together with:

- Receipt of current month rental payment


- WATER bill of the house.

✓ **3.3- IF YOU ARE NOT THE OWNER OR YOU DO NOT HAVE A RENTAL CONTRACT:** If the owner, usufructuary or tenant comes with you, he/she will sign the authorization on the registration form, if he/she cannot attend, you must provide his/her authorisation in writing. In both cases the housing documents and personal identification (as explained above) must be provided. If the tenant is who authorizes, he/she must be registered in the same house.

✓ **3.4.- If the property belongs to a company or society,** in addition to the requirements for housing justification, you need to provide a document that justifies that the person who signs the authorization of registration acts on behalf of the company.

### **Deadline for resolution:**

- **Maximum 3 months.**
- **In the face-to-face procedure, if the complete documentation is presented according to your personal circumstances, the registration will be instantly issued.**

 **The forms for the authorization and sworn statements will be provided by the OAC. If you have any doubts don't hesitate to contact us by email [oac@ayto-denia.es](mailto:oac@ayto-denia.es) or by phone 96 646 70 09.**