



## THE LOCAL REGISTER (EMPADRONAMIENTO MUNICIPAL)

Newsletter of rights, benefits and procedures  
of the Local Register.

**PANGEA Office MLV – July 2020**

### What is the “Empadronamiento Municipal” (Municipal Register)?

The “Empadronamiento municipal” (Municipal Register) is an official register of the Town Hall for all the neighbours who have their habitual residence in the municipality. As the article 15 of the Law “Reguladora de las Bases del Régimen Local” 7/1985 establishes, if you are living more than three months in any municipality of Spain, the Municipal Registration (“empadronamiento”) is mandatory. In case you have several residences, the Municipal Registration is mandatory in the municipality where you spend most of your time.

### What are the benefits of the “Empadronamiento” (Local Register)?

The right to  
vote in the  
local  
elections\*

Be able to use the  
local services  
(public library,  
swimmingpool,  
etc.)

Access to  
Social Benefits

It is necessary for  
different administrative  
procedures: to get  
married, registration of a  
car, assignation of Health  
Center, etc.

\* In case you meet the other requirements: being more than 18 years old, having the Spanish nationality, or nationality of other EU countries or one of the countries with Reciprocity Agreements on Participation in the Local Elections, and being registered in the electoral roll.



## FREQUENTLY ASKED QUESTIONS (FAQ)

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### **Who has the right to the “Empadronamiento Municipal”?**

The “Empadronamiento Municipal” is a right and an obligation for people who have their habitual residence in Spain, independently of their legal or administrative situation.

### **What documentation will you have to provide?**

It is important to know that the required documentation will always depend on the current situation of the applicant and the municipality where you want to register.

In general, for people who are older than 18, it is always necessary to provide an official and valid photo ID (DNI or Passport), and the assistance to the appointment for sign is mandatory for all the people who wants to register. In the case of minors of 18 years, it is necessary to provide the Birth Certificate, and the authorization have to be signed by all the people who has the legal guardianship of the minor, and also a valid ID with picture (DNI or Passport).

About the documentation of the house, it depends, it is a different documentation if you are an owner or a lessor of a rented house.



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### **What do I have to do if I move to another house in the same, or a different municipality?**

If your new home is in the same municipality as the last one, you will have to request an appointment in the Town Hall for an address change. If it is a different municipality, you will have to do the whole procedure again in the Town Hall of your new municipality. In both cases you will have to provide the same documentation you provided before, but this time with the documents of the new house/apartment. Please have in mind that this procedure will never be done automatically, you have to request it.

### **Is it necessary to renew periodically the “Empadronamiento”?**

It depends of your nationality and the situation of legal residency in Spain. If you have the spanish nationality, you won't have to renew the “empadronamiento” at all. If you have the nationality of other countries of EU and you have legal residency in Spain, you will have to renew the “Empadronamiento” every 5 years. In the case of people with nationalities of third countries (no EU), or people with nationality of other countries of the EU but without legal residency in Spain, you will have to renew the Local Registration every 2 years.



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### **What are the differences between a “Certificado” and “Volante” of Empadronamiento?**

Both of them indicate the place of residency and the address of the person requesting it. The “Volante de Empadronamiento” is an informative document, while the “Certificado de Empadronamiento” is an accrediting document. The “Certificado de Empadronamiento” is necessary for different organisms or procedures: judicial bodies (courts and tribunales), military authorities, Civil Register (marriage, nationality, name changes, adoptions, etc.), other official registers (penitentiary centers, customs, SEPE, Universities), residency application, “Dependencia” recognition.

### **What is a “Certificado de Empadronamiento” and what types can we find?**

The “Certificado de empadronamiento” is an official accrediting document issued by the Town Hall that indicates the place of residency and address of the person.

- “Certificado de Empadronamiento Individual”: only the applicant person appears on it.
- “Certificado de Empadronamiento Colectivo”: all the people who live in the same house appear on it.
- “Certificado de Empadronamiento Histórico”: it offers information about the place of residency of the applicant person during a certain period of time.
- “Certificados Negativos de Empadronamiento”: to prove that the applicant person doesn't live in a certain place anymore.



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### **What is the validity of the “Certificado de empadronamiento”?**

Three months counting from the date of expedition.

### **Is the Local Register valid as a prove of legal residency in Spain?**

No, but it is the register/document that proves how long the person has been living in Spain, and it is mandatory to have for the Residencia application.

### **Where should I apply to get into the Local Register?**

You have to make an appointment in the Town Hall of your municipality of residence, here you can find the contact details of the Town Halls for all the four municipalities of Mancomunidad la Vega:

<p><b>Town Hall of Redován</b> <u>Adress:</u> Plaza del Ayuntamiento, 1, 03370 Redován, Alicante <u>Tel. number:</u> 966 75 40 25 <a href="http://www.redovan.es/">http://www.redovan.es/</a></p>	<p><b>Town Hall of San Miguel de Salinas:</b> <u>Adress:</u> Calle 19 de Abril, 34, 03193 San Miguel de Salinas, Alicante <u>Tel. number:</u> 965 72 00 01 <a href="http://www.sanmigueldesalinas.es/">http://www.sanmigueldesalinas.es/</a></p>
<p><b>Town Hall of Jacarilla:</b> <u>Adress:</u> Plaza de España, 1, 03310 Jacarilla, Alicante <u>Tel. number:</u> 965 35 03 75 <a href="http://www.jacarilla.es/">http://www.jacarilla.es/</a></p>	<p><b>Town Hall of Algorfa:</b> <u>Adress:</u> Plaza España, 5, 03169 Algorfa, Alicante <u>Tel. number:</u> 965 70 01 46 <a href="http://www.algorfa.es/">http://www.algorfa.es/</a></p>