



# Ayuntamiento de Salamanca

Área de Régimen Interior  
Servicio de Atención Ciudadana

## 0303 - FIRST-TIME REGISTRATION

Decision No. \_\_\_\_\_ Date \_\_\_\_\_

Mr./Ms. \_\_\_\_\_

bearer of National ID / Alien ID / Passport: \_\_\_\_\_ and whose address is in Salamanca, at

\_\_\_\_\_ Postcode \_\_\_\_\_  
(street, walk, avenue, etc.)

**HEREBY REQUESTS** his/her registration in this city, as well as the registration of the individuals noted below:

**FIRST NAME AND SURNAME(S):**

**NATIONAL ID / ALIEN ID / PASSPORT:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Likewise, we hereby state that we do not know if we are registered with the Municipal Register of Inhabitants of another municipality, providing our acceptance for any record that may exist prior to the date of this request to be removed from the Municipal Register of Inhabitants and Electoral Census.

YES /  NO **I HEREBY AUTHORISE** the change of address for tax purposes for the City Hall of Salamanca.

Salamanca, (date) \_\_\_\_\_

**Signature of all individuals over 16 who are requesting registration.**

Form 0303.3

### THE HONOURABLE MAYOR-PRESIDENT OF THE CITY HALL OF SALAMANCA

Citizen Attention Offices: Central Municipal Offices, Calle Iscar Peyra 24-26 • 37002 Salamanca • Telephone 923 97 91 00 • ayuntamiento@aytosalamanca.es • www.aytosalamanca.es and the Julián Sánchez El Charro Integrated Municipal Centre, Plaza de la Concordia, Unnumbered • 37005 Salamanca

**Personal Data Protection. Basic Information:** The data collected on this form will be included and processed according to the request being made, with the limits and conditions set forth in General Data Protection Regulation (UE) 2016/679 and in Organic Law 3/2018, of 5 December, on the Protection of Personal Data and Guarantee of Digital Rights. **Additional Information:** You may exercise your rights to access, rectify, delete, limit, request portability, and oppose data use as referred to in the aforementioned laws and/or you may contact the Data Protection Officer at the following link: <http://www.aytosalamanca.es/es/ciudadanoyempresa/protecciondedatos/>. There, you may also view full information on the purpose, legal basis, and full contents of the aforementioned data collection and use.



**Ayuntamiento  
de Salamanca**

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# MUNICIPAL REGISTER OF INHABITANTS

**DRAFT**

**IMPORTANT: FOR NON-EU FOREIGNERS** In accordance with the provisions of article 16.1 of Law 7/1985, dated 2 April, Law Regulating the Basis of Local Government, as worded in Organic Law 14/2003, dated 20 November, registration with the Municipal Register of Inhabitants by non-EU foreigners without a permanent residence card must be renewed every two years. Once said timeframe has passed, the record will expire provided that the person registered has not requested renewal.

<b>Address to Register:</b> (Calle, paseo, plaza, avda....)							<b>To be completed by the City Hall</b>	
							<b>Municipality: 2745</b>	<b>District:</b>
<b>Number:</b>	<b>Entranceway:</b>	<b>Block:</b>	<b>Staircase:</b>	<b>Floor:</b>	<b>Unit:</b>	<b>Telephone:</b> (optional)	<b>Section:</b>	<b>Registration No.:</b>
<b>Order No. 1</b>	Name:	Male <input type="checkbox"/>	Date of Birth:	Province of Birth:	Type of Identity Document: National ID <input type="checkbox"/> Passport <input type="checkbox"/> Resident C. <sup>(1)</sup> <input type="checkbox"/> T <input type="checkbox"/> P <input type="checkbox"/> C		Province of Origin:	
1 <sup>st</sup> Surname:		Female <input type="checkbox"/>	Municipality of Country of Birth:		Number: <input type="text"/>		Municipality of Origin:	
2 <sup>nd</sup> Surname:			Nationality:		Level of Studies Completed: (Code in the instructions on the back) <input type="text"/>			
<b>Order No. 2</b>	Name:	Male <input type="checkbox"/>	Date of Birth:	Province of Birth:	Type of Identity Document: National ID <input type="checkbox"/> Passport <input type="checkbox"/> Resident C. <sup>(1)</sup> <input type="checkbox"/> T <input type="checkbox"/> P <input type="checkbox"/> C		Province of Origin:	
1 <sup>st</sup> Surname:		Female <input type="checkbox"/>	Municipality of Country of Birth:		Number: <input type="text"/>		Municipality of Origin:	
2 <sup>nd</sup> Surname:			Nationality:		Level of Studies Completed: (Code in the instructions on the back) <input type="text"/>			
<b>Order No. 3</b>	Name:	Male <input type="checkbox"/>	Date of Birth:	Province of Birth:	Type of Identity Document: National ID <input type="checkbox"/> Passport <input type="checkbox"/> Resident C. <sup>(1)</sup> <input type="checkbox"/> T <input type="checkbox"/> P <input type="checkbox"/> C		Province of Origin:	
1 <sup>st</sup> Surname:		Female <input type="checkbox"/>	Municipality of Country of Birth:		Number: <input type="text"/>		Municipality of Origin:	
2 <sup>nd</sup> Surname:			Nationality:		Level of Studies Completed: (Code in the instructions on the back) <input type="text"/>			
<b>Order No. 4</b>	Name:	Male <input type="checkbox"/>	Date of Birth:	Province of Birth:	Type of Identity Document: National ID <input type="checkbox"/> Passport <input type="checkbox"/> Resident C. <sup>(1)</sup> <input type="checkbox"/> T <input type="checkbox"/> P <input type="checkbox"/> C		Province of Origin:	
1 <sup>st</sup> Surname:		Female <input type="checkbox"/>	Municipality of Country of Birth:		Number: <input type="text"/>		Municipality of Origin:	
2 <sup>nd</sup> Surname:			Nationality:		Level of Studies Completed: (Code in the instructions on the back) <input type="text"/>			

Mr./Ms....., bearer of identity document no. .... and whose address is .....

**HEREBY AUTHORISES** the individual(s) listed on this sheet to:

Register at the same address where I am registered.

Register at the address of the home I own.

**AUTHORISING  
INDIVIDUAL:**

Mr./Ms. ...., bearer of identity document no. ....and whose address is .....

**HEREBY AUTHORISES** the minors/disabled individuals listed on this sheet, order number ....., acting as their father / mother / legal guardian or legal representative, to establish their usual place of residence at the address listed above. **AUTHORISING INDIVIDUAL:** (Attach a copy of ID)

**Signature of individuals over 16 registered on this sheet:**

(1) In the event of a Residence Card, please note T (Temporary), P (Permanent), or C (EU Community Member).

## DOCUMENTATION TO PRESENT TO REGISTER

- **Registration form, filled in and signed.**
- **The original and one copy of current documentation to prove your identity:**
  - Spanish Nationals: National ID (required for those over 14) or Family Book or Birth Certificate for those under 14 who do not have a National ID.
  - Foreigners (those of legal age, minors born abroad, and minors born in Spain more than 3 months ago):
    - Citizens of European Union Member States, Iceland, Liechtenstein, Norway, and Switzerland: Certificate of Registration as an EU National which includes an Alien ID Number (NIE), along with an identification document or passport issued by the authorities of your country.
    - Others: Alien ID Card, issued by Spanish authorities, which includes an Alien ID Number (NIE) or, if this is not available, a passport issued by the authorities of your country.
  - Minor foreigners born in Spain less than 3 months ago: Family Book or Birth Certificate issued by the Spanish authorities in the event that the minor does not have an identification document.
- **The original and one copy of documentation proving representation of minors and individuals with disabilities:**
  - Unemancipated Minors: Family Book or Birth Certificate. In cases of separation or divorce, the court decision attesting to guardianship and custody.  
When requesting the registration of a minor with only one of the parents, an authorisation from the other must be presented for registering or, if this is not available, a signed statement of guardianship and custody of the minor, as well as certification of proper legal standing to undertake registration, in accordance with the form supplied by the City Hall.
  - Disabled Individuals: Court decision proving legal representation.
- **The original and one copy of documentation proving address:**
  - Title proving ownership (deed, contract of sale, property register datasheet, etc.).
  - Current lease for the home's use as the place of habitual residence, as well as the last rent receipt or the last landline phone invoice, water invoice, electricity invoice, or gas invoice.
- **In the event of authorisation by an individual who is registered:** The original and one copy of the title proving effective ownership of the home (property register, lease, etc.) in the authorising individual's name and a copy of the

## LEGAL REGULATIONS

Law 7/1985, of April 2, Regulating the Basis of Local Government, and the Regulations for the Population and Territorial Demarcation of Local Entities, approved by Royal Decree 1690/1986, dated 11 July.

All individuals living in Spain must register with the municipal register of inhabitants where they normally reside. Those who live in more than one municipality must register where they live more time per year.

The municipal register of inhabitants is the administrative record of all residents of the municipality. Its data can be used to prove residence in the municipality, as well as to prove one's habitual address, and its data is used to update the Electoral Census.

Residents must notify changes in their registration data, especially changes of address within the same municipality.

Unemancipated minors and disabled individuals of age must be registered with the parent or parents who have guardianship or custody or, if this is not possible, with their legal representative – unless the latter individuals have provided written authorisation for them to reside at a different address.

The maximum timeframe to finalise registration is three months from the request for registration, in accordance with the provisions of Law 39/2015, dated 1 October, on the Common Administrative Procedures of the Government.

In accordance with Article 5 of Organic Law 15/1999, dated December 13, on Personal Data Protection, it is hereby noted that the data from the Municipal Register of Inhabitants may be transferred in accordance with the current law on data protection, and the data owner may exercise his/her rights to access, rectify, cancel, and oppose before the City Hall.

## INSTRUCTIONS FOR FILLING OUT THE SHEET

- Please write with a pen and use capital letters. Please clearly indicate all of the data for each of the individuals being registered on this sheet.
- If this is a new registration, all of the individuals of legal age who are registering are to sign. If new inhabitants are being added to an existing registration record, an individual of legal age who was already in the existing record must also sign the authorisation for new records to be added.
- If you have any questions, you may ask when turning this sheet in at the City Hall.

*By presenting this completed sheet at your City Hall, you agree to the Electoral Census being updated in accordance with the data listed herein.*

## CODES FOR LEVEL OF STUDIES COMPLETED

00 Not applicable -- under 10 years of age.

**10 NOT ABLE TO READ AND WRITE**

**20 CERTIFICATE LOWER THAN SECONDARY SCHOOL**

21 No studies. Primary studies incomplete. Five years of general basic education (Spanish EGB) or equivalent, or general education certificate.

**30 SECONDARY CERTIFICATE OR EQUIVALENT**

31 Basic Second-Stage Secondary Studies (Bachiller). Secondary Certificate. General Basic Education Complete. Primary Complete. First-Stage Secondary Studies (ESO).

32 Basic Vocational Training. Middle-Level Vocational Training. Industrial Technician.

**40 SECOND-STAGE SECONDARY EDUCATION, ADVANCED VOCATIONAL TRAINING, OR EQUIVALENT – OR HIGHER CERTIFICATIONS.**

41 Advanced Vocational Training. Superior-Level Vocational Training. Master Industrial Technician.

42 Superior Second-Stage Secondary Studies (Bachiller). Second-Stage Secondary Studies under LOGSE Law.

43 Other Mid-Level Certifications (Clinical Assistant, Secretary, Computer Programmer. Flight Attendant. Graduates in the Arts and in Trades, etc.).

44 Three-Year University Degree (Business, Basic Education Teachers, Healthcare Assistant, and similar).

45 Architect or Technical Engineer.

46 Four-Year and Five-Year University Degrees. Upper-Level Architect or Engineer.

47 Graduates of Higher Studies or Non-University Studies.

48 Doctors and Post-Graduate Studies or other Specialised Studies for University Graduates.