

Free Guide to TIE for Existing Residents

A Quick Guide and FAQ about Requirements and Process

Existing Residents – Process and requirements

Those of you who are already resident and are simply changing to the TIE card, be that for peace of mind, change of address, a lost or stolen card, or a name change, will need to follow these requirements.

Regardless of how long you have been resident or if your current card is an A4, an old ID card or if you have the word 'Permanente' written on your document, the process is the same.

Documentation

- Your current Residencia card certificate (in the case of lost or stolen ones, you will need a Denuncia from the Guardia Civil justifying the lack thereof.)
- Passport
- Padrón (less than 90 days old) – Only required if you live at a different address to that stated on your current residencia card certificate.
- Marriage/ birth certificate (in cases of name changes)
- Passport photos (these are used for the TIE card)

Process

Step 1 - You visit the foreign office to submit your application, this consists of providing some basic documentation again such as your passport and proving your current right to reside by showing your current residencia or a denuncia in its absence. Here you will have your fingerprints taken and will receive a document known as the Justificante. This document will allow you to collect your TIE card around 3 – 4 weeks later.

Step 2 - Card collection – This final step is a simple formality where you attend the police station to collect your TIE card formerly. You will take your ID with you and your 'Justificante', as outlined in Step 2. When you arrive, you will be fingerprinted again to confirm your identity, hand over your 'Justificante' and you will be presented with your shiny new TIE card. And that's you done!

Duration and Validity of the TIE Cards.

There are two kinds, a 5-year and a 10-year validity. These are assigned as follows:

5 Years

- New applicants.
- Existing residents who have been registered for less than 5 years.

10 Years

- Residents who have had their existing residencia for over 5 years and those who have permanent status.

...And that's about everything!

That covers the basic requirements and processes for all scenarios under which you might be applying for TIE.

For questions not covered in this document, do not hesitate to get in touch with us!

Please Note: Conditions and requirements are subject to change. The above is correct as of the time of publication (August 2020)