
SPANISH OFFICES AND BUREAUCRACY

IMPORTANT LINKS

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CERTIFICATES

NIE BLANCO (NÚMERO DE IDENTIDAD DE EXTRANJEROS)

What is it?	Your official identification number in Spain, similar to an ID number in your home country.
Where to get it?	National Police
Requirements	<ul style="list-style-type: none">- Confirmation of the booked appointment (cita),- Passport (+ copy),- Form "EX-15" (signed; in two copies),- Form "Tasa modelo 790 Código 012" (the fee "Asignación de Número de Identidad de Extranjero (NIE) a instancia del interesado"),- Confirmation of the fee payment. <p>(You may pay the fee in a bank cash desk; <i>*preferably at the BBVA bank office in Puerto de la Cruz, because some banks require to indicate your NIE number, which you don't have so far.</i> If the bank officer enters the number of your passport and their system don't accept it, ask to put nine nines (999999999) into their system. This is a universal code, and it should work then. However, in BBVA they know the procedure and they do not have such problems.)</p>

CERTIFICADO DE EMPADRONAMIENTO

What is it?	A certificate confirming your registration at a specific town in Spain. Valid for 3 months.
Where to get it?	Town Hall (Ayuntamiento)
Requirements	<ul style="list-style-type: none">- Confirmation of appointment (cita)- Passport (+ copy)

- Rental agreement with cadastral code (+ copy)
- Rent payment proof (+ copy)
- NIE certificate (+ copy)

* The requirements may slightly differ at each town hall

CERTIFICADO DE REGISTRO DE CIUDADANO DE LA U.E. (TARJETA VERDE)

What is it?

A green card certifying your residence status in Spain. Valid according to the date indicated in your Study Certificate (Confirmación de Estudio).

Where to get it?

National Police

Requirements

- Confirmation of appointment (cita)
- Passport (+ copy)
- Certificado de Empadronamiento (optional)
- Confirmación de Estudio (issued by IRIARTE secretary)
- European health insurance card (+ copy)
- Form "EX-18" (signed; in two copies)
- Form "Tasa modelo 790 Código 012" (Certificado de registro de residente comunitario o Tarjeta de residencia de familiar de un ciudadano de la Unión)
- Confirmation of the fee payment (As soon as you have your NIE number, you may pay the fees in cash in any bank).

CERTIFICADO DE VIAJES

What is it?

Obtaining authorization for a 75% discount on air and sea transport within Spain. It is valid for six months.

Where to get it?

Town Hall (Ayuntamiento)

Requirements

- Confirmation of appointment (cita)
- Passport
- Tarjeta Verde

*Now it is also possible to obtain this certificate from the machine at the Town hall of Puerto de la Cruz without an appointment.

BUS TRAVEL CARDS

1. TÍTULO MONEDERO (TEN+ WALLET)

What is it?	It is a plastic card with top-ups from €2 to €100. It gives 30% discount on every ride. A top-up is possible at the bus stations and in vending machines.
Where to get it?	Bus stations, vending machines
Requirements	- Payment of €2 for the card

2. ABONO JOVEN (YOUTH CARD)

What is it?	<p>Card for free rides intended for residents of the Canary Islands under the age of 30. Valid for an unlimited number of trips on all buses and trams on the island, except for Teide and Teno buses (348, 342, 369). It is necessary to make at least 10 trips per month, otherwise you have to pay €15 for it.</p> <p>You may apply for a physical card or/and a virtual one. Remember that physical and virtual cards are not interconnected, so that you will need to make at least 10 trips per month with each of them to have them free.</p> <p>Just keep the physical card when getting into the vehicle. With the virtual card, you need to scan the QR code in the vehicle when boarding via the "ten+móvil" app. It is recommended to use a physical card rather than a virtual one, because the app sometimes does not work correctly.</p> <p>The card is always valid until the end of the same day of the following month from its first use. Reactivate your card a few days before the end of its validity at any bus station.</p>
Where to get it?	Apply online and receive it in a week at the selected bus station.
Requirements	<ul style="list-style-type: none">- Passport- Tarjeta Verde- Certificado de Empadronamiento- Payment of €5 for the card