

## STEP 1

## CITY HALL REGISTRATION

Once you have a permanent address in Spain, you should register at one of the City Hall offices in Madrid (*empadronarse*) to prove to the local authorities that you are living at a specific address. An appointment is needed in order to register. It is a quick and easy process. The City Hall Registration certificate is free of charge and is given on the spot.

The City Hall Registration certificate (*volante de empadronamiento*) is necessary for all students:

- EU citizens, EEA citizens and Swiss citizens for the Certificate of Registration appointment
- non-EU citizens as it is a legal requirement

## 01

## BOOK AN APPOINTMENT

You will need to book your own appointment for the City Hall Registration.

To access the City Hall website, you can click [HERE](#).

Scroll down to “Tramitar” and select “Presencial”

Now click on “Concertar cita previa para Padrón”

The screenshot shows the Madrid City Hall website interface. On the left, a sidebar menu lists various topics: Temas, Necesidades, Colectivo (selected), Inmigrantes, Jóvenes, Mayores, Niños, and Personas con discapacidades. The main content area is titled 'Padrón Municipal. Alta y cambio de domicilio en Padrón'. It contains information about the registration process, including a link to 'Ver todas las formas de realizar esta tramitación'. Below this, there are sections for 'Cómo realizar el trámite', 'Documentación', and 'Más Información'. At the bottom, the 'Tramitar' section is visible, showing the 'Presencial' option selected, with a list of available services: 'Con cita previa obligatoria' (Oficinas de Atención a la Ciudadanía. Línea Madrid) and 'Concertar cita previa para Padrón'.

## CONTACT US

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## SELECT A CITY HALL

You can select any City Hall office of your convenience to book your appointment. There are more than 20 City Hall offices in Madrid. However, it could be necessary to choose an office that is further away since other offices might offer appointments that work better with your class schedule.

The City Hall offices closest to IE University are:

**OAC SALAMANCA** Calle Velázquez, 52

**OAC CHAMARTÍN** Calle Príncipe de Vergara, 142

City Hall offices that are easy to reach from the metro stops Avenida de América and Gregorio Maraón include:

**OAC MORATALAZ** Calle Fuente Carrantona, 8 (Metro Line 9)

**OAC CHAMBERÍ** Avenida Reina Victoria, 7 (Metro Line 6)

**OAC MONCLOA-ARAVACA** Plaza Moncloa, 1 (Metro Line 7)

**OAC RETIRO** Plaza Daoíz y Velarde, 1 (Metro Line 6)

**OAC CIUDAD LINEAL** Avenida Institución Libre de Enseñanza, 14 (Metro Line 7)

Está en: [Gestión de Citas](#) > [Paso 1 de 4](#)

### Seleccione su cita

Seleccione: Servicio, Gestión, Oficina, Fecha y Hora.

Tipo de servicio

Atención a la ciudadanía ▼

Gestión

PADRON ▼

Presente solicitud firmada por todos los solicitantes, documentos de identidad en vigor y documentación uso de la vivienda, y/o autorizaciones necesarias. SIN CITA solicitud de bajas, modificaciones de datos personales y justificantes de empadronamiento

Oficina

OAC CHAMARTÍN ▼

[Oficinas Alternativas](#)

SELECCIONE OFICINA ALTERNATIVA ▼

Detalle de la oficina

Calle Príncipe de Vergara, 142 - Madrid

Seleccione fecha

| Octubre, 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Hoy           |    |    |    |    |    |    |
| Lu            | Ma | Mi | Ju | Vi | Sa | Do |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

Leyenda

40 Día no disponible

10 Día disponible

10 Día seleccionado

Seleccione hora para el martes 8/10/2019

|       |       |       |
|-------|-------|-------|
| 10:50 | 12:10 | 13:50 |
| 11:10 | 12:20 | 14:00 |
| 11:20 | 12:40 | 14:10 |
| 11:30 | 12:50 | 14:20 |
| 11:40 | 13:10 | 14:50 |
| 11:50 | 13:20 | 15:00 |
| 12:00 | 13:40 | 15:10 |

Choose the office that is most convenient for you.

Choose your preferred day and time.

Once you have booked the appointment, you need to print out the email confirmation that is sent to you.

## PREPARE THE REQUIRED DOCUMENTATION

Once you have your appointment, you must collect the following documents:

- ☐ Original and copy of passport
- ☐ Original and copy of lease / housing contract / residence contract
- ☐ Appointment confirmation  
(which will be sent to your email address)
- ☐ City Hall Registration Form (*solicitud de empadronamiento*)

Click **HERE** to obtain the form.  
(If you need help to fill in the form,  
click **HERE**.)

### IF YOU LIVE IN A STUDENT RESIDENCE

**MADRID** PADRÓN MUNICIPAL DE HABITANTES

**A cumplimentar por el Ayuntamiento**

Distrito: \_\_\_\_\_ Sección: \_\_\_\_\_

Inscripción: \_\_\_\_\_ Expediente: \_\_\_\_\_

Usuario: \_\_\_\_\_ Hoja: \_\_\_\_\_ de \_\_\_\_\_

**CAUSA DEL ALTA**

(1) Tipo de documento de identidad: ☐ DNI ☐ Pasaporte ☐ NIE ☐ T. Residencia

Nº: \_\_\_\_\_

Pas/Doc(2): \_\_\_\_\_

Nivel de estudios terminados (3): \_\_\_\_\_

Onsión: ☐ Cambio domicilio ☐ Teléfono: \_\_\_\_\_

Nacimiento: ☐ Traslado residencia ☐ e-mail: \_\_\_\_\_

Provincia/Consulado de procedencia: \_\_\_\_\_

Municipio/Pais de procedencia: \_\_\_\_\_

**FIRMA**

**AUTORIZACIÓN DE EMPADRONAMIENTO**

Don/Dña: \_\_\_\_\_ con documento de identidad nº: \_\_\_\_\_

domicilio en \_\_\_\_\_ con documento acreditativo del uso o propiedad de la vivienda. AUTORIZA a la/s persona/s indicada/s en este documento a:

☐ Inscribirse en el mismo domicilio donde consta el/la autorizante

☐ Inscribirse en el domicilio donde no consta el/la autorizante

**DECLARACIÓN DE RESIDENCIA**

Don/Dña: \_\_\_\_\_ con documento de identidad nº: \_\_\_\_\_

sin documento acreditativo del uso o propiedad de la vivienda y con el mismo domicilio que la/s persona/s indicada/s en esta solicitud. DECLARA que RESIDEN en este domicilio.

**AUTORIZACIÓN PADRES/REPRESENTANTES LEGALES**

Don/Dña: \_\_\_\_\_ con documento de identidad nº: \_\_\_\_\_

domicilio en \_\_\_\_\_ AUTORIZA a los menores o incapacitados/s inscritos en esta hoja, con nº de orden \_\_\_\_\_ en calidad de (4) \_\_\_\_\_ a fijar su residencia habitual en el domicilio arriba indicado.

**DOCUMENTACIÓN PRESENTADA**

Documento acreditativo uso de la vivienda (5): \_\_\_\_\_

Identidad: ☐ Certificado nacimiento: ☐

Autorización: ☐ Libro de familia: ☐

Otrs. especificar: \_\_\_\_\_

Madrid, a \_\_\_\_\_ de \_\_\_\_\_ de 20 \_\_\_\_\_ SELLO EL/LA FUNCIONARIO/A

**INSERCIÓN POR CAMBIO DE RESIDENCIA U OMISIÓN**

La inscripción en el Padrón de este municipio implicará la baja de cualquier inscripción padronal anterior a la fecha de la solicitud.

**SOLO PARA EXTRANJEROS NO COMUNITARIOS**

La inscripción en el Padrón Municipal de los extranjeros no comunitarios de autorización de residencia permanente o de larga duración, deberá ser objeto de renovación periódica cada dos años. El transcurso del plazo señalado será causa para acordar la caducidad de la inscripción, siempre que el interesado no hubiese procedido a tal renovación. Los que efectúen un cambio de domicilio en el Padrón Municipal, manifiesten que continúan residiendo en Madrid.

(1) Indique número y tipo de documento: DNI, Pasaporte, NIE, T. Residencia (T = Temporal, P = Permanente o de larga duración, C = Comunitario).  
(2) Los Ciudadanos de Estados miembros de la Unión Europea, Islandia, Liechtenstein, Noruega y Suiza, deberán indicar el número de inscripción en el Registro Central de Extranjeros (NIE) y el número del pasaporte o el de su documento nacional de identidad (Pas/Doc).  
(3) Código en inscripciones.  
(4) Indique Padre, madre, tutor, representante legal.  
(5) Indique contrato o escritura de compraventa, contrato de arrendamiento, contrato o factura actual de compañía suministradora de agua, electricidad o gas, etc.

Apart from the required documentation, a representative from the student residence must fill in and sign this section (*autorización de empadronamiento*).

### IF YOU DO NOT HAVE A CONTRACT IN YOUR NAME,

apart from the required documentation, the owner of your flat or another tenant on the contract can authorize you to register in their home.

If you register this way, you will need the following:

- ☐ copy of their contract
- ☐ a recent utility invoice in the name of person authorizing you
- ☐ a copy of your tenant's DNI or NIE to the appointment

We would also recommend that you bring a copy of the authorizer's ID document in which he or she explicitly authorizes you to register at the flat in question, along with an original signature. This way, the authorizer won't need to accompany you to your appointment.

## ATTEND YOUR CITY HALL REGISTRATION APPOINTMENT

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Upon arrival at the City Hall, you will see a machine where you can choose which process you need. Choose the option for “Padrón”. When your appointment number is called, show the assistant all of your documents. After the assistant enters your information on the computer, you will receive a print-out of the certificate stating that you live in your specific address.

**IMPORTANT:** This document needs to have been issued within the 90 days prior to your appointment at the police station. If not, it will not be accepted. If your certificate has already expired, you can stop by any City Hall location to ask for a duplicate without an appointment.

## FREQUENTLY ASKED QUESTIONS

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### “I WANT TO CHANGE THE DATE OF MY APPOINTMENT. HOW DO I CANCEL MY FIRST APPOINTMENT?”

In order to cancel a City Hall appointment, click [HERE](#).

From there, choose “*Tramitar En Línea*” and then select “*Concertar Cita Previa*”.

Está en: [Gestión de Citas](#)

#### ¿Qué tarea desea realizar?

- > [Pedir Cita Previa](#)  
Reserve su cita desde aquí
- > [Buscar Cita Previa](#)  
Buscador de oficinas para reservar su cita
- > [Consultar Cita Previa](#)  
Consulte los datos de una cita existente o imprima su justificante de cita. Necesitará el código de cita.
- > [Eliminar Cita Previa](#)  
Anule una cita existente

Choose “*Eliminar Cita Previa*”

When you click “*Eliminar Cita Previa*”, you will be taken to a page where you can enter your personal information as well as the appointment code (*código de cita*) assigned to you. Please refer to your confirmation email to find the appointment code.

### “DO I NEED TO USE MY PASSPORT FOR THIS PROCESS EVEN IF I'M FROM THE EU? CAN I SIMPLY USE MY NATIONAL ID?”

Unfortunately, there is no option that allows you to enter your national ID number when booking the City Hall appointment. Thus, booking with your passport is advisable.

**“CAN I REGISTER AT THE CITY HALL IF MY LEASE IS ONLY FOR 3 MONTHS?”**

In order to register your address at the City Hall, you must have a lease or contract of at least 6 months.

**“MY FLAT MATE ALREADY REGISTERED AT CITY HALL, AND HE/SHE INCLUDED MY INFORMATION ON THE APPLICATION FORM. DO I NEED TO TAKE ANY FURTHER ACTIONS?”**

Please note that this certificate is personal and non-transferable. You must book your own appointment in order to obtain the certificate that is issued specifically to you.

**“MY NAME DOES NOT APPEAR ON MY CONTRACT, AND MY LANDLORD DOES NOT WANT ME TO DO THE CITY HALL REGISTRATION. WHAT SHOULD I DO?”**

As the process of registering with the City Hall is mandatory for immigration procedures, we ask that you speak with your landlord to request that they authorize you to register this address at the City Hall. If they are not willing to do so, we recommend that you move to a different flat where you can have a contract with your name. It is necessary to have a valid contract to have legal standing as a tenant in the flat where you are living.

**“WHAT HAPPENS IF I MOVE TO A DIFFERENT FLAT DURING THE YEAR? SHOULD I OBTAIN AN UPDATED CITY HALL CERTIFICATE?”**

Legally, it is your responsibility to let the local authorities know where you live. Thus, if you move to a new flat, you should update your address at the City Hall. This requires a new appointment. If you need to renew your NIE card, for example, you must take an updated City Hall registration certificate with you which shows your current address.

**“HOW CAN I UNREGISTER WITH THE CITY HALL ONCE MY TIME IN MADRID IS UP?”**

In order to unregister with the City Hall, you can go to the office with the appointment confirmation, your original passport, a photo of your passport's main page, and an original/signed letter in Spanish, in which you accredit your identity and state that you will be leaving Madrid to go reside in another country. It is only recommended to unregister with the City Hall at the end of your stay in Spain. If you are changing flats, you will simply need to notify the City Hall of your new address once you have moved.

**“I REGISTERED MY CURRENT ADDRESS OVER 90 DAYS AGO, SO MY ORIGINAL VOLANTE DE EMPADRONAMIENTO HAS EXPIRED. HOW CAN I OBTAIN AN UPDATED COPY (DUPLICATE)?”**

In order to obtain a duplicate, you must book an appointment [here](#). Then select the following:

1. Pedir Cita Previa
2. Tipo de servicio > Atención a la ciudadanía
3. Gestión > Certificado de empadronamiento
4. Oficina > Any office
5. Then choose the day and time that best suits you
6. In the next page fill all of your information (name(s), surname(s), NIE, phone number, e-mail, sex)

Attend the appointment with the appointment confirmation and your passport or NIE and you should be given a duplicate on the spot.

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