QUICK GUIDE TO THE USE OF







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1. Reason for the guide

This Quick Guide describes the different steps to use the SpTH tool simply and how to obtain the QR Code necessary so that you can show it at the health control when you arrive in Spain.

This guide aims to be a basic document where any traveller can answer the questions they have in a simple and visual way when filling in the Health Control Form. The guide also provides recommendations for passengers to consider based on user experience so far.

There are two ways to access the SpTH:



Website option: via www.spth.gob.es



Mobile application: download from Google Play or the App Store

SpTH aims to provide a more efficient health control service for all people travelling to Spain.

2. Before travelling to Spain. Information to consider.

This section of the guide provides links for passengers with key information to consider before getting the QR code to travel to Spain.

3. Quick guide to the use of SpTH

The guide is structured in three parts, based on the options provided on the SpTH website:

3.1 New Form.

3.1.1 New Individual form.

Explanation on how travellers can obtain an individual SpTH QR code for the first time.

3.1.2 New Family/Group Form

Explanation on how a family/group can obtain an SpTH QR code for the first time.

3.2 Continue Previously Created Form.

3.3.1 Continue with individual form.

Explanation on how to continue with a previously started individual form to obtain the QR code.

3.3.2 Continue Family/Group form.

Explanation on how to continue with a previously started Family/Group form to obtain the QR code.





3. 3 Signed Forms (individual or family/group).

3.3.1 Retrieve QR Code

Explanation on how to retrieve a QR code.

3.3.2 Amend QR Code

Explanation on how to amend a QR code.





- 2. Before travelling to Spain. Information you should be aware of.
 - Access the <u>FAQs</u>.

Using that link, you will be able to obtain information about:

About the Spain Travel Health program Complete your FCS form and get your QR

Health requirements to enter Spain and prevention measures against COVID-19

Privacy & Security

You can access the content by clicking on the boxes on the website.

- Requirements to enter Spain from third countries
- Access the updated list of <u>RISK COUNTRIES/AREAS</u>
- Information about the EU <u>Digital COVID Certificate</u>
- Border Health Controls. Ministry of Health

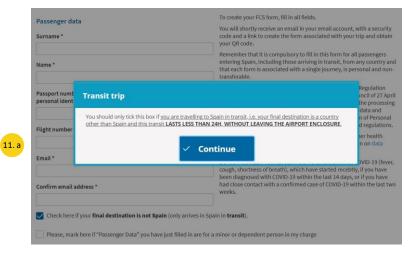


Spetto Woovell Health

3.1 New Form.

3.1.1 New Individual form





Please, mark here if "Passenger Data" you have just filled in are for a minor or dependent person in my charge

- 1. Choose the language you want and ask for help.
- 2. Access the FAQs and the Quick Guide
- 3. Start a new individual form.
- Please complete the form in the correct order. Enter your Surname* first, followed by your First Name*.
- 4. Fill in your surname, using only alphabetic characters, avoiding accents and special characters.
- 5. Fill in your name.

This must match the information on the certificate.

- 6. Fill in your passport number, ID card number or personal identification number.
- 7. Fill in your flight number. You can find an example by placing your mouse on the "?" symbol
- 8. Enter the date your flight arrives in Spain.
- 9. Fill in your email address.
- 10. Enter your email address again.

Check that your email address is correct. You will receive the form/security code required to complete the form and the form identifier. Check your spam folder as it may be there.

- 11. Mark this box if you are only in transit to another country through Spain.
- 11.a If you are a transit traveller, tick the appropriate box and click continue.





12 Please, mark here if "Passenger Data" you have just filled in are for a minor or dependent person in my charge



Please, confirm that in the area above this check you have entered, as "Passenger Data", the data of the minor or dependent, and not yours In the fields below, please indicate your data, as the legal responsible for the minor, or the dependent person, and responsible of the information

Name *	Surname *
Passport number, National Id (DNI)/Foreign Residency (NIE) or personal identifier *	
LECAL INFORMATION	

Each passenger must fill in a form associated with each trip that is personal and non-transferable. Make sure you fill out this form and sign it before flying to Spain. Remember that, after signing the FCS form, you will receive a QR Code associated with your trip, which you must carry with you on your mobile phone or printed on paper to pass the airport sanitary control.

Likewise, when passing through the airport control, it can be subjected to temperature control by means of non-contact thermometers or thermographic cameras. These tests will be carried out guaranteeing the privacy of the passenger and the data obtained will not be stored.

Who is the data controller for your data?

who is the data controller for "sort PS spain Travel Health" (https://www.spth.gob.es/) is the Ministry of Health of Spain.

What is the purpose for which your data is processed?

Epidemiological surveillance and health monitoring for the pandemic caused by COVID-19. To guarantee the provision of ordinary or extraordinary services required for health control on entry of passengers from any country. Statistical uses and health research. What is the applicable basis for legitimacy?

The main legal basis that legitimises the processing by "SpTH Spain Travel Health" is art. 6.1.e) of the General Data Protection Regulation (GDPR): "The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in

The data commune: To which recipients is your data communicated?

Health Areas and Departments of the Delegations and Sub-delegations of the Spanish Government, Health Authorities of the Autonomous Communities, as well as other health bodies or administrations and health authorities of other countries.

What are your rights when you provide us with your data?
You may exercise, among others, the rights of: access, cancellation, suppression, limitation, rectification, portability and right to be forgotten insofar as the legal obligations allow it.

Historia of some tight of the state we process about you come from?

Through this Website, your personal data may be collected directly from you (by filling in the SPTH form, for example) or indirectly (through cookies).

what cookies are collected, which are necessary for browsing, based on the legitimate interest of the data controller (art 6. 1.f of the GDPR). An Hcaptcha component is used, to provide security (to confirm that the access to the website is made by a person and not a robot). The cookie does not share personal data. What Fetchnology (capture of the IP source) is also used to prevent cyber-attacks.

For more information on the processing of personal data, please click here.

The signing of this form carries the responsibility on the veracity of the information, the acceptance of the legal conditions, of data processing and compliance with health regulations indicated at any time by the authorities.

If you are a minor, or a dependent, the form must be signed by your legal guardian.



Yes, I have read and understand the information and accept these terms. *

lease fill in the required fields correctly. CLICK HERE



- 12. Mark this box if the passenger details provided are for a child or dependent person.
- 13. Fill in the details of the person legally responsible for the passenger.
- 14. Accept the reCAPTCHA.
- 15. After reading the legal information, accept the terms.
- 16. Click on **Submit** to continue with the form.







You will have received an email from the address spaintravelhealth-no reply@spth.gob.es, subject: Spain Travel Health: Form registration. In this email we have sent you the form code, and a link that provides direct access to the form.

Your personal data will be treated in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons with regard to the treatment of their personal data and the free circulation of these data and Organic Law 3/2018, of December 5, on Protection of Personal Data and Guarantee of Digital Rights and other related regulations.

The data controller will be the Ministry of Health (and other health authorities). For more information data handling.

Please check the information provided as it will not be possible to change it in the

form later.

17. Click on **Review** to check the information and make any changes.

18. Click **Continue** if you want to proceed with the form.

Go to your email and check the form code provided.

identification number you used in the previous step.

- 20. Fill in the form/security code (6-digit code) received by email.
- 21. Accept the reCAPTCHA.
- 22. Click on <u>Continue</u> to access the different steps of the Health Check Form.

Ejemplo de correo recibido con código e identificador del formulario

SpTH

Hello,

You have requested the creation of a health control form (FCS) for your next trip to Spain on the SpTH portal.

THE FCS FORM CODE FOR YOUR TRIP IS 386632

To complete the health control form, you can do it in two ways.

1.- Directly accessing this URL: spth.gob.es/recover/a0317cf2-8ac3-4d50-9938-749dc125572c

Form identifier: a0317cf2-8ac3-4d50-9938-749dc125572

2.- Accessing the portal soth gobs. cicking on the button "Continue Individual Form" and then enter the Passport number, DNI, NIE or Personal ID number with which you made the request and including the code: 386632

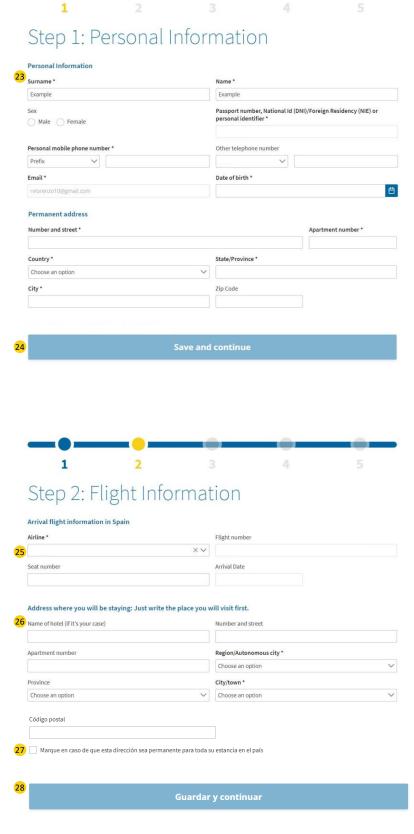
Remember that you can start your form whenever you want, but you can only complete the health and travel history questions and accept it in the last 2 days before your arrival in Spain.

If you travel to Spain from any country, it is necessary to complete this form, and have the QR code associated with your trip. You must present this document at the sanitary control of the destination airport. Each passenger must have their own form and QR code for each trip they make to Spain.

REMEMBER: You should NOT travel if you have symptoms compatible with COVID-19: fever, cough, breathing difficulties, that have started in the last 14 days or you have been diagnosed with COVID-19 in the last 14 days.

You have received this email because you have requested the creation of a health form to travel to Spain with the SpTH application or through the website. If you are not the recipient, please ignore it.





The Health Control Form (FCS) has 5 steps to generate the QR Code needed to pass through the airport control when you arrive.

STEP 1. **PERSONAL INFORMATION**

23. Fill in the passenger's personal details.



All fields marked with an "*" are mandatory, and you cannot continue with them blank.



The name, surname and date of birth must match the vaccination/test/recovery certificate, as required.

24. Click on Save and continue.

STEP 2. TRAVEL INFORMATION

You can find the travel information on the flight purchase receipt your and boarding pass.

- 25. Fill in the travel information requested.
- 26. Fill in the information relating to the first place you will visit in Spain.

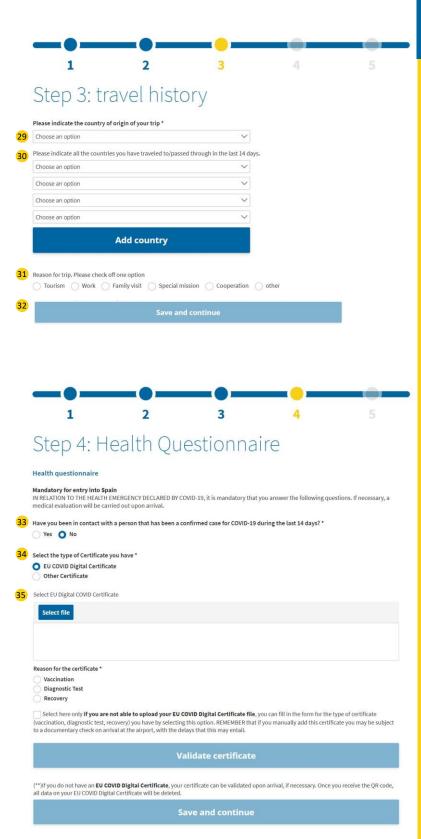


Fields marked with an "*" are mandatory, and you cannot continue with them blank.

- 27. Mark this box if it is your permanent address in Spain.
- 28. Click on Save and continue.







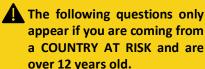
Step 3 will only be accessible 48 hours before you arrive in Spain.

STEP 3. BACKGROUND TO THE TRIP

- 29. State the country you started the journey.
- 30. If you have been to countries other than the start country in the last 14 days, please select one country from each of the available boxes. If you need more boxes, click on Add Country.
- 31. State the reason for the trip from the available options.
- 32. Click on Save and continue.

STEP 4. HEALTH QUESTIONNAIRE

33. State whether you have had contact with a confirmed case of (COVID 19) in the last 14 days.



- 34. Select whether you hold an EU Digital COVID Certificate (DCC) or other certificate.
- 35. If you select EU Digital COVID Certificate (DCC), you must attached it to the FCS HEALTH CONTROL FORM (PDF or QR image).
 - Attach using Select file.
 - Drag the document to the available space.

Select the type of DCC, vaccination, diagnostic test or recovery, in order to check and save the data.





Select here only if you are not able to upload your EU COVID Digital Certificate file, you can fill in the form for the type of certificate (vaccination, diagnostic test, recovery) you have by selecting this option. REMEMBER that if you manually add this certificate you may be subject to a documentary check on arrival at the airport, with the delays that this may entail. (**) If you do not have an EU COVID Digital Certificate, your certificate can be validated upon arrival, if necessary. Once you receive the QR code, all data on your EU COVID Digital Certificate will be dele Select EU Digital COVID Certificate Select file Reason for the certificate * Vaccination Diagnostic Test Recovery Select here only **if you are not able to upload your EU COVID Digital Certificate file**, you can fill in the form for the type of certificate (vaccination, diagnostic test, recovery) you have by selecting this option. REMEMBER that if you manually add this certificate you may be subject to a documentary check on arrival at the airport, with the delays that this may entail. Reason for the certificate * O Vaccination Diagnostic Test Recovery EU COVID Certificate of Vaccination Information Surname * Name * Date of birth * Ħ Vaccine administered * Date on which you received full vaccination schedule * **#** Country of vaccination *

36. If there are no problems attaching the EU Digital COVID Certificate, click on Validate Certificate.

If there is a validation error when selecting a DCC, a message describing the error will be displayed.

37. If there are no problems validating your DCC, click on **Save and Continue** after you have validated the certificate.

The information you provide must match that used in step 1 and the certificate.

38. Mark the box if you have problems attaching the EU Digital COVID Certificate, DCC.

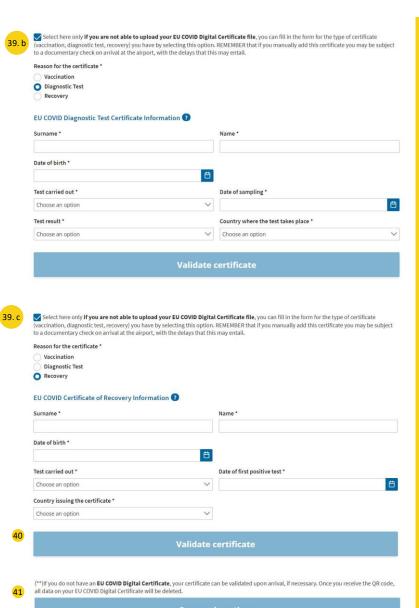
If you cannot attach your DCC to the form digitally, you can add the details of the certificate you have manually.

39. a If you select Vaccination, the mandatory fields '*' must be filled in.

The EU Digital COVID Certificate of Vaccination is valid from 14 days after receiving the full vaccination schedule.







The information you provide must match that used in step 1 and the certificate.

39. b If you select Diagnostic Test, the mandatory fields "*" must be filled in.

The EU Digital COVID Certificate for a Diagnostic Test will only be valid if the sample was obtained:

- NAAT, within 72 hours before arriving in Spain. With a negative result.
- RAT, within 48 hours before arriving in Spain. With a negative result.

39. c If you select Recovery, the mandatory fields "*" must be filled in.

The EU Digital COVID Certificate for Recovery is valid for 180 days after the date of the first positive result of a diagnostic test for infection as long as more than 11 days have elapsed since the first positive NAAT test

40. Once the information has been filled in, click on Validate certificate.

was performed.

41. Once the certificate has been validated, click on **Save and Continue**.







- 42. If you select **Other Certificate,** three options will be displayed:
 - Vaccination.
 - Diagnostic Test.
 - Recovery.
- 43. Depending on the option selected, the requested fields must be filled in. The structure is the same as that in the previous section.
- 44. Once the information has been filled in, click on **Validate** certificate.
- If there is a validation error when selecting a DCC, a message describing the error will be displayed.
- 45. Once the certificate has been validated, click on <u>Save and Continue</u>.

STEP 5. RESPONSIBLE DECLARATION.

- 46. To finish the Health Control Form (FCS), you **must** accept the responsible declaration.
- 47. Once accepted, click on **Finish process**.





Your form has been saved successfully

We appreciate the time spent completing this form. In a few moments you will receive an email with the OR Code, necessary to pass the control at the destination airport.

Remember to download the QR Code on your mobile or print it on paper and to have it on hand upon arrival in Spain.

You can also download it by clicking on one of the following:

LO PARAMOS UNIDOS

Viaja

5



We wish you a safe journey and a happy stay in Spain.

HEALTH RECOMMENDATION

PLEASE REMEMBER THAT IN ORDER TO TRAVEL TO SPAIN YOU MUST BRING THE ACCREDITING DOCUMENT/CERTIFICATE INDICATED OR PROVIDED WHEN FILLING IN THE FORM. CHILDREN UNDER 12 YEARS OF AGE ARE NOT REQUIRED TO PRESENT THIS CERTIFICATE.

Finalize

The QR code will now be generated and sent by email. You can also download it directly from this page. Downloading the QR code, in PDF or Wallet format, is recommended.

- 48. Download the generated QR code.
- 49. Click finish process.
- 50. Example QRs generated for travel.

Access your email. You must have received the generated QR code to pass the control at the arrival airport.



SpTH

QR Code DOCUMENTAL_CONTROL

387ecf60-a479-436a-a38c-4e8c6b2a94e5

 Date of arrival
 Flight number
 Seat num

 04/08/2021
 IB3242
 12A

John

Vazquez

Passport number / ID number 4920084

This document is personal and non-transferable, it must be presented on a mandatory loasis at the sanitary control of the destinution airport. You must follow the instructions of the personnel at the said control at all times. You are responsible for the information provided, and which is part of this document, as well as the custod if it. We recommend the destinution after being shown at the airport health control.

REMEMBER: If you to veri to Sport, you agree to carry up those indications and measures indicated by the health authorities. You also pleade to comply with the excitationable players containly measures, when can be found not be readed of the Sport and the string of Fealth.

In particular, you pricede that if during the 14 days after externing Sport you present a proportion of scular respiratory indication below, cough or treatment of measures and the second contained the readed and the second contained the second contained to the second contained to the second contained to the second contained of personance of the contained the health and indicated the health and indicated the second contained the second contained to the second contained to

region in which you are by telephone.

For more information on the procedure or the processing of personal data, consult the SpTH portal (spth gob,es), or download the "SpTH" mobile application avail



Form 3870



337ecf60-a479-436a-a38c-4e8c6b2a94e5
Date of arrival Flight number Seat number 04/08/2021 IB3242 12A
Name and surname John
Vazquez
Passport number / ID number

FAST_CONTROL

This document a generous and one brailmorball. It must be generated on a manifoldary board at the surface, ordered and the destination along. They must follow the intensions of the present of the selectrost of all times for use responsible to the selectrost order. As well as the content of a live and intension of the selectrost ordered and the selectrost of its West content of the selectrost ordered and the selectrost of its West content or the selectrost order than the selectrost ordered and the selec

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SpTH

QR Code TRANSIT

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 Date of arrival
 Flight number
 Seat numb

 04/08/2021
 IB3242
 12A

Name and surname

John

Vazquez

Passport number / ID number 4920084

This document is personal and non-transforable, it must be presented on a marriadory loses at the surface; control of the destination short. You must follow the solid of it. We recommend to destination after the large stores at the samp form and the samp form and the samp form and the samp form at the samp form and the samp form at the samp form and the samp form at the sa



SpTH

QR Code

FAST_CONTROL_CHILD

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 Date of arrival
 Flight number
 Seat number

 04/08/2021
 IB3242
 12A

Name and surname

Vazquez

Passport number / ID number 4920084!

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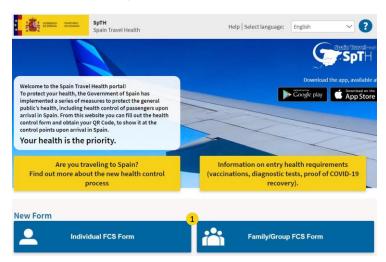








3.1.2 New Family/Group form.



To create your family/group FCS form you must be of legal age. Data of the responsible passenger Once the data has been filled in, you will receive an e-mail in your mail account, with a security code and a link to create the group/family form. On this form you will need to provide your travel details and the details of all the passengers who will be travelling with you. Once the data has been filled in, you will receive a QR code for each passenger in Surname ' Name * Remember that it is mandatory for all passengers traveling to Spain, and that each form is associated with a single trip, it is Personal and Passport number, National Id (DNI)/Foreign Residency (NIE) or personal identifier * non-transferable Your personal data will be treated in accordance with the Regulation rour personal data will be treated in accordance with the regulations for (EU) 2016/679 of the European Parliament and of the Council of 27 April of 2016, regarding the protection of natural persons in what Regarding the processing of your personal data and free circulation of Flight number * 1 Arrival Date * this data and Organic Law 3/2018, of 5 of December, Protection of Personal Data and Guarantee of Digital Rights and other related The data controller will be the Ministry of Health (and other health authorities). For more information data handling. Email * YOU SHOULD NOT TRAVEL if you have symptoms compatible with COVID-19 (fever, cough, breathing difficulties), of recent onset, if diagnosed with COVID-19 in the past 14 days or if you have had close contact with a confirmed case of COVID-19 in the last two weeks. Confirm email address * Check here if your final destination is not Spain (only arrives in Spain in transit). The signing of this form carries the responsibility on the veracity of the information, the acceptance of the legal conditions, of data processing and If you are a minor, or a dependent, the form must be signed by your legal guardian. I am human Yes, I have read and understand the information and accept these terms. * Please fill in the required fields correctly, CLICK HERE Passport number, National Id (DNI)/Foreign Residency (NIE) or You will have received an email from the address spaintravelhealth-nonersonal identifier * reply@spth.gob.es, subject: Spain Travel Health: Form registration. In this email we have sent you the form code, and a link that provides direct access to the form. Security Code Your personal data will be treated in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council, of April 27, 2016, (egarding the protection of natural persons with regard to the treatment of their personal data and the free circulation of these data and Organic I am human The data controller will be the Ministry of Health (and other health authorities). For more information data handling

- 1. Start a new Family/Group form.
- 2. Please fill in the requested mandatory information the same as the individual form.

Use alphabetic characters, avoid accents or special characters.

A Family/Group FCS Form has the same structure as an individual Form, if you want to see the details of the fields, look at: 2.1.1 New Individual form

Reason for trip. Please check off one option

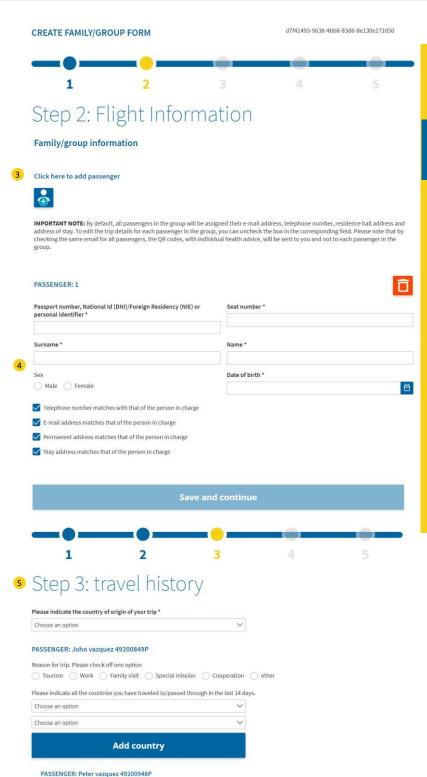
Choose an option

Tourism Work Family visit Special mission Cooperation other

Please indicate all the countries you have traveled to/passed through in the last 14 days.

Add country





3. At the end of **Step 2: Trip information**, you can add any passenger information you wish.

To add a new passenger, click on the icon

- 4. The checkboxes are used to state that the telephone number, address, etc. match the group leader who is filling in the form. The telephone number and e-mail address will be used to send information about the trip. If it is stated that they match with the person in charge, the information will be received by that person.
- 5. Fill in the travel history for each passenger in Step 2.





- 6. Fill in the health questionnaire for each passengers on the Form, cross-checking the information with them.
- 7. Finish the process by filling in the responsible declaration.

Step 5: Affidavit

I, as the person responsible for this family/group and all the passengers in it, declare that each passenger undertakes that if during the 14 days following entry into Spain he or she presents symptoms of acute respiratory infection (fever, cough or respiratory difficulty), he or she will isolate himself or herself at home or in the place of residence, carrying out a self-monitoring of the symptoms of COVID-19 and we will contact the competent health authorities by telephone.

Each of us undertakes to carry out those indications and measures indicated to us by the health authorities.

And I hereby confirm the veracity of the information provided.

Indicate for acceptance *

By accepting you are attesting the truthfulness of the data and answers provided in this form and all the conditions mentioned in the data protection.

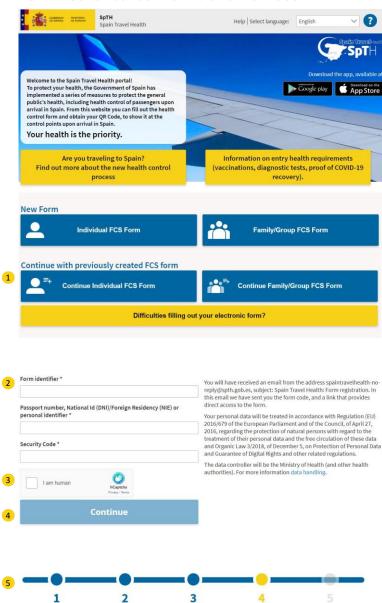
End process





3.2 Continuar Formulario Creado con Anterioridad.

3.2.1 Continuar con formulario individual.



1. Go to Continue with Individual FCS Form

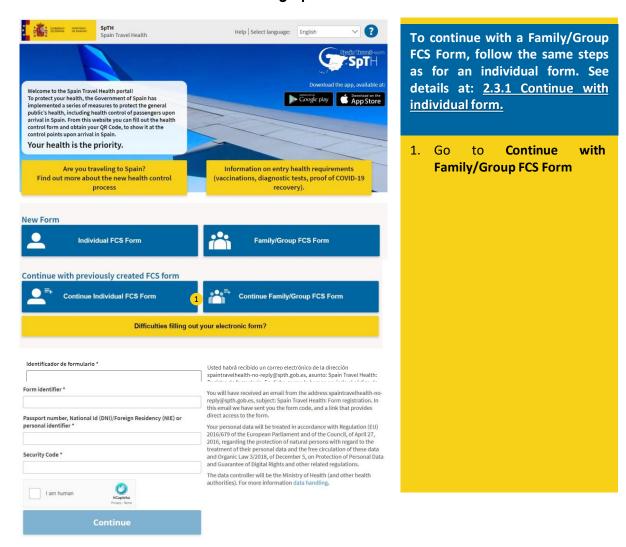
Retrieve the form identifier and the form/security code from your email inbox, which you entered when you started the form.

- 2. Fill in the mandatory fields with the data retrieved from the email and the passport number, ID card number or personal identification number used at the start of the form.
- 3. Accept the reCAPTCHA.
- 4. Click on **Continue** to access the different steps of the Health Check Form.
- You will be redirected to the form at the step where you left it.





3.3.2 Continuar formulario de Familia/grupo.







3. 3 Signed Forms.

3.3.1 Retrieve QR Code



- .. Go to **Retrieve QR Code**
- 2. Enter the initial email address used to start the Form and your passport number, ID number or personal identification number.
- 3. Accept the reCAPTCHA.
- 4. Click on Continue.

Check your email as the QR Code will be sent again.

A QR code can only be retrieved if it has been successfully generated by pressing the "Finish" button. If you cannot retrieve a QR code, you may not have finished it, in which case it can be finished using the Continue with form option on the home page.



3.3.2 Amend QR Code



Go to Amend QR Code.

Check your email, the original email should contain the necessary information to access the amendment.

2. To amend your QR code, enter the form identifier that you received by email from spaintravelhealth-no-

reply@spth.gob.es or use your personal identification number. In both cases, you will need the security/form code.

If you cannot find the security code, you can retrieve it under amend QR code by clicking on: retrieve security code, (phrase in blue below the security code field). For more details see section 3.3.3 Retrieve

Form/Security Code.

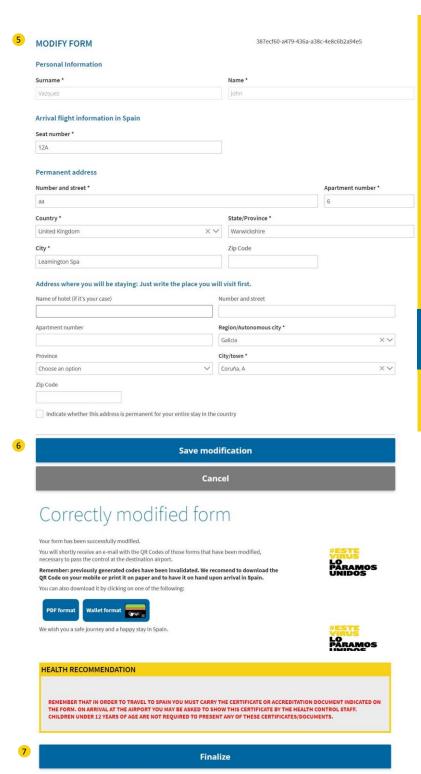
This option also allows you to amend a QR code generated by the app.

- 3. Accept the reCAPTCHA.
- 4. Click Continue.

Once the QR code is amended, you will receive an email with the new QR code and the old one will be cancelled and not valid for travel.

To amend a Family/Group form, you must enter through Amend QR Code and by filling in the identifier and form/security code of the group leader.





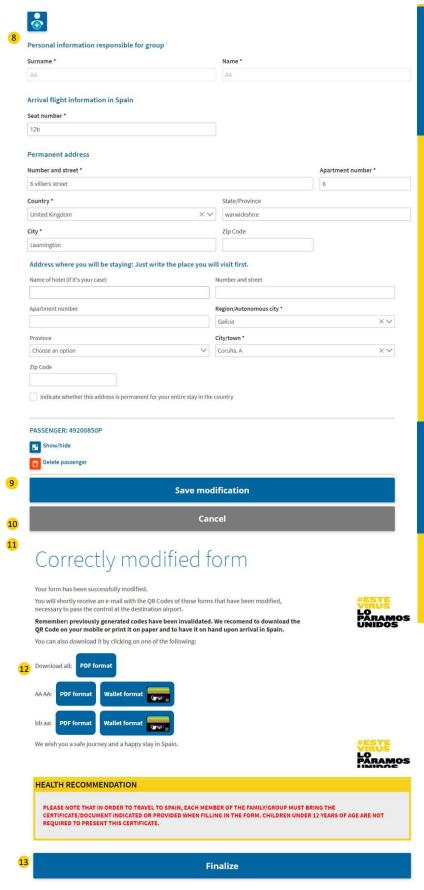
5. Amend the fields you need.

Only three fields may be amended: seat number, residence address and the address where you will stay.

- 5. Click on save amendment to save the changes you made.
- 6. Once the application confirms that the form has been amended, click on finish to make the changes effective.

An email will be sent with a new QR code, with the latest amendments made.





To amend a Family/Group form, you must enter through Amend QR Code and by filling in the identifier and form/security code of the group leader.

- 8. Amend the fields that you need and are allowed.
- The seat number and addresses of the passengers on the family/group form can be amended by clicking on Show/hide.
- 10. Click on save amendment to save the changes you have made.
- 11. Once the application confirms that the form has been amended, click on finish to make the changes effective.

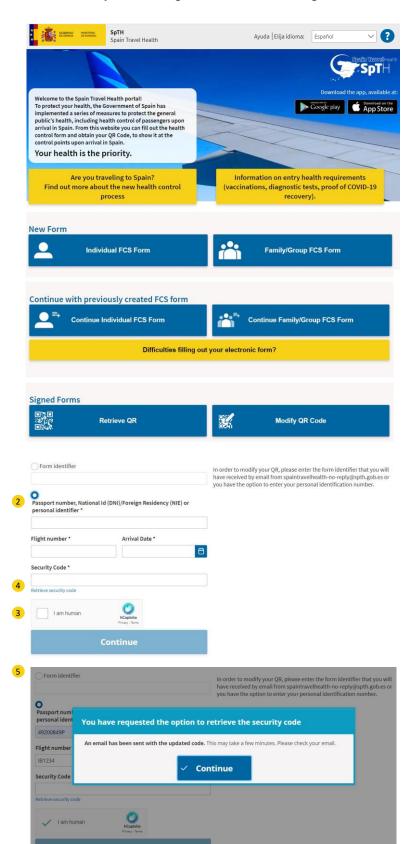
An email will be sent with a new QR code, with the latest amendments made. The QR code can also be downloaded directly in a PDF or Wallet format from the website.

- 12. Click on the blue part to download the QR code.
- 13. Click finish.





3.3.3 Recuperar Código de Formulario/seguridad.



- 1. Go to Amend QR Code.
- Mark the option passport number/ID number or personal identification number and fill in the mandatory fields marked with an "*".
- 3. Accept the reCAPTCHA.
- 4. Click on Retrieve security code

A pop-up message will appear to tell you that an email with the updated code has been sent.

5. Click continue.