

# How to Renew your TIE

These guidelines are subject to changes made by the police. In addition, we are required to inform you that we are not responsible for the completion of this process.

Before starting this process, please ensure you use an address in Spain which **will not change** in the coming months. If your address is going to change, then please use another suitable address in Madrid.

## 1. When do you need to apply?

You should apply 60 days before the expiry of your current TIE.

You may also be able to apply 90 days after the expiry date, but this may incur a sanction.

## 2. What documents do you need to present?

- Two completed and signed copies of the “**Solicitud de autorización de estancia y prórrogas EX-00**”. This application form must be downloaded from:

<http://www.interior.gob.es/web/servicios-al-ciudadano/modelos-de-solicitud/extranjeria>

One of these will be submitted and the other will be stamped and returned to you. You will need the second copy to apply for your “Autorización de Regreso”.

- Photocopy of your passport
- Letter of appointment (Carta de nombramiento) 2014-15
- Letter of appointment (Carta de nombramiento) 2015-16
- Certificado de aprovechamiento for 2014-15. Your Principal will supply this.
- Photocopy of your TIE
- **Bank draft 790 / Code 052** ..... 16,81 euros. **This must be Bank draft 790 / Code 052.** Please follow this link for the bank draft:  
<https://sede.mpt.gob.es/tasasPDF/prepareTasa?idModelo=790&idTasa=052&idProvincia=28>

**Check the option 1.3** (Prórroga de la autorización de estancia por estudios, movilidad de alumnos, prácticas no laborales o servicios de voluntariado titular principal y sus familiares).

Pay this into any bank **in cash**, and keep the stamped proof of payment to present with this application.

## 3. Where do you need to take these documents?

Take your application to the registry office at **Calle García de Paredes, 65** (metro Gregorio Marañón), or indeed to any public registry office (Registro General). They will ask you where you want to send the application. You need to indicate that you want it to go to: **OFICINA DE EXTRANJERÍA DE MADRID (SEDE CENTRAL). CALLE SILVA, 19.**

If you are **unable to attend in person**, you can send your application by registered post (**correo certificado**) to: **OFICINA DE EXTRANJERÍA DE MADRID (SEDE CENTRAL). CALLE SILVA, 19 - 28004 – Madrid.**

If you need to hand in any **additional documents** after this date, they can be taken to any public registry office (Registro General), such as the office at **Calle García de Paredes, 65** (metro Gregorio Marañón). Again, they will

ask you where you want to send the application. You need to indicate that you want it to go to: **OFICINA DE EXTRANJERÍA DE MADRID (SEDE CENTRAL). CALLE SILVA, 19 - 28004 - Madrid**

#### 4. What do you need to do after handing in all the documents?

If required, you can now apply for your “Autorización de Regreso”. Please see the final section of this document.

You can check the status of your application in any of the following ways:

- Web page: <https://sede.administracionespublicas.gob.es/infoext2/jsp/indexnie.jsp>
- Free charge SMS: 600 12 45 64. You need to text: NIE, leave a space, your ID number e.g. **NIE Y11114567D**
- 902 02 22 22 (Toll number)
- Enquiring at **Calle Manuel Luna, 29**

#### 5. TIE Status

Two months after applying for the TIE, you will receive confirmation via post. This document is called “resolución favorable que autoriza la prórroga”.

If your application has been rejected, please visit **Calle Manuel Luna, 29**. If you still are unable to resolve the matter, please contact us at: [auxiliares.conversacion@educa.madrid.org](mailto:auxiliares.conversacion@educa.madrid.org)

<b>Resuelto Favorable</b>	<b>Resolved / Complete</b>
<b>Resuelto No favorable</b>	<b>Rejected</b> Wait for the letter to find out what document or information is missing. You must then present the missing document to <b>Calle Manuel Luna, 29</b> , together with a copy of your “ <b>Solicitud de autorización de estancia y prórrogas EX-00</b> ”.
<b>En trámite</b>	<b>Being processed</b> You need to wait and keep checking your status. This process may take between two and four months.
<b>Archivado</b>	<b>Filed</b> You need to present “ <b>un recurso</b> ” which is a polite request to restart the application process. This may be because you hadn’t presented a document and then missed your second chance to present it.
<b>No se ha encontrado la información solicitada</b>	<b>Unable to find the requested information</b> You may have made a typing error when trying to access the web page. Please try again or use a different method e.g, SMS, telephone

#### 6. Fingerprints

In order to carry out this part of the process, you must make sure that you have registered **your current address** with the local council (**empadronamiento**).

Once you have received the “**resolución favorable que autoriza la prórroga**”, you need to make a **digital fingerprint appointment**. You can book your appointment online at:

<https://sede.administracionespublicas.gob.es/icplusplus/citar>

You will be asked to present:

- Passport
- Three colour photographs
- Application form (EX-17)  
[http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod\\_solicitudes2/17-Formulario\\_TIE.pdf](http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/17-Formulario_TIE.pdf)
- Bank draft model **790/012** ..... 18,54 euros. (Collect from any police station and pay this into any bank and keep the stamped proof of payment).
- Your **Certificado de Empadronamiento**

## 7. TIE Collection

35 days after your digital fingerprint appointment, you can collect your TIE from:

Brigada Provincial de Extranjería y Fronteras de Madrid  
Avenida Poblados, S/N 28024 MADRID

**You will need to work out the date yourself**, as you will not be advised as when to go.

**8. Travelling abroad without a valid TIE “Autorización de regreso”** In order to travel outside Spain without a valid TIE, you must apply for an “**Autorización de Regreso**”. This will enable you to reenter the country. You must have already submitted your TIE application in order to apply for this document.

Book an appointment online at <https://sede.administracionespublicas.gob.es/icplusplus/citar>

Take the following documents to your appointment:

- Original and photocopy of your passport
- Original and photocopy of your expired TIE
- Original and photocopy of **the document you used to apply for your TIE: Solicitud de autorización de estancia y prórrogas EX-00**. This will have been stamped by the authorities when you applied for your TIE.
- Bank draft **790 / Code 012** ..... **10,30 euros** (Collect from any police station and keep the stamped proof of payment to present with this application).

*Guidelines updated on the 2<sup>nd</sup> of November of 2015*