



REGISTRATION



Logroño

Formality in person

DOCUMENTATION REQUIRED FOR THE MANAGEMENT OF HIGH CENSUS OF LOGROÑO

Forms: Instance Alta, document EST. DO. 22/1 and municipal census sheet, model EST.DO.22 / 3, both signed by all adults.

They bring **ORIGINAL AND PHOTOCOPY** of ALL documents listed below:

- DNI, and the case of foreigners, a valid residence card, or, failing that, passport.
In the case of EU foreigners without residence permit, it is provided the certificate of registration of Union citizens together with the identification document.
- **If the high concerns minors:**
 - Book Family, or failing that, a birth certificate, identity card with **both parents** and children if available.
 - For foreign children born in Spain, **also** from the three months since its birth, the same documents must provide identification for the adult, and for those not born in Spain.
 - The Registration request must be **signed by both parents** or guardian / s. When not be obtained in person signing one or both written authorization shall be provided.
 - The consent of the other parent, judicial authorization in its absence, is required in all cases of the registration by a single parent (unless there is deprivation of parental authority sanction on the other parent) and in cases which there is a judicial resolution ruling on the custody (which must be enclosed), when it does not exist (de facto separations, in process..)

ALL documents issued abroad in a language other than Spanish, must be **TRANSLATED** by a official translator or Consulate.

- To **SUBSTANTIATE** the housing provide **ORIGINAL AND PHOTOCOPY** of ALL the following documents as cases:

A) In the case of housing OWNED BY THE APPLICANT

- **If no one is empadronado**
Property title
- **If there is any person enumerated in housing:** the main person statement, showing at the registered voters, together with a copy of ID of the declarant.

B) IF housing OWNED BY SOMEONE ELSE

1.- Rental, being the holder of the contract the applicant:

Lease, or failing that, a statement of the owner with a copy of ID it. After the first year of the lease, it will also provide last paid utility bill or gas.

2.- Rental Home, where the holder of the contract is not concerned:

- Lease Agreement. He spent the first year of the lease, it will also provide last paid utility bill or gas and,
- Statement by the holder of the lease that resides with this at home, enclosing a copy of ID of the declarant
- Declaration of the property's owner accompanied by a copy of the National Identity Document, in case of assignment of the contract or sublease and in those others in which the Administration considers it appropriate

3.- In cases where there is no lease:

- **If no one is empadronado**

-Declaration Owner of accredited. It will accompany the same copy of ID

- **If there is any person enumerated in housing:** Written declaration homeowner's (listed or registered in it) and return to the main person of showing at enumerated, accompanied in both cases a copy of ID dell declarant.

Once the high demand in the Register, the holder may request updating your address data traffic without having to go to the Provincial Directorate. Registration certificate will be provided in case of being in possession of it.