

Getting Your Spanish NIE

Step-by-Step Checklist

The NIE (**Número de Identidad de Extranjero**) is a unique identification number every foreigner needs for property purchases, banking, taxes and most official transactions in Spain. It isn't a residence permit — it's simply an ID number the Spanish system uses to track you.

Use this checklist to keep track of what's done and what's still ahead.

1. Decide Your Route

- ☐ **Apply in Spain in person**
at a Comisaría de Policía or Oficina de Extranjería, if you're already there or arriving soon
- ☐ **Apply through a Spanish consulate abroad**
before your move — check your specific consulate's appointment system and requirements, since they vary
- ☐ **Apply via power of attorney (poder notarial)**
through your property lawyer or a gestor, so someone in Spain submits it on your behalf — common for property buyers and avoids travel

2. Gather Your Documents

- ☐ **Valid passport**
original plus a full photocopy of all pages
- ☐ **Completed EX-15 form**
*in duplicate, filled out in Spanish — English versions online are for reference only.
[Download the official EX-15 form \(PDF\)](#)*
- ☐ **Proof of reason for requesting the NIE**
e.g. a property purchase agreement, notary letter, or employment contract
- ☐ **Passport-size photo**
if required by your specific office or consulate
- ☐ **If using a representative**
a notarized and apostilled power of attorney authorizing them to apply on your behalf

3. Pay the Fee

- ☐ **Complete Modelo 790, Código 012**
the official NIE fee form. [Generate the form online \(Policía Nacional\)](#)
- ☐ **Print and pay at a Spanish bank or ATM**
the fee is roughly €9.84–€12, subject to change

- ☐ **Keep the stamped payment receipt**
you'll need to bring or submit this with your application

4. Book and Attend Your Appointment

If you're applying via power of attorney through a lawyer or gestor, the four items below mostly don't apply to you directly — your representative handles the appointment. Just confirm they've submitted everything on your behalf (last item in this section).

- ☐ **Book your cita previa as early as possible**
official appointments are booked through sede.administracionespublicas.gob.es — major cities can be booked out 4-8 weeks in advance
- ☐ **Arrive with your complete physical document pack**
digital copies on your phone are often not accepted at the counter
- ☐ **Bring the original passport, EX-15, proof of reason, and paid fee receipt**
- ☐ **If applying via representative**
confirm they've attended the appointment and submitted everything on your behalf

5. Receive and Store Your NIE

- ☐ **Receive your NIE certificate**
official processing is up to 5 business days once your application is registered, though in practice it varies by office
- ☐ **Save digital and physical copies**
you'll need this number repeatedly for property purchases, banking, and taxes
- ☐ **Note the difference between the number and the certificate**
the NIE number itself never expires, but the paper certificate can have limited validity (often around 3 months) — you may need to request a fresh certificate for certain transactions even though your number hasn't changed

Sources: *Policía Nacional – Sede Electrónica* (sede.policia.gob.es) and *Ministerio de Inclusión, Seguridad Social y Migraciones* (inclusion.gob.es), current as of this writing.

Requirements and fees shift from time to time, and each consulate or office can have its own quirks. Always confirm current details with your consulate, gestor, or lawyer before your appointment. July 2026