

Getting Your Spanish TIE

Step-by-Step Checklist

The TIE (*Tarjeta de Identidad de Extranjero*) is the physical residence card every non-EU foreigner needs once their Spanish residence authorization (visa) is approved and they've entered Spain. It's different from the NIE: the NIE is just a number that never changes, while the TIE is a physical card tied to your residence status that has to be renewed.

You have 30 calendar days from entering Spain to apply.

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

1. Before You Apply

- ☐ **Confirm your residence authorization was approved**
you need a favorable resolution on your visa/residence authorization before a TIE application can be submitted
- ☐ **Register your empadronamiento first**
most provinces require a current padrón certificate for the TIE appointment, and it's needed for nearly everything else too — do this within your first few days
- ☐ **Note your 30-day deadline**
counted from your date of entry into Spain — the clock starts immediately, not from when you get around to it

2. Gather Your Documents

- ☐ **Valid passport**
original plus a full photocopy of every page, including blank ones
- ☐ **Completed EX-17 form**
the official TIE application form. [Download the official EX-17 form \(PDF\)](#)
- ☐ **Favorable residence authorization resolution**
the approval document from your visa or residence application
- ☐ **Current empadronamiento certificate**
issued within the last 3 months in most provinces
- ☐ **2–3 recent passport-style photos**
color, 32x26mm (not standard US passport size), white background, no glasses

3. Pay the Fee

- ☐ **Complete Modelo 790, Código 012**
the official TIE fee form — approximately €16 for an initial card as of this writing, higher for renewals. Confirm current pricing before paying. [Generate the form online \(Policía Nacional\)](#)
- ☐ **Pay at a Spanish bank or online**
print the stamped receipt if paying in person — it must show the full form including the bottom "Ejemplar para la Administración" section
- ☐ **Keep the stamped payment receipt**
you'll need to bring this to your appointment

4. Book and Attend Your Fingerprint Appointment

- ☐ **Book your cita previa as early as possible**
official appointments are booked through sede.administracionespublicas.gob.es — select "Policía – Toma de Huellas (Expedición de Tarjeta)" and your province of empadronamiento. Waits of 2-4 weeks are common in major cities
- ☐ **Bring your complete physical document pack**
passport, EX-17, resolution, empadronamiento, photos, and paid fee receipt — plus copies of everything
- ☐ **Attend your appointment for fingerprinting**
the in-person process itself usually takes 15-30 minutes
- ☐ **Receive and keep your resguardo**
this provisional receipt proves your legal status while the card is being produced — some banks and employers accept it in the meantime, and it's required to collect your TIE later

5. Pick Up Your TIE

- ☐ **Wait for your card to be ready**
typically 30-45 days after fingerprinting, though busier provinces can take longer
- ☐ **Book a second cita previa for collection**
select "Policía – Recogida de Tarjeta de Identidad de Extranjero (TIE)" — some provinces notify by SMS or email when it's ready instead
- ☐ **Bring your resguardo and original passport**
only you can collect it, unless you've arranged a notarized power of attorney for someone else to do so

6. Stay Ahead of Renewal

- ☐ **Note your TIE's expiration date**
it's tied to your residence authorization's validity, typically 1-5 years depending on your status
- ☐ **Start renewal 60 days before expiration**
there's a 90-day grace period after expiration, but your status may be considered irregular during that window and could carry a penalty — don't rely on it
- ☐ **Carry your TIE at all times once issued**
it's legally required to have it with you and to present it if requested by authorities

Sources: [Policía Nacional – Sede Electrónica \(sede.policia.gob.es\)](https://sede.policia.gob.es) and [Ministerio de Inclusión, Seguridad Social y Migraciones \(inclusion.gob.es\)](https://inclusion.gob.es), current as of this writing. Requirements, fees and appointment wait times shift often and vary by province.

Always confirm current details with your local *Oficina de Extranjería*, gestor, or lawyer before your appointment.