



ADDITIONAL PROCEDURES

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Additional Procedures

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1. RESIDENCE REGISTRATION



What is residence registration?

Residence registration is the official record that certifies your residence in a Spanish municipality. It is carried out at the local Town Hall where you will live, and its main purpose is to register residents for the organization of public services and administrative rights.

What is it for?

A) Access to basic services

- Allows access to public healthcare, education, and other municipal services.
- Required for procedures such as obtaining a Social Security number or enrolling in schools.

B) Regularization and legal rights

- A necessary step for foreigners seeking to legalize their status.
- Enables applications for residence and work permits and serves as proof of stay in the country

C) Civic participation

- Allows you to vote in municipal elections if you are a EU citizen or from a country with reciprocity agreements.



Steps to follow

A) Gather the required documents

- **Residence registration form:** Provided by the local town hall; you can download it from their website or collect it in person.
- **Valid identification document:** NIE, passport, or residence card.
- **proof of address:**
 - Rental contract or property deed.
 - Recent utility bill (water, electricity, gas) in your name.
 - If you live with someone, a signed statement from that person and a copy of their ID.

B) Schedule an appointment (if required)

- Many town halls in Navarra require an appointment for residence registration.
- You can book it online or by calling the municipal offices.

C) Visit the town hall

- Bring the original documents and copies.
- In some cases, residence registration can be completed online, depending on the municipality.

D) Obtain the residence registration certificate

For more information, visit the websites of the different town halls in Navarra, depending on the area where you plan to live.

2. RECOGNITION OF STUDIES



What is it?

Recognition is the official process by which the Government of Spain acknowledges that your academic degrees obtained abroad are equivalent to the corresponding degrees in Spain. This process ensures that your education is valid and recognized throughout Spanish territory, including Navarra.

Degrees that require recognition

In Spain, there are regulated professions that require the recognition (homologation) of degrees in order to be practiced. Some of these professions include:

Architecture

- Architect
- Technical Architect

Legal field

- Lawyer
- Court Representative



Degrees that require recognition

Health sector

- Doctor (Physician)
- Veterinarian
- Nurse
- Physiotherapist
- Dentist
- Pharmacist
- Speech Therapist (Logopedist)
- Optometrist
- Podiatrist
- Occupational Therapist
- Dietitian-Nutritionist

Technical Engineering

- Aeronautical Technical Engineer
- Agricultural Technical Engineer
- Forestry Technical Engineer
- Naval Technical Engineer
- Industrial Technical Engineer
- Mining Technical Engineer
- Public Works Technical Engineer
- Telecommunications Technical Engineer
- Surveying Technical Engineer

Education

- Teacher in early childhood Education
- Teacher in Primary Education
- Teacher in Secondary Education, High School (Bachillerato), Vocational Training, and Language Teaching

Additional considerations

- **Non-regulated professions:** For non-regulated professions, degree recognition (homologation) is not required. However, it may be advisable to request an equivalence to the Spanish academic level to facilitate professional recognition.
- **Degrees from the European Union:** Although there is greater ease in recognizing degrees within the EU, there is no automatic recognition. It is necessary to follow the national homologation process.
- **Degrees from outside the EU:** The process varies depending on the country and the bilateral agreements with Spain.

Steps to follow

A) Application: Submit the homologation application to the Spanish Ministry of Universities, providing the required documentation, including certified copies of the degree, academic transcript, and an official translation if the documents are not in Spanish.

B) Evaluation: The competent authorities will assess the equivalence of the academic level, duration, and content of the studies completed abroad in comparison with the corresponding Spanish degrees.

C) Resolution: A resolution will be issued, which may be favorable, conditional on completing additional coursework, or unfavorable.

3. DRIVING LICENSE RECOGNITION



What is it?

The process for recognizing or exchanging your driver's license varies depending on the country of issuance and your residency status.

3.1 FOR EU CITIZENS

Driver's licenses issued by EU countries are recognized in Spain. However, if you establish residency in Spain, it is advisable to take the following steps:

- **Register your driver's license: Although not mandatory**, it is recommended to register your license with the Driver's Registry of the Dirección General de Tráfico (DGT). This facilitates future procedures and ensures that Spanish authorities have a record of your license.
- **Voluntary exchange of your driver's license for a Spanish equivalent:** This process allows you to obtain a license that complies with the Spanish format and regulations.

3.2 FOR NON-EU CITIZENS

The process for recognizing or exchanging a driver's license from a non-EU country depends on whether Spain has a bilateral agreement with that country.

You can check the full list of countries with agreements on the official website of the Dirección General de Tráfico (DGT):

[DGT - Foreign License Exchange](#)

Steps to follow

A) Appointment request: You must schedule an appointment at the corresponding provincial traffic office (jefatura provincial de tráfico).

B) Required documentation: Submit your original driver's license, valid identity document or passport, a certificate of residence (empadronamiento) proving your residence in Spain, and a passport-sized photo.

C) Additional tests: Depending on the bilateral agreement, you may be required to pass theoretical or practical exams.

D) Fee payment: Pay the corresponding fees for the procedure.



5. SOCIAL SECURITY



What is it?

Social Security in Spain is a public system designed to protect citizens and residents in various situations, such as illness, unemployment, maternity, retirement pensions, and more. It is primarily funded through contributions from employers and workers.

Main coverage areas:

- Universal healthcare for you and your family.
- Benefits for temporary or permanent disability.
- Unemployment benefits (for employees working under an employment contract).
- Maternity and paternity leave.
- Retirement pension.
- Family benefits (such as child support allowances).
- Coverage for work-related accidents and occupational diseases.



How much do I have to pay?

A) As a self-employed worker

- If you work as a freelancer or self-employed professional, you must pay a monthly contribution **through the Special Regime for Self-Employed Workers (RETA)**. These contributions are calculated based on your actual income, and in 2024 they ranged between 28% and 33% of your contribution base.

B) As an employer

- If you hire employees, you must contribute to Social Security for each worker. The percentage you pay varies depending on the type of contract and the sector of activity.



How to obtain Social Security in Spain

A) Get your social security number

- This number is mandatory to start contributing and must be requested at an office of the General Treasury of Social Security (TGSS).
- You can apply here: **Request your social security number**
- You will need your DNI, NIE, or passport, and a work contract (if applicable).

B) Register as self-employed or an employer:

- Visit the social security **portal** or go to a physical office.
- You must provide your personal details and business activity information.

C) Employee registrations

- If you hire workers, you must register them in the system, enroll them, and manage their contributions.



6. PET REGISTRATION



How can I bring my pet to Navarra?

In Navarra and across Europe, there are **certain legal and health requirements** that must be met when considering relocating with your pet.

8.1 REQUIREMENTS FOR EU CITIZENS

- **Pet passport:** Your dog must have a European pet passport issued by an authorized veterinarian in your country. This document is essential as it certifies identity, vaccinations, and health status.
- **Microchip identification:** Your dog **must have** a microchip that complies with ISO standards.
- **Rabies vaccination:** Ensure your dog has a valid rabies vaccine. If it is the first dose, it must have been administered at least 21 days before traveling.



8.2 REQUIREMENTS FOR NON-EU CITIZENS

- **International veterinary certificate:** You must obtain an official veterinary certificate that complies with European Union regulations. This document must be stamped by the veterinary authorities of your country and, if it is not in Spanish, it must be translated.
- **Mandatory microchip:** Just like for EU citizens, the microchip must comply with ISO standards. **This is the most important form of identification for your dog.**
- **Rabies vaccination and serological test:** Ensure your dog is vaccinated against rabies. Additionally, you may need a serological test to confirm that the vaccine has generated a sufficient level of antibodies. This test must be performed in an authorized laboratory and at least three months before your arrival.
- **Import declaration:** Complete an import declaration to present at customs upon entering the EU. Authorities may require additional inspections to confirm your dog is in good health.
- **Entry through a border control post (PIF):** Your dog must enter the European Union through an authorized border inspection post (PIF), where officials will verify the documentation and check the health condition of your pet.



Steps to follow upon arrival in Navarra

Upon arrival, you must follow a series of steps to ensure your pet is fully registered and well-adapted to the region

A) Registration in the municipal pet census

Registering your dog **is mandatory in Navarra** and must be done at the town hall corresponding to your place of residence.

- **Required documentation:**
 - Pet passport (if coming from the EU) or international veterinary certificate
 - Proof of valid rabies vaccination
 - Identification document for your dog (microchip)

- **Procedure:**
 - a. Go to the department of environment or public health at your local town hall.
 - b. Fill out the registration form provided.
 - c. In some cases, you may be required to pay a small administrative fee.

B) Special registration for potentially dangerous breeds (RPP)

If your dog belongs to a potentially dangerous breed (such as Rottweiler, Pitbull Terrier, or similar breeds), you must complete an additional registration process. You can find more details on this procedure on the official website of your local town hall.

