



NAVARRA WELCOME PACK

INVEST IN
NAVARRA | always
ahead

NAVARRA
Una forma de funcionar
Our own way

PROCEDURES AND FIRST STEPS

We are delighted to welcome you to Navarra, a region that combines tradition and modernity, offering an exceptional environment for your investments and for the well-being of your family.

We know that starting out or investing in a new territory requires planning and clarity. For this reason, **we have prepared this detailed summary of the steps you should take before, during and after your arrival to Navarra.** Our aim is to facilitate your transition and to ensure that you benefit as much as possible from the opportunities that our region has to offer.

Below are the steps you will need to take to formalise your stay in Navarra, depending on where you are coming from



EU Citizens

For citizens from the European Union (EU),
European Economic Area or Switzerland.



1.1 PROCEDURES FOR EU CITIZENS

As a citizen of the European Union, you have the right to reside, work and invest in Navarra without requiring a visa or residence permit. However, it is imperative to complete certain essential formalities in order to formalise your stay.

Before your arrival

- A) Prepare personal documentation
 - **Valid identity card or passport.**
 - **Medical insurance:**
 - European Health Insurance Card to access public health care.
 - Private insurance if you are not employed in Spain.
 - **Proof of sufficient economic resources if you are not working in Spain.**



During your arrival

- A) Registration at the local town hall

Mandatory for those residing in Spain for more than 90 days.

- **Required documentation**
- Passport
- Rental contract or title deed.

- B) Obtain the certificate of registration of EU citizen

Apply for it at the Immigration Office or police station, where you will also obtain your Foreigner Identification Number (NIE).

- **Required documentation:**
- Passport or identity card.
- Proof of economic activity (employment contract, registration as self-employed, etc.).
- Medical insurance.
- Proof of economic solvency.

- C) Open a bank account

- **Documentation required:**
- NIE.
- Passport.
- Certificate of census registration.
- In some cases, proof of income or economic activity.

After your arrival

- A) Tax management
 - Obtain your Tax Identification Number (NIF) at the **Navarra Tax Office (Hacienda Foral de Navarra)**
 - Declare your taxes in accordance with Spanish regulations.
 - It is recommended that this process be carried out by tax assessors.

- B) Quality of life
 - **Access to health services:** Registration in the Navarra Health Service (Servicio Navarro de Salud).
 - **Education:** Send your children to public, private or international schools.



Non-EU citizens

For citizens from outside the European Union (EU), European Economic Area or Switzerland.



1.2 PROCEDURES FOR NON-EU CITIZENS

Before your arrival

- A) Select the appropriate visa
 - **Choose the visa that suits your needs (the main ones will be displayed in the Identity Documentation and Visas document).**
- B) Prepare the visa documentation
 - Valid passport.
 - Criminal record certificate.
 - Private medical insurance in Spain.
 - Economic justification (investment, savings, income).
- C) Management of the Digital Certificate or Cl@ve system:
 - Necessary procedure to execute electronic formalities in Spain
- D) Visa application
 - At the Spanish Embassy in your country, attaching the visa form and the required documents.
- D) Favourable resolution of the visa
 - In this resolution you will be assigned your Foreign National Identity Number (NIE).

During your arrival

- A) Empadronamiento en el ayuntamiento

Obligatorio para quienes residan en España más de 90 días

- **Documentación requerida:**

- Pasaporte
- Contrato de alquiler o escritura de propiedad.

- B) Solicitud de la Tarjeta de Identidad de Extranjero (TIE):

- **Documentación requerida:**

- Visado aprobado (incluye el NIE).
- Empadronamiento.
- Pasaporte.
- Fotografías tamaño carnet.
- Formulario TIE.

- C) Apertura de una cuenta bancaria

- **Documentación requerida:**

- NIE.
- Pasaporte.
- Certificado de empadronamiento.
- En algunos casos, justificante de ingresos o actividad económica.

- **Recomendación adicional:** Navarra ofrece recursos de orientación y apoyo, como el **Servicio de Extranjería y el Servicio de Apoyo a Emprendedores**, donde puedes resolver dudas y agilizar el proceso. También, muchas empresas y organizaciones locales proporcionan asistencia directa a trabajadores extranjeros e inversores.

After Your Arrival

- A) Tax and Legal management
 - Obtain your Tax Identification Number (NIF) at the Navarra Tax Office (Hacienda Foral de Navarra).
 - Declare your taxes in accordance with Spanish tax regulations.
 - **It is recommended to complete this process with the assistance of tax advisors.**
 - Keep your TIE (Foreigner Identification Card) and permits up to date.
- B) Quality of life
 - **Access to Healthcare Services:** Register with the Navarra Health Service.
 - **Education:** Enroll your children in public, private, or international schools.



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