



IDENTIFICATION DOCUMENTS AND VISAS

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Index

Identification Documents and Visas

<u>What is the NIE?</u>	3
<u>NIE for EU Citizens</u>	4
<u>NIE for Non-EU Citizens</u>	5
<u>What is the TIE?</u>	6
<u>Digital Certificate and Cl@ve System</u>	9
<u>VISAS</u>	14
<u>Visas for EU Citizens</u>	15
<u>Visas for Non-EU Citizens</u>	16
<u>Entrepreneur Visa</u>	17
<u>Self-Employment Residence and Work Visa</u>	22
<u>What should I do if I want to hire foreign employees for my company?</u>	26

Why are they important?

Before settling in Navarra, it is essential to have the necessary identification documents. These procedures include obtaining the **Foreigner Identification Number (NIE)**, the **Foreigner Identity Card (TIE)**, the **Digital Certificate**, and, if applicable, the corresponding visas. These requirements are crucial for carrying out any legal, economic, or professional activity in Spain, ensuring a smooth and orderly transition.

Key concepts and procedures

1. WHAT IS THE NIE?

The **NIE (Foreigner Identification Number)** is a **personal, unique, and exclusive** number assigned to all foreigners conducting activities in Spain. This number is essential for identifying foreigners in administrative, legal, and tax-related procedures in the country.

It follows this format: **X-0000000-Y** or **Y-0000000-Z**, depending on the year of issuance.



1.1 NIE FOR EU CITIZENS

What is it for?

Although EU citizens have the right to reside and work in Spain without needing visas or special permits, they still require **the NIE** to:

- Open bank accounts
- Register properties
- Declare taxes
- Sign contracts (rental, services, etc.)
- Conduct business or professional activities
- **The NIE is also linked to obtaining the EU Citizen Registration Certificate, which is mandatory for EU citizens residing in Spain for more than three months.**

EU Citizen Registration Certificate, which includes the NIE:



1.2 NIE FOR NON-EU CITIZENS

What is it for?

For non-EU citizens, **the NIE is required for any legal or administrative activity**, similar to EU citizens. However, it is also essential for:

- Applying for **residence or work permits**.
- Registering **businesses or investments**.
- Obtaining **residence authorizations for economic reasons** (e.g., investor or entrepreneur visa).

IMPORTANT: This number will be assigned once your visa application is approved.

Foreigner Identity Card (TIE), which includes the NIE:



2. WHAT IS THE TIE?

The **TIE (Foreigner Identity Card)** is an **official document** that certifies the **legal residency** of non-EU foreigners in Spain who have obtained a **visa or residence permit**.

It is a physical card, similar to a national identity document (**DNI in Spain**), containing personal data and identifying the holder as a legal resident in the country.

What is it for?

The TIE is required to:

- **Prove your legal status** in Spain.
- **Access public services**, such as social security, healthcare, and education.
- **Carry out financial transactions**, including banking procedures, rental agreements, or service company registrations.



Required documents to collect the TIE (this process is completed once you are in Spain)

- **A) Original passport**
 - Must be valid and match the information submitted during your visa application or residence authorization request.
- **B) Residence authorization approval**
 - The official notification confirming that your residence permit has been approved.
 - This approval was sent to you by email or received at the time of your application's approval.
- **C) Proof of Residency (Empadronamiento in Spanish)**
 - A document that confirms your residence in a Spanish community.
 - You must have completed this registration at your local Town Hall upon arrival in Spain. (**The process is explained in the "Other Procedures" section.**)
- **D) Copy of the Visa (if applicable)**
 - If you entered Spain with a national visa (e.g., for investors or entrepreneurs), you must bring a copy.
 - Not required if you were already in Spain when applying for the residence permit.
- **E) Appointment Confirmation**
 - To collect your TIE, you must have scheduled an appointment at the Foreigners' Office or Police Station.
 - Book your appointment here: **[Government Website for Appointments](#)**

- **F) EX-17 form**
 - The official form required to apply for the TIE.
 - Download it here: [EX-17 Form](#)
- **G) Proof of payment – Fee Model 790 Code 012**
 - Pay the corresponding fee (approximately €16-20, depending on the region).
 - Download and pay the Model 790 Code 012: [Payment Link](#)
- **H) Recent passport-size photos**
 - Two color photos, 32x26 mm, with a white background, frontal view, and head uncovered.
 - Ensure they meet the official standards.



3. DIGITAL CERTIFICATE AND CL@VE SYSTEM

The Digital Certificate and Cl@ve System are electronic identification tools that **securely verify your identity in Spain for online administrative procedures**. These tools are essential for **interacting with official institutions, managing taxes, registering businesses, and accessing multiple public services**. You can choose either of the two options.

What are they used for?

With the Digital Certificate or Cl@ve, you can:

- Register your business in Spain or make administrative changes.
- Access the Spanish Tax Agency's online portal to manage your tax obligations.
- Apply for residence permits or visas online.
- Digitally sign documents, saving time and avoiding in-person procedures.
- Check your investments or legal activities in Spain.



3.1 HOW TO OBTAIN THE DIGITAL CERTIFICATE AND CL@VE SYSTEM?

If you are in Spain

1.- Digital Certificate

- **A) Request a Digital Certificate**
 - Access the website of the National Mint and Stamp Factory (FNMT):
 - **FNMT Digital Certificate Portal**
 - Select the “Persona Física” (Individual) option.

- **B) Fill in your details**
 - Enter your NIE and other personal information.
 - Generate a request code.

- **C) Validate your identity**
 - Visit a registration office (Tax Agency, Social Security Office, or Town Hall) with your passport and NIE.
 - Check the network of registration offices to find the nearest one.

- **D) Download the certificate**
 - Once validated, download your Digital Certificate from the FNMT website using the same computer where you made the request.

2.- Cl@ve System

- A) **Register for the Cl@ve System**
 - Access the official Cl@ve website:
 - **Cl@ve Registration Portal**
- B) **Fill in your details**
 - Enter your NIE and other personal information.
 - Generate a request code.
- C) **Validate your identity**
 - You can do this **in person at a registration office or online using your Digital Certificate** (if you already have one).
 - Once registered, you can use:
 - **Cl@ve PIN for quick access.**
 - **Cl@ve Permanente for more advanced procedures.**

The screenshot shows a web interface titled "Elija el método de identificación" (Choose the identification method). Below the title, there is a sub-header: "Transcurren más de 60 minutos entre autenticaciones y llamadas a Cl@ve, se le autenticará automáticamente de forma trans..." (More than 60 minutes pass between authentications and calls to Cl@ve, you will be automatically authenticated...). There are four main options, each with an icon and a button labeled "Acceder >":

Method	Icon Description	Additional Info
DNIE / Certificado electrónico	Hand holding a yellow chip and a red folder	Acceder >
Acceso PIN 24H	Red box with "cl@ve PIN" and a key icon	Acceder > Para usarlo es necesario registrarse
Cl@ve permanente	Yellow box with "cl@ve" logo and "SMS" icon	Acceder > Para usarlo es necesario registrarse
Ciudadanos UE	European Union flag	Acceder >

If you are outside of Spain

1.- Digital Certificate

- A) **Request a Digital Certificate from abroad**
 - Follow the same process on the FNMT website.
 - If you do not have a NIE, simply enter your passport number instead.
- B) **Validate your identity**
 - Complete the identity verification at a Spanish consulate in your country.
 - Bring your passport and NIE (if you only have a passport, the NIE is not required), along with the generated request code.
 - Check the list of Spanish consulates on the Ministry of Foreign Affairs website:
 - **Spanish Consulates Directory**
- B) **Download the certificate**
 - Download your Digital Certificate from FNMT, just as you would from Spain.

2.- Cl@ve System

- If you are outside of Spain, you can register for the Cl@ve system by visiting the Spanish consulate with the required documents (passport and NIE, or just passport).
- Once registered, you will receive the credentials to use Cl@ve PIN (for quick access) or Cl@ve Permanente (for advanced procedures)..

It is important to highlight that this process is completely free



4. VISAS



4.1 PROCEDURES FOR EU CITIZENS

Citizens of the European Union (EU), European Economic Area (EEA), or Switzerland **do not need a visa to live or work in Spain**. However, they must complete certain administrative procedures if their stay exceeds 90 days.

- **A) Registration as an EU Resident**
 - Request the EU Citizen Registration Certificate upon arrival in Navarra at the Foreigners' Office or the National Police Station.
 - **Required documentation:**
 - Valid passport or identity document.
 - Proof of financial means (bank statements, employment contract, etc.).
 - Valid health insurance in Spain (can be private or public).
 - For more information, visit the National Police website:
 - **Foreigners' Registration Certificate – National Police**
- **The certificate will include your Foreigner Identification Number (NIE).**



4.2 PROCEDURES FOR NON-EU CITIZENS

If you are a non-EU citizen, the process varies, and you must choose the visa that best suits your needs. However, there are a number of general requirements that you must meet:

General Requirements

- **Legal age:** You must be at least 18 years old.
- **No criminal record**
 - You **must not have a criminal record in Spain or in any country** where you have resided in the past five years.
 - You must present an official certificate (translated and apostilled, if necessary).
- **Health insurance**
 - You must contract a private health insurance policy with an authorized insurer in Spain.
- **Financial solvency**
 - You must prove that you have sufficient financial resources to support yourself and your family members in Spain.

For those looking to invest in Spain, there are two types of visas:

- **Entrepreneur Visa**
- **Self-Employed Residence Visa**

Each visa has different processes and specific requirements.

4.3 Entrepreneur Visa

Who is it for?

If you want to develop an innovative project in our region, this visa is for you. The Entrepreneur Visa allows you to reside and work in Spain, as long as you meet the following requirements and steps:

Requirements

- **Innovative business idea:** The project must be innovative and provide added value to the Spanish economy.
- **Detailed business plan:** The plan must include a project description, market study, financial forecasts, and a development strategy.
- **Relevant professional background:** The applicant must have appropriate training and experience related to the project.
- **Sufficient financial resources:** Must prove financial solvency to support yourself in Spain.
- **Health insurance:** Must contract a valid health insurance policy in Spain.
- **No criminal record:** Must not have a criminal record in Spain or in any country of previous residence.



Steps to obtain the Entrepreneur Visa

This visa can be processed both within and outside Spain. **If you are already in Spain legally**, you can reside and start your business activity immediately. **If you are outside Spain**, you must obtain this visa from the corresponding consulate in your country.

- A) **Project assessment by ENISA**

- Access the **ENISA website**, the National Innovation Company, and log in. If you are not registered, you must create an account first.
- Select "Residence Authorization for Entrepreneurs", then click "Fill out the form".
- Complete the form with your project details. The form allows you to save partially entered data and retrieve it later in different sessions.
- Once the form is completed, the system will confirm the completion of this phase.
- ENISA will then notify the Large Companies and Strategic Groups Unit (UGE-CE) of the submission.
- After evaluation, an approval or rejection report will be issued.

- B) **Submission of the application**

- **Where to submit:** You must submit your application at the Spanish Diplomatic Mission or Consular Office in your place of residence.



Steps to obtain the Entrepreneur Visa

- **C) Payment of the fee**
 - You must fill out and pay **Form 790 for Fee 038**, which allows payment in two ways: cash payment (by depositing the amount in a bank) or direct debit from a bank account (you must provide your account details).
 - Digital Certificate is required for identity verification during the payment process.
- **D) Application**
 - Access the procedure called:
 - “Submission of Residence Authorization Applications for International Mobility Regulated by Law 14/2013” through this link:
 - **Application Portal**
 - Select "**Alta de solicitud**" to start the application process.
 - Identify yourself using your Digital Certificate.
- **E) Complete personal information and attach documents**
 - **Fill in your personal details, including: country of residence, address, postal code and phone number**
 - **Attach the required documents:**
 - Valid passport
 - Favorable report from UGE-CE
 - Health insurance
 - Criminal record certificate
 - Proof of financial resources
 - Business plan
 - Any additional relevant documents
 - Consent to data processing by checking the agreement box.
 - Click “Sign” to finalize the process.

Steps to obtain the Entrepreneur Visa

- **F) Save your registration number**
 - Once your application is signed:
 - You will receive a registration number.
 - Download the file containing your signed application and the acknowledgment of receipt.
 - Keep your registration number safe for future reference when checking the status of your application.
- **G) Application analysis**
 - Your application will be assessed by the Large Companies and Strategic Groups Unit (UGE-CE).
 - If your application is accepted for processing, the UGE-CE will request an evaluation of your business project from ENISA.
 - You will receive the resolution of your authorization via the email address provided.
- **H) If you are outside Spain**

If you are outside Spain at the time of application, follow these steps:

- 1.- Once your residence authorization is granted, schedule an appointment at the consulate of your country of residence.**
- 2.- Submit your visa application in person.**
- 3.- Pay the required residence visa fee.**
- 4.- Provide the necessary documents directly to the diplomatic mission:**
 - A valid passport.
 - The authorization resolution.
 - Financial proof and health insurance coverage.
 - Additional documents as required by the consular office.
- 5.- Receive your visa:**

Benefits of the visa

- **Initial residence for three years:** Allows you to live and work in Spain for an initial period, which can be extended.
- **Family members included:** You can bring your spouse and children under 18 (or older dependents), who will also have access to residence and work.
- **No geographical restrictions:** You can live and work anywhere in Spain, including Navarra.
- **Fast-track process:** The resolution is usually quick (30 days from the application).
- **Access to the labor market:** Once approved, you can manage and work in your business without additional restrictions.
- **Innovative projects:** If your project is considered to have a high economic or technological impact, you may receive additional support and access to business networks.
- **Flexible renewal:** If you demonstrate that your project remains operational and viable, you can easily renew your permit.



4.4 RESIDENCE AND WORK VISA FOR SELF-EMPLOYMENT

Who is it for?

This visa is intended for non-EU citizens who wish to establish themselves in Spain to carry out an economic or professional activity independently, either as freelancers or entrepreneurs.

Requirements

- **Viable project:** Submit a business plan that demonstrates technical, economic, and financial feasibility.
- **Professional qualifications:** Provide evidence of the necessary training and experience for the activity.
- **Sufficient investment:** Have enough financial resources to cover the initial investment.
- **Regulatory compliance:** Meet the legal requirements for opening and operating the business.
- **Financial means and health insurance:** Prove economic solvency and have health insurance coverage.
- **Clean criminal record:** Have no criminal record in Spain or in previous countries of residence.



Steps to obtain the Visa

A) Prepare the documentation

- Application form (National Visa Form - Model EX-07).
- Valid passport (original and copy) with at least 4 months of remaining validity.
- Passport-sized photographs (usually 2 photos).
- Criminal record certificate from the country of residence for the past 5 years.
- Medical certificate confirming no illnesses that could pose a serious public health risk under the International Health Regulations.
- Public or private health insurance with full coverage in Spain.
- Proof of sufficient financial resources to support yourself during your stay.
- Detailed and viable business plan.
- Proof of professional qualifications (degrees, diplomas, or work experience).
- Licenses and permits, if required for the business.

B) Business plan preparation

The detailed plan must include:

- Description of the project or activity.
- Market study.
- Planned investments.
- Economic and financial viability.
- Impact and job creation, if applicable.



Steps to obtain the Visa

C) Application for work authorization

Before applying for the visa, **you must obtain a temporary residence and self-employment work authorization**, which is requested at the Spanish Consular Office in your country of origin.

- **Payment of administrative fees:** Form 790, code 052.
- **Evaluation:** The authorities will assess whether the business plan is viable and if all requirements are met.

D) Visa application at the consulate

- Once the authorization is granted, you can apply for the visa at the corresponding Spanish consulate.

E) Visa collection

- If approved, the applicant must collect the visa at the consulate.
- The visa will be valid for an initial period of 3 months, allowing entry into Spain and the completion of final procedures.

F) Arrival to Navarra

- Within the first month of arrival in Spain, **you must apply for the Foreigner Identity Card (TIE)** at the corresponding Immigration Office or police station.

G) Start of activity

- Register as self-employed under the Special Regime for Self-Employed Workers (RETA).
- Comply with all tax and fiscal obligations according to Spanish regulations.

TIP: It is recommended to consult a specialized immigration lawyer or advisor to ensure all documents are correctly prepared and submitted.

Benefits of the visa

- **Business flexibility:** You can develop a wide range of business or professional activities.
- **Initial residence for one year:** With the possibility of renewal for longer periods.
- **Accessible requirements:** Your project does not need to be innovative, only viable and compliant with local regulations.
- **Family members included:** You can bring your immediate family members, who may also gain access to residence and, in some cases, the labor market.
- **Access to local programs:** Navarra offers support programs for immigrant entrepreneurs, including training, guidance, and financing opportunities.
- **Compatibility with other projects:** You can work on multiple projects as long as you comply with Spanish tax and labor regulations.
- **Easy renewal:** If your business remains operational and you meet legal and tax obligations, renewing your residence is straightforward..



4.5 WHAT SHOULD I DO IF I WANT TO HIRE FOREIGN WORKERS FOR MY COMPANY?



4.5.1 FOR EU CITIZENS

A) Signing the employment contract

- **EU citizens do not require a work permit.**
- Draft an employment contract that complies with Spanish labor regulations.

B) Register the worker in the Social Security

before starting the employment process, you must:

- Enroll the worker in the General Social Security System (Régimen General de la Seguridad Social).
- If the worker does not have a Social Security affiliation number, obtain one through the General Treasury of Social Security (TGSS) platform.
- Submit Form TA.2/S (Application for Registration, Deregistration, or Modification of Worker Data).

C) Obtaining the foreigner identity number (NIE)

- The NIE must be requested at the Immigration Office or the corresponding police station.

D) Registering at the tax agency (Hacienda)

- The worker must register with the Spanish Tax Agency (AEAT) using **Form 030** to obtain a tax identification number (NIF) and be listed as a taxpayer.
- The employer must apply the appropriate income tax withholdings (IRPF) on the employee's payroll in accordance with Spanish tax regulations.

E) Declaration of residence (Certificate of Registration for RU Citizens)

- If the worker plans to reside in Navarra for more than 3 months, he must register with the Central Register of Foreigners.
- He will receive a Certificate of Registration as an EU Citizen, which confirms his legal residence in Spain.

F) Notification to SEPE (Public Employment Service)

- You must report the employment contract to SEPE within 10 days of signing it.
- This can be done electronically through the Contrat@ platform.
- Link: **[SEPE Contrat@ Portal](#)**



4.5.2 FOR NON-EU CITIZENS

1.- Temporary residence and work authorization for employment

This authorization allows an employer to hire a non-EU foreign worker to perform a job in Spain for a period longer than 90 days.

Requirements

- **National Employment Situation:** Depending on the country of origin, hiring must be permitted by the National Employment Situation, except for certain cases, such as hard-to-fill occupations or jobs that cannot be covered by local candidates.
- **Employer's capacity:** The employer must be up to date with their tax (Hacienda) and Social Security obligations and demonstrate financial solvency to ensure continuous employment for the worker.
- **Employment contract:** A signed contract must be submitted, complying with current labor regulations.



What steps must you follow to obtain the visa?

A) **Submission of the application:** The employer submits the residence and work authorization request at the Immigration Office in the province where the job will be performed.

B) **Evaluation:** The authorities review the documentation and verify that all legal requirements are met.

C) **Authorization approval:** If approved, the worker must apply for the visa at the Spanish consulate in their country of origin.

D) **Entry into Spain and Social Security registration:** Once in Spain, the worker must obtain the Foreigner Identity Card (TIE) and register in the Social Security system to begin employment.

For more information, visit: [Residence and Work Authorization Guide](#)



2.- Collective Management of Hiring at Origin

This mechanism allows the simultaneous hiring of multiple foreign workers selected in their countries of origin, facilitating the coverage of specific labor needs.

Requirements

- **Participation of competent authorities:** The selection process involves the authorities of both the countries of origin and Spain.
- **Job offers:** Employers must submit job offers specifying working conditions and the number of positions available.

Steps to follow

A) **Submission of job offers:** Employers submit job offers to the relevant Spanish authorities.

B) **Selection of workers:** In collaboration with the authorities of the workers' home countries, suitable candidates are selected.

C) **Processing of authorizations and visas:** The residence and work authorizations are processed, along with the corresponding work visas.

D) **Moving to Navarra:** Once approved, workers travel to Navarra to begin their employment.

For further information and personalised queries, it is recommended to consult specialised legal advisors.

