

EMPADRONAMIENTO

2022 -2023



Universidad
de Navarra

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EMPADRONAMIENTO

WHAT IS IT? - TIE RENEWAL DOCUMENTS



[Access](#)

To be empadronado is to be **registered in the list of inhabitants** of a city or county in Spain. When you are correctly registered in said list ("*padrón de habitantes*"), you obtain a document called ***volante or certificado de empadronamiento***.



The process can be done in two ways: **in person or online**. If it is the first time, it is better to do it in person, it is faster and you will not get so confused.

To register **in person** you need to **make an appointment** (using the link below, searching in Google "cita previa extranjería España", or by calling 010).

To this appointment you must bring specific documents...



[Appointment](#)

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TIE RENEWAL

DOCUMENTS: EMPADRONAMIENTO



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For the **empadronamiento** you need to present:

- Your physical **passport** and your **TIE**
- If you live in an **independent apartment**:
 - The **contract** of the apartment where you live, **proof of payment** of the last month's rent and a copy of the **ID of the owner** of the apartment.
- If you live in **CampusHome, Unibooking** or similar service, they must provide you with the necessary documentation.
- If you are living in a **Colegio Mayor**, you must also ask them for an equivalent document that certifies that you reside there.

The in-person Empadronamiento is done at the **Civivox Condestable**, located in the Casco viejo of Pamplona at Calle Mayor 2 (near the San Saturnino Church) and requires an appointment.

- You can book an appointment at the City Hall website
- Or by calling 010



[Appointment](#)

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GENERAL TIPS

Prepare the complete documentation **BEFORE** accessing the Mercurio website as sessions on these government sites **expire quickly**. For proper preparation, please note the following:

- **ALL** documents must be **digital** (scanned).
- The best format to upload them is **PDF**
- You must organize them **VERY** well
- Name the files with numbers, the type of document and your full name.
 - E.g.: 1. Full passport copy - John Smith
- Put them in the same folder to make it easier for you to upload them.
- If you have several sheets or documents that belong to the same category (i.e. proof of financial means) put them together in **ONE PDF**.