

## **REGISTRATION OF RESIDENCE**

### **THE DOCUMENTS REQUIRED FOR THE REGISTRATION OF RESIDENCE ARE THE FOLLOWING:**

● **WHEN THE HOUSE IS OWNED BY THE APPLICANT:**

- The deed of ownership of the house or recent bills for electricity, water .....and
- DNI (National Identity Card), Passport and NIE (Alien Identification Number) or “Tarjeta de Residencia” (Alien Residence Card).

● **WHEN THE HOUSE IS RENTED:**

- Rental agreement with the name of the tenant.
- Telephone number of the person who rents the house.
- DNI (National Identity Card), Passport and NIE (Alien Identification Number) or “Tarjeta de Residencia” (Alien Residence Card).

● **IN A HOME OF ANOTHER PERSON WITHOUT A RENTAL AGREEMENT:**

- Authorization of the owner with the corresponding proof of ownership.
- DNI (National Identity Card), Passport and NIE (Alien Identification Number) or “Tarjeta de Residencia” (Alien Residence Card) of the authorized and the person who authorizes.

### **THE DOCUMENTS REQUIRED FOR THE REGISTRATION OF MINORS ARE THE FOLLOWING:**

- The parents, tutors or legal representatives will have to come forward and contribute:
  - DNI (National Identity Card), Passport and NIE (Alien Identification Number) or “Tarjeta de Residencia” (Alien Residence Card).
  - Family record book.
- Required documents according to the cases:
  - In case of separation or divorce:
    - 1- Original of the judicial resolution granting guard and custody.
    - 2- Authorization of the other parent or responsible statement of the parent making the request if the custody is shared or does not exist.
  - Authorization of the other parent, if the minor is registered with one of the parents without being separated:
- In case of guardianship, fostering or adoption: Judicial resolution.

**Place for the applicants’ delivery of documents:**

**1 - Residence Register Office (Oficina de Empadronamiento).** It is located in the basement of the Plaza de la Constitución, next to the access door to the municipal parking.

Time: Monday to Friday, from 11:00 to 14:30 h.

Tel. 968 630 000 - Ext. 5201

**2- Ayuntamiento de Alhama de Murcia.** It is located in the Plaza de la Constitución 1, 30840 Alhama de Murcia, Murcia.

Time: Monday to Friday, from 8:00 to 14:00 h.