

Step by Step Guide to Exchanging your Current Residencia Paper or Card for a TIE

Before you start you will need access to a printer as each section requires you to print the forms you've completed. NOTE:- If you come under Alicante Province unless you are very lucky you will have to complete part 1 many times as the appointments do not seem to be there very often, you will get one eventually though and you can complete all other aspects of the process in the meantime.

1. **Getting your appointment**, use this link [appointment online](#)

- Select your province – click accept
- ignore the first drop down box and from the 2nd dropdown box choose 'Policía Exp tarjeta asociada al Acuerdo de retirada ciudadanos británicos y sus familiares' (BREXIT) or "Card Associated with the Withdrawal Agreement British Citizens and Their Families (BREXIT)" if you have automatic translation set up – click accept (aceptar)
- Scroll to the bottom of this page and click Enter (Entrar)
- Enter your NIE and Name – click accept (aceptar)
- Click on Solicitar Cita (Request an Appointment)
- Choose the office you want to go to (you will only see one office initially, click on this to bring up all offices to choose the one you want) – click accept
- Enter additional details asked for (use a mobile telephone number) and click Siguiente (Next)
- Choose your appointment date and time – click accept
- A code will be sent to your mobile telephone you must enter this to confirm your appointment.
- An email will be sent to the email address you entered confirming your appointment.
- Click Print to print the confirmation letter, you will need to take this with you when you go to the appointment.

2. **Completing the EX23 Form** use this link - [Modelo EX23](#)

- This opens the form in pdf format for you to complete
- Fill in all of 1) DATOS DEL SOLICITANTE
- Ignore 2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD11
- Fill in 3) DOMICILIO A EFECTOS DE NOTIFICACIONES This is a contact address so if you use a PO Box enter that here
- On page 2, put your name at the top of the page
- Complete 4) DATOS RELATIVOS A LA SOLICITUD – 4.1. click the box next to RENOVACIÓN DE TARJETA and in 4.2 click on the 3rd box if you hold a temporary residence that cannot yet be made permanent or the 4th box if your current card is a permanent one or can be transferred to a permanent one.
- Print the Form (you can right click the Mouse to choose print or look for a printer symbol towards the top right of your screen.

You need to take this form with you to your appointment

3. Completing and paying the taxes – follow link [‘modelo 790, code 012’](#)

- Click on the link - Fill out Form and Download or Relllenar Formulario y descargar on bottom left of the page
- Identificacion - Complete everything in this box
- Autoliquidacion – Ignore everything until you get to –
- **“Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios”** tick the 5th option under this heading **which is** - Certificado de registro de residente comunitario o Tarjeta de residencia de familiar de un ciudadano de la Unión..
- Declarante – Enter your town
- Ingreso – This should now automatically have filled in 12.00 euros and you can choose to pay either online or in cash at the Bank, if you want to pay in cash click En Efectivo
- Enter the characters at the bottom of the screen and then click Descargar impresso rellenado, this will take you to a pdf form that you need to print off.
- Finally take all the printed pages to the Bank, pay your 12 euros, the Bank will keep one of the forms and stamp your others as proof of payment, these are what you need when you go to your appointment.

4. Other Documents Needed

- Passport and Photocopy
- Passport size recent Photograph
- You will only need an up to date Padron if your address is different to the one shown on your current residencia paper

5. On Your Appointment Day

- On the Day of your appointment make sure you take with you:-
- Your appointment letter
- Your Completed EX23 Form
- Completed and paid Modelo 720 Form
- Current Residencia Document/card (we took photocopy as well)
- Passport and photocopy
- A photograph (we took normal passport size and they were fine)
- If you’ve moved recently and your address is different to the one on your current residencia then a copy of an up to date Padron, if not this isn’t needed.