

The NIE, from the paperwork to the counter

How to find out whether you already have one, what the office actually accepts, and the order that stops you burning an appointment.

1 · The papers to gather first

Get everything together before you start. Almost every step in this guide stops dead for one missing document, and starting again costs more than waiting a day.

- Your passport, valid, and a photocopy of EVERY written page, not just the photo page. This is where most files fall down.
- Form EX-15 filled in and signed, twice: the office keeps one and stamps the other, and that stamp is your receipt.
- The fee, form 790 code 012, generated on the police website and paid at any Spanish bank. It carries a unique number and works once: keep the copy the bank stamps.
- The paper that proves your economic, professional or social reason: the deposit contract, the deed, the nota simple, the acceptance of inheritance or the notary's summons. Without it the application stops at the desk.
- If someone goes in your place: the notarial or consular power of attorney, original and copy, plus that person's identity document.
- An address in Spain for notifications, and a phone number that works here.

2 · The order to do things in

- 1 First of all, look for the one you may already have. Anyone who has signed a Spanish deed has a NIE: check the deed, the IBI receipt or a utility contract, the number is there.
- 2 Choose the door. The NIE is applied for at the immigration office or police station that covers you in Spain, or at the Spanish consulate in the country where you live. The consulate saves you the trip and usually takes longer.
- 3 Fill in the EX-15 and write the reason in the terms the office expects: economic, professional or social interest, pointing at the document that proves it.
- 4 Generate the 790/012 fee on the police website and pay it at a bank. Do not pay it months ahead: the form expires.
- 5 Book the appointment on the official system, choosing the right province and the right procedure. The appointment is free and is not for sale.
- 6 Go with originals AND copies. You leave with a sheet of paper, not a card: photograph it the same day and keep a copy somewhere other than your phone.

3 · The mistakes we see again and again

- Paying someone for a guaranteed appointment. Appointments are public and free, and nobody can guarantee a slot they do not control.
- Bringing only the photo page of the passport. A copy of every written page is asked for, stamps included.
- Mistaking the NIE for residency. The NIE gives no right to live in Spain, and asking for it opens no residency file.
- Applying again for a NIE that already exists. A second number is not issued: you are sent home to find the first one.
- Losing the paper. The number never changes, but the document that certifies it is dated, and some banks and notaries ask for a recent one.

4 · Where you can check it yourself

Official pages, checked on 22/09/2026. The administration changes its screens without warning: if something does not match, the official source wins, not this guide.

- **Policía Nacional, sede electrónica : trámites de extranjería y formulario EX15**
https://sede.policia.gob.es/portalCiudadano/_es/tramites_extranjeria.php
- **Real Decreto 557/2011, Reglamento de la Ley Orgánica 4/2000 (el NIE, art. 206)**
<https://www.boe.es/buscar/act.php?id=BOE-A-2011-7703>
- **Cita previa de extranjería, sede electrónica de las Administraciones Públicas**
<https://sede.administracionespublicas.gob.es/pagina/index/directorio/icpplus>
- **Tasa modelo 790 código 012, sede electrónica de la Policía Nacional**
https://sede.policia.gob.es/Tasa790_012/
- **Hojas informativas de extranjería, Ministerio de Inclusión**
<https://www.inclusion.gob.es/web/migraciones/hojas-informativas>

If you would rather we did it

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|------|---|
| €150 | the file and the appointment watch, the €9.84 official fee separate |
| €290 | the same, plus the power of attorney so it can be done without you |

We check, we fill in, we generate the fee and we watch the appointment calendar, which is public. We are not a gestoría or a law firm, we do not sell appointments and we do not assign numbers: the National Police assigns the NIE, and on the day they may ask you for one more document.

A question? One message is enough

Write to us on WhatsApp at **+34 613 13 87 84** (wa.me/34613138784) and a person answers. Asking costs nothing and commits you to nothing.

