

The padrón, without a second trip for one missing paper

What your own town hall asks for, the one figure almost nobody brings, and the renewal that lapses with no warning.

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.

- A valid passport or identity document, original, for each person being registered, children included.
- The referencia catastral of the home. It is one of the compulsory items of the entry (art. 16.2 of Law 7/1985) and it is printed on the IBI bill, or free on the Catastro website.
- Proof of the home: the deed, or a rental contract in force, or the latest utility bill in your name.
- If the home is neither yours nor rented to you: the owner's signed authorisation and a copy of their identity document. Without it there is no registration.
- For children: the family book or birth certificate, and, where one parent registers alone, the other parent's signed consent.
- A phone number and an email you actually read: the appointment and the certificate arrive there.

2 · The order to do things in

- 1 Work out the right town hall: the municipality where you genuinely live for most of the year, not the village you like best. The law says it plainly.
- 2 Read YOUR town hall's list before gathering anything. Torrevecija, Orihuela and Rojales do not ask for the same papers, and Torrevecija works by appointment at its census office, with an online route alongside it.
- 3 Book the appointment, or open the file online if you have Cl@ve or a digital certificate.
- 4 Go with originals and copies, and with the whole household at once: registering the family in a single appointment saves repeating the trip.
- 5 Ask for the certificate there and then, and say what it is for: the certificado and the volante are not the same paper, and some procedures only accept the first.
- 6 Put the renewal date in your calendar. A non-EU person without long-term residence renews every two years; EU citizens are asked to confirm their registration periodically.

3 · The mistakes we see again and again

- Registering because everyone does. The padrón declares that you habitually live here, and that declaration crosses with your tax position. If the house is a holiday home, in many cases it does NOT suit you.
- Thinking the certificate proves the house is yours. It proves residence and habitual address, nothing else.
- Letting the two-year renewal pass. Article 16 allows the lapse to be declared without hearing you first, and everything hanging off the padrón falls with it: the doctor, the school place, the driving licence exchange.
- Registering at a friend's address just for the paperwork. It is a false declaration, and town halls do check.
- Turning up without the owner's authorisation when the home is not in your name. It is the number one reason people go home empty-handed.

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.

- **Ley 7/1985 Reguladora de las Bases del Régimen Local, artículos 15 a 17**

<https://www.boe.es/buscar/act.php?id=BOE-A-1985-5392>

- **INE, Estadística del Padrón continuo**

https://www.ine.es/dyngs/INEbase/es/operacion.htm?c=Estadistica_C&cid;=1254736177012&menu;=ultiDatos&idp;=1254734710990

- **Ayuntamiento de Torre Vieja, trámites de censo y estadística**

<https://torrevieja.es/en/city/service-to-the-public-census-statistics>

- **Ayuntamiento de Orihuela**

<https://www.orihuela.es/>

- **Sede electrónica del Catastro, para la referencia catastral**

<https://www.sedecatastro.gob.es/>

If you would rather we did it

€89 one person: the file, the filing and the certificate

€129 one household, up to four people at the same address

Registering is free and we never charge for getting you the padrón: we charge for building the file and for going. We are companions, not a gestoría. The town hall is what registers you, and before charging you anything we will tell you if, in your case, it is better not to register at all, even if that loses us the sale.

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.

Information guide, not legal or tax advice. contact@holaowners.com · holaowners.com