

The consular appointment, and why it is lost before you start

How to know which office is actually yours, what to prepare before you even look at the calendar, and what you must never pay for.

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 for every person in the procedure, and a copy of each.
- Proof of where you live: the padrón certificate, a utility bill or the rental contract. Consulates are organised by district and you have to show you fall in theirs.
- THAT consulate's forms, downloaded from its own page, filled in and signed, except where the signature has to be made in front of the officer: in that case take them unsigned.
- Foreign documents with apostille and sworn translation wherever the procedure requires it, and the apostille on the ORIGINAL, not on a copy.
- The receipt for the fee, where the procedure carries one, paid the way that consulate asks.
- A phone that works in Spain and an email you read daily: the slot is announced there and is not held for you.

2 · The order to do things in

- 1 Work out which office is genuinely yours, by district and by procedure, on the official directory. It is not the nearest one: it is the competent one.
- 2 Read THAT consulate's page for your procedure, not a generic list off the internet. Each office publishes its own and each office enforces its own.
- 3 Gather the papers and check the expiry dates first of all. Start with the apostilles and the sworn translations: they are the slow part.
- 4 Open the appointment page and watch hours, not days. At the busiest offices, slots that free up disappear within minutes.
- 5 Book, note the reference and print everything. Many consulates still want paper, and still want you in person.
- 6 Go early, with originals and copies, and with a spare set of any document they might keep.

3 · The mistakes we see again and again

- Turning up at the wrong office. It is what burns the most appointments, and it cannot be fixed the same day.

- Paying for an appointment. The appointment is free and booked on the official channel; anyone charging you to have a slot is reselling something public.
- Signing a form at home when the signature has to be made in front of the officer.
- Bringing the apostille attached to a photocopy instead of to the original document.
- Booking the appointment in somebody else's name. At almost every consulate the appointment is personal and the name is checked at the door.

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.

- **Ministerio de Asuntos Exteriores, embajadas y consulados de España**

<https://www.exteriores.gob.es/es/EmbajadasConsulados/Paginas/index.aspx>

- **Ministerio de Asuntos Exteriores, servicios al ciudadano**

<https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/index.aspx>

- **GOV.UK, UK help and services in Spain**

<https://www.gov.uk/world/spain>

- **Auswärtiges Amt, servicios consulares en España**

<https://spanien.diplo.de/es-es/service>

- **La France en Espagne, ambassade et consulats**

<https://es.diplomatie.gouv.fr/fr>

If you would rather we did it

€69	one procedure: the right office, the file and the watch
€190	one year, unlimited procedures for one household

We do NOT sell appointments, we do not resell them and we have no privileged access to the system. What we do is tell you which office is yours, build THAT consulate's file and watch the calendar. We are companions, not a gestoría or lawyers: the consulate is what grants the visa, the passport or the power of attorney.

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