

# REGISTRATION IN MIJAS (PADRÓN)

July 2015

The “*Padrón*” is the list of all the people who live in a certain town.

“*Empadronarse*” is the act of registering yourself on this list with your local Town Hall.

**Who should register?** Officially all residents in Spain are required by law to register on the *padrón*, yet many still have not done so. The *padrón* is the way the Town Hall knows how many people live in their area, without entering into investigations as to a person’s official residence status of financial affairs. The information provided at registration is confidential and protected by data protection laws.

## What are the benefits?

**Better public services:** The Central Government allocates money to the different municipalities according to how many people are on the *Padrón*. Therefore, if you are not registered, your town hall is losing money for the provision of health centres / doctors, police officers, fire fighters and schools.

**Access to benefits and social care:** You must be on the *Padrón* for a certain period of time to take advantage of some income-related benefits and other aspects of social care available through social services at your Town Hall.

Those on the *Padrón* can often enjoy discounted courses, leisure and cultural activities run by the Town Hall.

**Voting rights:** In order to register to vote in local or European elections, you must first be registered on the *Padrón* as this is where the Census office in Malaga get their information to make up the electoral roles. When you register, make sure that you also ask for the form to apply for your desire to vote in these electoral procedures.

**Day to day life:** Because this document is your official proof of address, you will need your *Padrón* certificate to carry out almost any administrative task, such as registering for healthcare, registering your car with Spanish number plates or any procedure carried out at the Traffic Headquarters; enrolling your children for Spanish schools etc...

## What documents do I need to present to register at the Mijas Town Hall?

- ◆ Original passport and photocopy.  
*\*If you have either your N.I.E number or Certificate of Registration with the National Police Foreign Office it is recommended to take this along also with a photocopy.*
- ◆ Proof of ownership of property (either your title deeds or a rates receipt in your name and a photocopy.)
- ◆ If you do not own property and are renting, the rental contract in Spanish and a photocopy.
- ◆ If you don't own property and you are not renting, you have to come with the owner of the dwelling in order for him to sign the registration form, authorizing you to register at the property.
- ◆ All family members over the age of 18 have to sign the registration form in person. For minors the family book or birth certificates and passport have to be presented; the registration can be signed by parents.

You have to come to the Mijas Town Hall or the Branch Offices in La Cala or Las Lagunas with the above documents and the procedure will take approximately 10 minutes. You will be issued with a certificate of registration (***Certificado de Empadronamiento***) that will have your name, NIE number and address on it. This certificate is valid for 3 months but will be issued again upon request. If you are in possession of a digital certificate (can be obtained via the Mijas website [www.mijas.es](http://www.mijas.es), “servicio certificado digital”), you can print out the certificate on your own computer. It is very important that if you leave Spain to live in another country, you go the Town Hall and inform them so that you will be taken off the “*padrón*”.

## Does it need to be renewed?

The Town Hall will send you a notification if and when renewal is necessary. Usually it is 2 years if you registered with a NIE certificate and 5 years if you registered with your residence certificate.

IF YOU NEED MORE INFORMATION, DON'T HESITATE TO CONTACT US  
MIJAS FOREIGNERS DEPARTMENT

Town Hall Branch La Cala—Bulevar de La Cala 45—29649 Mijas Costa —Malaga  
Tel. 952 58 90 10 - Fax. 952 58 90 11 – email [frd@mijas.es](mailto:frd@mijas.es)