

FORM FOR REGISTRATION PROCEDURES

TO WHOM?

Nationals and foreigners who habitually reside in León. This procedure is essential if you wish to apply for various procedures and services, such as:

- Residence and work permit and their regularisation.
- Applying for Spanish nationality.
- To be entitled to public health care.
- Validate the driving licence of a foreign country, if there is an agreement with the country of origin.
- Apply for enrolment in an educational centre for dependent minor children.
- Registration in the register of unmarried couples.
- Arrangement of mixed marriages.
- Application for social assistance from various public administrations.
- Belonging to the electoral roll, and having the right to vote in European, national, regional and municipal elections.

WHERE TO APPLY?

León City Council Registration Office. Located in Avenida de Ordoño II, 10.

Opening hours: from 9h to 14h. In the electronic site of León City Council, you can make an appointment to carry out the procedure in person. See "Useful links" below.

APPLICATION FORMALITIES

1. Registration form in the municipal census. It is available at León Town Hall.
2. Photocopy and original of ID card, passport or residence card.
3. Photocopy and original of the title of ownership of the property, rental contract, or authorisation signed by the owner of the property in which you are staying at the time, whether he/she is a relative or non-relative of the person applying for registration.
4. If you wish to register your children, you will need to bring a photocopy and originals of your children's identity documents or the family book.

IMPORTANT. In order to register on the municipal register, the applicant must show a regular housing rental contract. Proof of rental of tourist accommodation will not be accepted as valid.

In order to be able to apply for registration in the city of León, the minimum period included in the rental contract must be 6 months and 1 day.

After registration, proof of registration is usually required for various formalities. As proof of being registered in the municipal census, we can have:

Census registration form

An informative document that indicates residence and habitual address. This is a document that is very often requested for procedures such as issuing or renewing a driving licence, applying for a school place, accessing unemployment benefits or social services school place, and various administrative procedures.

It is requested at the Registration of Residency Office where the registration was requested. In the case of León City Council, it can also be applied through the electronic office. See "Links of Interest".

To apply, you must go to the census office with a valid identity document (DNI, passport, identity card or passport). If is requested by an authorised third party, you must present, in addition to your ID card, a letter of authorisation from the person who wants to apply for this document, with a photocopy of the applicant's identity card.

Normally, no fee is charged for requesting this census form.

Certificate of census registration

This is the most important document to prove that a person is registered in León. It is generally required in procedures with other public organizations and administrations such as courts and tribunals, civil registry, universities, etc.

This document is valid for three months since the date of issue.

The application procedure is identical to that of the census registration form.

In this case, as it is an official document, a fee is charged for issuing the document.

FEES

Fee: 3,15 Eur for the issue of a census certificate.

USEFUL LINKS

1. [Appointment for municipal census - Electronic office](#)
2. [Registration as a formality for residing in Spain](#)
3. [Form for registration in the municipal census](#)