

*Ventanillas migrantes itinerantes*

# WELCOME GUIDE

FOR IMMIGRANT WOMEN AND THEIR FAMILIES RESIDING IN THE  
CITY OF VALENCIA AND ITS METROPOLITAN AREA



GENERALITAT  
VALENCIANA

Vicepresidència i Conselleria  
d'Igualtat i Polítiques Inclusives



POR TI MUJER



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# 1. INTRODUCTION

This Welcome Guide has been created within the framework of the comprehensive reception program of the Association Por Ti Mujer, called "Finestretes Migrants Itinerants" (Itinerant Migrant Windows). It is a free and comprehensive service for immigrant women and their families living in Valencia and its surrounding area, which aims to provide support and accompaniment resources to respond to the needs and doubts that arise in the first moments arrival in the host society, from a gendered, intercultural and intersectional perspective.

## WHO IS THE GUIDE FOR?

This guide is for anyone who has just arrived in Spain and is in the process of regularising their administrative situation. The Guide seeks to collect the most relevant social, legal and specialised resources in gender violence, in order to orient and guide the person through the first phase of their arrival, where new doubts and needs arise. We want to guide and help you to know your rights, where and which resources are available, whatever your administrative situation - especially if it is an irregular situation.

## CONTENTS

We have put together practical, summarised and easy-to-understand content, which illustrates the steps to follow from initial arrival in Spain arranging your administrative situation from a range of circumstances in which you may find yourself. In this guide you will find the different types of administrative regularisation processes and Residence and Work Authorisations, as well as their definition and requirements for your application. It also includes general aspects of Public Health, Education, Housing, Benefits and Public Aid and the protection resources to which women who are victims of Gender Violence are entitled, regardless of their legal situation. In the final pages there are telephone numbers and addresses of Public Entities that will be useful.

We hope that this guide will show you the steps you need to promote your social integration.

# LEGAL PROCEDURES



# LEGAL PROCEDURES

According to the **Ley de Extranjería Ley Orgánica 4/2000** (Immigration Law, Organic Law 4/2000) of 11 January, On the Rights and Freedoms of Foreigners in Spain and their Social Integration, foreigners are entitled to Free Legal Assistance under equal conditions to Spanish citizens.

If you find yourself in a situation of irregularity, you are entitled to:

- The **assistance of a legal defender** in the processes of denial of entry, repatriation and expulsion from Spanish territory;
- Right to an **interpreter** if you do not know the official language.

These tools will be free, provided that the lack of financial means can be proven in the ways established by Law 1/996 on Free Legal Assistance. Therefore, maximum protection of political, social or cultural human rights and freedoms is sought.

The request for legal assistance will be made at the time of filing a police report or complaint, where there is a right to legal advice. In the event of a complaint, it is recommended that the foreigner in an irregular situation applies directly to the respective courts and **NOT** to the police headquarters, since the latter case could lead to the opening of a file or an expulsion order.

The Legal Advice service is carried out in the Ilustre Colegio de Abogado (Bar Association). If you reside in Valencia, you can request an appointment via:

[https://www.icav.es/formularios/cita\\_previa\\_formulario/24426](https://www.icav.es/formularios/cita_previa_formulario/24426)



## 2. REGISTRATION

The Empadronamiento (census, registration) is the registration in the Padrón Municipal (Municipal Registry Office), which lists all the people living in a given territory. Registration is a right and duty of people residing in Spain, regardless of whether they are in an irregular situation or have Spanish nationality. The importance of Empadronamiento/El Padrón is that the registration will serve as a means of proof of your stay in the country. Registering with the Padrón accredits you as a resident of the municipality and gives you access to various rights granted to you by Spanish law:

- Apply for regularisation or a residence and work permit, as well as family reunification of your spouse or children.
- Apply for a health card that will allow you to access health care.
- Access the various municipal services: social services and benefits, cultural and sports services, etc.
- Exchange your driving licence, if there is an agreement with your country of origin.
- Enrol your children in an educational institution.
- Carry out all other procedures concerning foreigners.
- Proof of integration in the territory in order to obtain definitive residency documents.

### REQUIRED DOCUMENTS:

- Photocopy and original of your valid passport or residence card;
- If you are the owner of the residence, you must provide proof of the deed to the residence;
- In the case of a rented residence: original and photocopy of the rental contract, or of an electricity/gas/water bill, or any document in which you appear as the holder of the supply;
- If you live with friends or family members, the person who holds the lease or owns the house shall accompany you and provide a photocopy and the original of their identity document together with authorisation to register with the Padrón Municipal (Municipal Registry Office).

To carry out this procedure, find the Municipal Register closest to your home address.

In the following link you will find the address of the Municipal Register closest to Valencia:

<https://www.registrolegal.es/padron/valencia>



# SOCIAL REGISTRATION

In March 2015, BOE (Official State Bulletin) No. 71, Sec. 1, P. 25378 was published, where a special rule for the registration (empadronamiento) of homeless persons is recognised.

This procedure focuses on people who are homeless, without housing, with unsafe or inadequate accommodation. The request will be made by the social services of the municipality they belong to, which, in turn, will issue a summary report focusing on the dimension of residence.

## THE PROCESS WILL TAKE PLACE IN THE FOLLOWING STAGES:

- Visit to the applicant's home by Social Services representatives.
- Interviews with neighbours or people close to the Empadronamiento applicant.
- Analysis of the documentation provided by the applicant.
- Issuance of the report.

You can find at the end of this guide the addresses of the Social Services of the Province of Valencia.

## APPLICATION FOR THE CERTIFICATE OF EMPADRONAMIENTO BY ELECTRONIC MEANS:

In Valencia you can request the Certificate by the following means:

- Telephone: appointment at 962 08 11 04 or 010

Web:

<https://www.valencia.es/es/cas/tramites/certificado-de-padron>

On the site, select "Iniciar trámite" (start the procedure) and continue entering your data.

An email address is required in order to receive the Certificate.



# 3. DETENTION AND EXPULSION FOR ILLEGAL STAY IN SPAIN

If you are caught by the police in Spain without a residence permit, you will be arrested and taken to a police station where a disciplinary file will be opened, which may result in an expulsion order or a fine. **Detention will last up to 72 hours.**

During this time you may be released or placed in a **Centro de Internamiento de Extranjeros (Internment Centre for Foreigners)**, the latter case occurs when you commit an offence that requires expulsion from Spanish territory.

The maximum length of stay in the Centres can be up to **60 days**, and if you are not expelled, the police are obliged to release you. In the case of expulsion from the country, after a deportation order, **entry to Spain will be denied for a period of 3 to 10 years.**

## REASONS FOR WHICH EXPULSION MAY TAKE PLACE:

- Not holding a residence permit, or having a residence permit that has expired without being renewed for a period of more than 3 months.
- Working without a work permit and without a residence permit.
- Intentionally or seriously concealing any changes affecting nationality, marital status, address; or false declaration of data relating to registration with the Padrón Municipal.
- Failure to comply with judicial measures imposed by public security: presentation in courts or police stations, distance from specific borders or population centres.
- Participating in activities contrary to public order in a serious or very serious way, according to Ley Orgánica (Organic Law) 1/1992, of 21 February, on the protection of citizens' security.
- Aiding and abetting illegal immigration.
- Employing other foreigners in an irregular situation.
- Profiteering by falsely registering persons at home.
- Creating a false employment relationship.



## 4. INFRINGEMENTS AND PENALTIES

The Ley de Extranjería (Immigration Law) contains a number of offences that carry administrative penalties. These penalties can be minor, serious and very serious.

Serious or very serious penalties may lead to expulsion from Spanish territory.

### MINOR INFRINGEMENTS/FINES OF UP TO €500:

- Failure to communicate changes in marital status, address, nationality or employment status when there is an obligation to do so.
- Delay in applying for renewal of the residence permit for more than 3 months.
- Working with a temporary residency permit, but without a work permit. (In the case of work without any kind of authorisation, it is considered to be a serious infraction).
- Working in a profession, professional sector or geographical area other than that permitted in the authorisation.



# INFRINGEMENTS AND PENALTIES



## SERIOUS INFRINGEMENTS/FINE UP TO €10,000:

- Being in an irregular situation by not having a residence permit.
- Having a residence permit which has expired for more than three months and not having initiated the application for renewal.
- Intentionally concealing changes in marital status, domicile or nationality.
- Declaring false data in the Empadronamiento process.
- Failure to comply with measures imposed by public security.
- False Empadronamiento of persons not resident in the reported domicile.
- Participating in activities contrary to public order.
- Marrying, or being a legal representative in a false manner in order to obtain a residence permit.
- Leaving Spanish territory to places that are not permitted, without producing the required documentation or without being in possession of the authorization to leave the country.
- Working without authorisation to work.
- Irregular stay of a person who has come to Spain with an invitation expressed by another foreigner, and who remains in Spain at his own expense once the period of time allowed by his visa has elapsed.

## VERY SERIOUS INFRINGEMENTS/FINE UP TO €100,000:

- Participating in activities contrary to national security such as terrorist attacks or acts that endanger Spain's relations with other countries.
- Engaging in activities contrary to public order, to the detriment of good coexistence, considered very serious by the Law on Citizens' Security.
- Participating in and earning money from trafficking irregular migrants.
- Engaging in discriminatory behaviour on grounds of race, ethnicity, nationality or religion.
- Making false Empadronamiento of people who do not live in that given address.
- Making false employment contracts with other foreign persons.
- Making false employment contracts in order to gain access to specific rights.
- Transporting foreigners without valid documentation in Spanish territory.

## 5. RESIDENCE PERMITS VALID IN SPAIN

The **Ley de Extranjería** (Immigration Law) establishes that all foreigners residing in Spain have the right to obtain visas or authorisations to stay in the country within the terms established by the Law.



## 5.1 TEMPORARY RESIDENCE PERMIT FOR EXCEPTIONAL CIRCUMSTANCES

The Temporary Residence Permit for Exceptional Circumstances allows for the regularisation of foreign nationals who are in Spain.

The most common of these is the Arraigo Social, which can be obtained after three years of continuous residence in Spain and having obtained a work contract.

Other ways are: work roots, family roots, asylum protection or refuge for humanitarian reasons or collaboration with administrative or judicial authorities.



## 5.2 ARRAIGO SOCIAL (SOCIAL REASONS)

### REQUIREMENTS:

- Not being a citizen of any of the Member States of the European Union.
- Not having a criminal record in Spain or in the countries where you have previously resided for offences classified under Spanish law.
- Not to be prohibited from entering Spain and not to appear as a refusal of entry in Schengen member states.
- Not being within the deadline of the non-return commitment in Spain, when the foreigner has undertaken the voluntary return to his/her country of origin.
- To have remained in Spain continuously for a period of three years. In the case of absence from the country, this must not exceed 120 days.
- Having family ties with other foreigners or Spanish people residing in Spain or submit a report attesting your social integration issued by the Autonomous Community where you reside.
- Having an employment contract signed by the employer and the employee, for a period of no less than a year. The company or employer must be enrolled in the Sistema de Seguridad Social (Social Security System) and be up to date with their tax obligations.
- It is possible to submit several employment contracts in the same profession, for several employers, all with a minimum duration of one year and with the sum of the hours no less than 30 hours per week.
- The submission of an employment contract is exempted when sufficient financial means or those deriving from self-employment can be credited, provided that this is accredited by the Informe de Integración Social (Social Integration Report) issued by the Autonomous Community.



## ARRAIGO SOCIAL (SOCIAL REASONS)

### REQUIRED DOCUMENTATION:

- Application form in the official form **EX-10** in duplicate, completed and signed by the foreigner.
- A copy of the complete passport, valid for at least four months, must be presented, both original and photocopy.
- Documentation proving continuous residence in Spain for a period of at least three years, both the original and a photocopy, and must contain identification of the applicant. This documentation should preferably be issued by a Spanish Public Administration.
- Criminal record certificate issued by the authorities of the country or countries in which the applicant has resided for the last five years before arriving in Spain. They must be legalised (apostilled), updated and translated.

In the case of family ties, documentation accrediting them, proof of registration of their Empadronamiento, or Informe Municipal de Inserción Social (Municipal Report on Social Integration) of the place of residence.

### **Accreditation of means of subsistence:**

- Employment contract.
- Copy of the NIF (Fiscal Identification Number) in the case of an employer who is a natural person, Memorandum of Association or Statute in the case of a legal person.
- Copy of the training, in case of professional qualification.
- Proof that the employer/entrepreneur guarantees financial solvency, through personal income tax (IRPF), corporate tax or VILE.

## 5.3 ARRAIGO LABORAL (EMPLOYMENT REASONS)

This is a temporary residence permit for exceptional circumstances, which is available to all foreigners who are in Spain and have been working there for at least six months.

### REQUIREMENTS:

- Not being a citizen of a European Union Member State.
- Not having a criminal record in Spain or in the countries where you have previously resided in the 5 years preceding your arrival in Spain for offences classified by Spanish law.
- Not to be prohibited from entering Spain and not to appear as a refusal of entry in Schengen member states.
- Not being within the deadline of the non-return commitment in Spain, when the foreigner has undertaken the voluntary return to his/her country of origin.
- Staying in Spain.
- To have remained in Spain continuously, for a minimum period of two years. Continuous stay means absences not exceeding 90 days.
- Demonstrate a working relationship NOT shorter than 6 months.

# ARRAIGO LABORAL (EMPLOYMENT REASONS)

## REQUIRED DOCUMENTS:

- Application form in the official form EX-10 in duplicate, completed and signed by the alien.
- A copy of the complete passport, valid for at least four months, must be presented, original and photocopy.
- Documentation proving continuous residence in Spain for a minimum period of two years, original and photocopy authenticated and issued by the Spanish Public Administration register where the identity of the applicant is indicated.
- Criminal record certificate issued by the authorities of the country or countries in which the applicant has resided for the last five years prior to his/her arrival in Spain. They must be legalised (apostilled), updated and translated.

## Documents proving the existence of an employment relationship, which may be:

- Resolución Judicial Firme o Acta de Conciliación en Vía Judicial (Final Judicial Resolution or Record of Conciliation in Judicial Proceedings)
- Resolución Administrativa (Administrative Resolution) which confirms the act of infringement by the Labour and Social Security. The act of infringement accredits the fact that the person has carried out work, even if illegally.

On these issues, the Supreme Court dictates **Ruling 1184/2021 of 25 March 2021**, in which it specifies Article **124.1 ROEX**, stating that the existing employment relationship can be proved by any means of proof other than that established by law.

This doctrine is ratified by subsequent **Judgments 1802/2021 and 1806/2021**. The High Court therefore agrees that the criterion of arraigo (rootedness) is defined as the existence of a link between the foreigner and the place where he resides, whether economic, social, familial, employment, academic or other relevant factors, in order to appreciate the foreigner's interest in residing in the country and to determine the prevalence of this particular interest in the application for a residency permit.

The 2008 European Council on Migration and Asylum agreed on the need to regularise on a case-by-case basis and not to generalise the framework of national legislation on humanitarian or economic grounds.

## Extract of the judgment:

<https://sede.administracion.gob.es/pagSedeFront/servicios/consultaCSV.htm>



## 5.4 ARRAIGO FAMILIAR (FAMILY REASONS)

The arraigo familiar is a temporary residence permit for exceptional circumstances, which may be granted to foreign nationals who remain in Spain and who are the father or mother of a child with Spanish nationality, or who are the children of parents who were originally Spanish

### REQUIREMENTS:

- Not being a citizen or family member of a European Union Member State.
- Not having a criminal record in Spain or in the countries where you have previously resided in the 5 years preceding your arrival in Spain, for offences classified by Spanish law.
- Not to be prohibited from entering Spain and not to appear as a refusal of entry in the member states of the Schengen area.
- Not being within the deadline of the non-return commitment in Spain, when the foreigner has undertaken the voluntary return to his/her country of origin.
- To be the father or mother of a minor with Spanish nationality, or to be the child of an originally Spanish parent.



# ARRAIGO FAMILIAR (FAMILY REASONS)

## REQUIRED DOCUMENTS:

- Application form in the official form EX-10 in duplicate, completed and signed by the foreigner.
- A copy of the complete passport, valid for at least four months, both the original and photocopy must be presented.
- Criminal record certificate issued by the authorities of the country or countries in which the applicant has resided for the last five years before arriving in Spain. They must be legalised (apostilled), updated and translated

## DOCUMENTATION PROVING THE FAMILY RELATIONSHIP:

- If you are the father or mother of a minor with Spanish nationality:
- Updated birth certificate of the child with Spanish nationality.
- Certification of cohabitation or of compliance with parental obligations.
- National identity document of the minor.

## IF YOU ARE THE CHILD OF ORIGINALLY SPANISH PARENTS:

- Birth certificate of the applicant.
- Certificate from the Spanish Civil Registry of the birth of the originally Spanish father or mother.
- Certificate of Empadronamiento of the family unit



## 5.5 TEMPORARY RESIDENCE PERMIT FOR FAMILY REUNIFICATION

This is a temporary residence permit that may be granted to family members of foreigners residing in Spain under the **Right to Family Reunification**

### REQUIREMENTS:

- Not being a citizen of a European Union Member State.
- Not being in Spanish territory illegally.
- Not having a criminal record in Spain or in the countries where you have previously resided in the 5 years prior to your arrival in Spain, for offences classified by Spanish law.
- Not having entry to Spain prohibited and not appearing as a refusal of entry in the Schengen member states.
- Having access to health care, being covered by social security or private health insurance.
- Not suffer from any disease that may have serious repercussions on public health in accordance with the International Health Regulations of 2005.
- Not being within the deadline of the non-return commitment in Spain, when the foreigner has undertaken the voluntary return to his/her country of origin.
- To have paid the fees for the processing of the procedure.
- Having sufficient economic means to meet the family's needs. The family's income is taken into account, including first-degree relatives living in Spain with the applicant. The minimum amounts are as follows:
- For family units that include two members, reunification applicant and reunified, a minimum amount of 150% of the IPREM, €847.35 per month is required.
- For each additional member, 50% of the IPREM, €282.45, must be added.
- Have adequate accommodation.
- The applicant for reunification must have resided in Spain for at least one year and must have requested authorisation to reside for at least another year.
- Reunification may include: spouse or person in a similar emotional relationship, children under 18 or disabled persons who are unable to provide for their own needs, first-degree relatives in the ascending line of the applicant who has been residing for a long time, aged over 65 and with justified reasons for authorising residence in Spain.

# TEMPORARY RESIDENCE PERMIT FOR FAMILY REUNIFICATION



## REQUIRED DOCUMENTS:

- Application form in the official form **EX-02** in duplicate, completed and signed by the applicant.
- Copy of the applicant's full passport, valid for at least four months. The original will be presented at the time of application.
- Copy of documentation proving that the applicant has sufficient employment and/or financial resources to meet the needs of the family, one of the following options may be submitted:
  - Employment contract and last six pay slips.
  - If applicable, IRPF declaration.
  - Self-employment can be credited on forms **130 or 131** of the personal income tax assessment for the last four quarters.
  - If applicable, the last IRPF declaration.
- Documentation accrediting adequate housing.
- Collective empadronamiento of all persons living in the given domicile at the current date,
- in the case of a certificate issued by Ayuntamiento de Valencia (City Hall of Valencia), it must be issued for the purposes of "Reagrupación Familiar" (Family Reunification)
- Copy of the applicant's complete and current passport.
- Copy of the documentation certifying the family or parental relationship of the applicant and the reunited person.
- Documentation accrediting access to health care.

*In their residence permits, the Autonomous Communities may require knowledge of co-official languages, accredited by a 20-hour course certificate.*

## 5.6 RENEWAL OF TEMPORARY RESIDENCE PERMIT FOR FAMILY REUNIFICATION

**This is the renewal of the temporary residence permit for family reunification that reunified family members will be able to obtain.**

### REQUIREMENTS:

- Not being a citizen of a European Union Member State.
- Not having a criminal record in Spain.
- Holding a temporary residence permit for family reunification in force, or within the first 90 days following its expiry date.
- Maintaining the family or parental bond, or the existence of the de facto union on which the authorisation for renewal is based.
- Having access to health care as they are covered by social security or have private health insurance.
- Having been educated, in the case of minors of compulsory school age.
- That the applicant holds a valid residence permit, or is within the first 90 days following its expiry date.
- To have sufficient economic means to meet the needs of the family unit, at least in the amount of **100% of the RMI.**
- Having adequate housing.
- To have paid the necessary fees to start the practice.



# RENEWAL OF TEMPORARY RESIDENCE PERMIT FOR FAMILY REUNIFICATION

## REQUIRED DOCUMENTS:

- Application form in the official form EX-02 in duplicate, completed and signed by the applicant for reunification.
- Copy of complete and current passport of applicant for reunification.
- Copy of the full, valid passport of the reunited person.
- In the case of reunification with a spouse, documentation accrediting that the union or relationship similar to that of the spouse is in force.
- Documentation accrediting the possibility of access to health care (SIP, Private Insurance).
- In the case of children under the age of 18, a report from the autonomous authorities certifying their schooling.
- Certified copy accrediting that the applicant has sufficient employment and/or financial resources to meet the family's needs. May be accredited by one of the following means:
  - Employment contract in force.
  - If applicable, an IRPF declaration which corresponds to the last fiscal year (last 12 months).
  - If applicable, certification of self-employed activities.
  - In any case, personal income tax return for the last tax year, or quarterly VAT returns for the current year, or Form 347 declaration of the annual volume of transactions with third parties.
  - If applicable, documentation proving the existence of humanitarian reasons justifying the reduction of the requested income.
  - Documentation proving that you have adequate accommodation (title deed or rental contract).
  - Fees for setting up the file paid.
  - Optionally, the assessment of the immigration office of integration report of the Autonomous Community of residence can be credited.

## 5.7 RENEWAL OF RESIDENCE AND WORK PERMITS

The renewal of a residency and work permit allows for regularisation once the authorisation period has ended.

For renewal, the following basic requirements must be met and **there are four stages:**

- Initial permit:** duration of 1 year.
- 1st renewal:** duration of 2 years.
- 2nd renewal:** duration of 2 years.
- Long-term or permanent:** duration of 5 years.

### BASIC REQUIREMENTS FOR THE RENEWAL:

- Not being a citizen of a European Union Member State.
- Not having a criminal record in Spain.
- Not to be prohibited from entering Spain and not to appear as a refusal of entry in the member states of the Schengen area.
- If applicable, accredit authorisation to have children under the age of 18.
- To have paid the respective taxes



# RENEWAL OF RESIDENCE AND WORK PERMITS

## CONDITIONS FOR RENEWAL:

- Continue in the same job as the one in which the authorisation being renewed was originally obtained.
- Having worked a minimum of 6 months per year, or being enrolled in one of the social security systems or similar, at the time of applying for renewal.
- Having worked at least 6 months per year, or have a new contract guaranteeing work during the period in which the application for renewal is made.
- Having worked 3 months per year and meet one of the following requirements:
  - That the loss of work is due to causes beyond the worker's control.
  - That he/she has actively sought work through registration with the Servicio Público de Empleo (Public Employment Service).
  - Having a new employment contract in force.
  - Having obtained an unemployment benefit.
  - Having obtained a public economic benefit for social or labour insertion.
  - Have lost their job as a victim of gender-based violence.
  - Having worked as a member of the social security system for a minimum of 9 months per year and:
    - that the loss of work is due to causes beyond the worker's control
    - That he/she is currently actively looking for a job by registering with the Public Employment Service.
  - To have worked being enrolled in the Seguridad Social for at least 18 months in the last two years and:
    - That the loss of work is due to causes beyond the worker's control.
    - That he/she is currently actively looking for a job by registering with the Public Employment Service.
    - That the couple meets the financial requirements for reunification.



## 5.8 LONG-TERM RESIDENCE PERMIT

**The Long-term Residency Permit authorises the right to indefinite residency and employment in Spain under the same conditions as Spanish nationals.**

### **REQUIREMENTS:**

- Not being a citizen of a European Union Member State.
- Not being in Spain illegally.
- Not having a criminal record in Spain or the country/countries in which you previously lived, for crimes recognised by Spanish law.
- Not being banned from entering Spain and not appearing as a 'refusal of entry' in the member states of the Schengen Area.
- Not being within the agreed period of non-return to Spain, when the foreigner has previously assumed voluntary return to their home country.



# LONG-TERM RESIDENCE PERMIT

## Finding yourself in one of the following cases:

- Legal and continuous residency in Spain for at least 5 years.
- Having resided for 5 years with a EU Blue Card, of which the last two years have been in Spanish territory.
- to be a beneficiary resident of a contributory pension.
- to be a beneficiary resident of a contributory pension for permanent or severe disability.
- Having Spanish residency and being born in Spain and, upon becoming of legal age, having legally resided in Spain continuously for a minimum of 3 continuous years immediately prior to the request.
- Originally being from Spain but having lost your nationality.
- Being a resident in Spain by being a ward of the Spanish state within the last 5 years.
- Being stateless, a refugee or beneficiary of subsidiary protection, finding yourself in Spanish territory and having been recognised by the respective Spanish Statute.
- Having notably contributed to the economic, scientific or cultural progression of Spain, or in Spanish projects abroad.

## REQUIRED DOCUMENTS:

- **Official EX-11 application form**, duplicate, filled out and signed by the applicant.
- Full and valid copy of passport, and provision of the original.
- To have paid the respective costs. (Tasas de Tramitación pagadas.)



## 5.9 TEMPORARY RESIDENCY WORK PERMIT, IN EXCEPTIONAL CIRCUMSTANCES FOR WOMEN WHO ARE VICTIMS OF GENDER VIOLENCE

This is a temporary residency permit of exceptional circumstances for **women who have experienced gender violence** and who find themselves in Spain in an irregular situation, and for their under-age children who are also in Spain at the time of reporting violence.



### REQUIREMENTS:

- Not being a citizen of a European Union Member State
- Having reported being a victim of gender violence and being able to provide one of the following documents:
- An Order of Protection issued by a competent judicial authority within the framework of the criminal proceedings.
- A Report from the Public Prosecutor's Office than shows the existence of signs of gender violence
- Notwithstanding the following point 5, the definitive authorization of temporary residence due to exceptional circumstances will require proof of the conviction or the judicial resolution in which it is established that the woman has been a victim of gender violence, in order to conclude the legal procedure.

# TEMPORARY RESIDENCY WORK PERMIT, IN EXCEPTIONAL CIRCUMSTANCES FOR WOMEN WHO ARE VICTIMS OF GENDER VIOLENCE

## REQUIRED DOCUMENTS:

1. Official EX-11 application form, duplicate, filled out and signed by the applicant or by their legal representative, selecting the Residency and Work - Victim of Gender Violence section.
2. Full copy of a valid passport, you must present the original when submitting the application.
3. Where appropriate, a document which proves the legal representation of the physical person submitting the application on behalf of the foreigner.
4. Certificate of Empadronamiento for the Valencian community.
5. Accredited documentation of having reported being a victim of gender violence.

## You could present:

Order of precautionary measures/Restraining Order: If one month passes before you can present this, you must prove that the certificate of the Court which states that the process is incomplete but that the order is still in force.

## Provisional authorisation of residency and employment may be obtained.

Judicial sentence that establishes the crime of gender violence, issued by the Court. The sentence must be dated a maximum of six months prior to the presentation.

## Permanent authorisation of residency and employment may be obtained.

If it has previously been authorised, attach any other document that you consider to be of interest.

## 6. SPANISH NATIONALITY

As a general rule and according to the Civil Code article 17, the sons and daughters of a Spanish mother or father, or the sons and daughters of a foreign mother or father, are Spaniards of origin provided at least one of them was also born in Spain.

Exceptions are made for the sons and daughters of the diplomatic or consular officials accredited by Spain, and for those born in Spain for foreign parents which both lack nationality, or if the legislation of either of them attributes nationality to the son or daughter.

### **NATIONALITY BASED ON SIMPLE ASSUMPTION:**

Being born in Spain does not grant the automatic right to nationality because the 'Right to Blood' outweighs it. Spanish nationality by value of simple presumption is attributed by law to certain cases according to the legislation of the country of the parents.

### **The countries acknowledged within this law are the following:s:**

Argentina, Bolivia, Cabo Verde, Costa Rica, Cuba, Guinea Bissau, Panamá, Paraguay, Perú, Portugal, Santo Tomé y Príncipe y Uruguay.

**Both parents have to be from these countries.**



# NATIONALITY BASED ON SIMPLE ASSUMPTION

## NECESSARY DOCUMENTS AND REQUIREMENTS:

- Birth Certificate of the minor issued by the Spanish Civil Registry.
- Nationality certificate of both parents.
- Consular certificate of the national law of the respective country, referring to those born abroad.
- Consular certificate relating to the non-registration of the minor at the consulate.
- Birth Certificate of both parents.
- Empadronamiento Certificate of both parents.
- Copy of the Identity Document of both parents.
- Model application for nationality by simple presumption.

<https://aicode.org/FORMULARIOS/2013/Nuevos%20formularios/Modelo%20solicitud%20nacionalidad%20simple%20presuncion.pdf>

## PROCEDURE:

- The parents or legal representatives of the minor must appear before the competent Civil Registry.
- Present all the documentation outlined above.

The documents from the parents' country of origin must be apostilled, legalised and where appropriate, translated.



# SPANISH NATIONALITY BY RESIDENCY

While there are different routes to get Spanish nationality, securing nationality by residency is the most common: those that reside in Spain continuously and legally for **10 years**.

## **ETHERE ARE ALSO CASES IN WHICH THE REQUIRED RESIDENCY PERIOD IS LESS:** **1 YEAR**

- People married to Spaniards
- Widows of Spaniards
- People born in Spanish territory
- Minors who have been a ward of the state, under guardianship or in foster care/Spanish institutions for two years.
- People who did not exercise their right to acquire Spanish nationality by option.
- People born outside Spain but to parents or grandparents of Spanish origin.

## **2 YEARS**

Nationals of Ibero-America, Andorra, Philippines, Guinea Equatorial, Portugal, Sephardic.

## **5 YEARS** **Refugees.**

### **WHO CAN APPLY FOR NATIONALITY?**

- If you are over 18 or have been emancipated.
- If you are younger than 14 but you must be represented by your parents or a legal representative.
- the legal representative of those under 14 years old.
- In some cases of disability, you should also request a legal representative.
- You will have to pass an interview to demonstrate that you are a good citizen and have integrated well into Spanish society.

# SPANISH NATIONALITY BY RESIDENCY

## REQUIRED DOCUMENTS:

### To apply for Spanish residency (only for those under 18)

- You must present the documents filled out with clear capital letters, as well as the related documentation duly signed by the applicant. Deberá presentar la documentación cumplimentada con letra mayúscula y clara, junto con la documentación relacionada y debidamente firmada por la persona interesada.
- A clear, un-cropped photocopy of the interested person's residence permit. If applicable, a photocopy of the spouse's ID (if they are Spanish, their DNI) or of their residence permit (if they are not Spanish).
- Photocopy of your complete passport, you must also present the original in real life.
- Certification of Empadronamiento (registration) of the applicant, issued by the appropriate City Council. It must be long-serving and expire after 3 months. Also, if married to a Spaniard, the certificate of cohabitation must be provided of where the spouse is registered, where applicable.
- A Birth Certificate of the applicant and minor children issued by the Civil Registry of the place of birth, duly legalised by the Spanish consulate in the applicant's country of origin and the Ministry of Foreign Affairs of Madrid; or apostilled when issued abroad and, where appropriate, translated. This expires after two years in Foreign Registration and six months in Spanish Registration.

- A Criminal record of the country of origin - legalised, apostilled and translated if necessary. It expires on the day indicated on it, but if one is not stated, it will expire after 6 months from the date it was issued. And/or a certificate of good conduct, where it is stated that you are not claimed by the authorities in your home country.

### Economic means available to reside in Spain:

- Working Life Report (expires after 3 months); contract of employment or proof of the employer and last three pay rolls. You can also provide your spouses, if applicable. **Or, if you are self-employed**, work life tax-leave, Social Security discharge, quarterly VAT statement, withholding on behalf of IRPF, etc. **Or, if the applicant is a student**, they must submit proof of the family home income and a certificate from where they study.
- Only in the case of being married to a Spaniard: the Birth Certificate of the spouse issued by the Spanish Civil Registry. It expires after 6 months in the Registry.
- Only in the case of being a widower of a Spaniard: the Birth and Marriage Certificates issued by the Spanish Civil Registry. It expires after 6 months. Also, you need the Certificate of Death for your Spanish spouse and the certificate of cohabitation at the time of your spouse's death, or in the event they had dual nationality, you must provide documentation from both countries (birth certificates, criminal record and passports).
- In the case of being married, the applicant (either with Spanish or a foreigner) must appear before the Civil Registry accompanied by their spouse.



# SPANISH NATIONALITY BY RESIDENCY

## OTRA DOCUMENTACION NECESARIA

- Only in the case of being married to Spanish / the: Birth certificate of the Spanish spouse; literal marriage certificate; certificate of coexistence or joint registration with the spouse.
- Only in the case of being a widower of a Spaniard: Birth certificate of the spouse and marriage issued by the Spanish Civil Registry; also, certificate of death of the Spanish spouse, certificate of joint registration or cohabitation on the date of death of the spouse.
- In the case of refugees: identity card for foreigners stating refugee status; blue passport, if applicable; certificate from the Office of Asylum and Refuge of the Ministry of the Interior stating name and surname, date and place of birth, parents' names, maintenance of refugee status.

**To reduce deadlines, the application for Nationality can be submitted through a Digital Certificate, which can be obtained by the following means:**

<https://www.sede.fnmt.gob.es/certificados/certificado-de-representante/administrador-unico-solidario/solicitar-certificado>

It can also be presented in person at the records of the Public Administrations in accordance with law 39/2015.

Official Request Form:

[https://www.mjusticia.gob.es/es/Ciudadano/TramitesGestiones/Documents/1292428832730-Solicitud\\_de\\_nacionalidad\\_por\\_residencia.PDF](https://www.mjusticia.gob.es/es/Ciudadano/TramitesGestiones/Documents/1292428832730-Solicitud_de_nacionalidad_por_residencia.PDF)

For all the residence and work application procedures, you can obtain information from the following sources:

<https://www.cograsova.es/>  
<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/TramitesDespuesDeSuEntrada.aspx>

# STUDENT VISA

The student visa authorises a stay in Spanish territory for more than 90 days, for the completion or extension of studies in legitimate teaching centres, in a full-time program leading to the obtaining of a degree or certificate of studies.

## REQUIREMENTS:

- Not being a citizen of a European Union Member State.
- Not being banned from entering Spain.
- To have sufficient financial means to cover the costs of the stay and the return to your home country.

- For a single person you must demonstrate 100% of the IPREM

- For relatives of the 1st grade they pay 75% of the IPREM each, and 50% of the IPREM for the rest of the relatives.

*(For 1st degree relatives, 75% of the IPREM, for each one and 50% of the IPREM for the rest of relatives.)*

- To have public or private health insurance.
- In the case of under-age or unaccompanied students, they must provide a consent form from their parents or legal guardians.
- Acceptance at a certified Spanish educational institution.

## STAYS OF LONGER THAN 6 MONTHS WILL REQUIRE:

- In the case of being of legal age, you will need to have no criminal record in Spain or any countries of residence within the last five years upon request.
- Not suffer from any serious disease that may have an impact on public health in accordance with the International Health Regulations of 2005.



# STUDENT VISA

## REQUIRED DOCUMENTS FOR +6 MONTH STAYS:

- Official application form, duplicated, completed and signed by the applicant. Find it here: [www.maec.es](http://www.maec.es)
- Full passport that is valid for at least the period which you are applying to stay for.
- A document certifying that you have sufficient financial means for the stay and your return to your home country (bank statements, for example).
- In the case of being a minor, authorization where the authorized center or organization is stated.
- A document that proves you have medical insurance.

### In the case of a stay of more than 6 months:

- Medical certificate.
- In the case of being of legal age, a criminal record duly legalised and apostilled and if applicable, translated.

<https://extranjeros.inclusion.gob.es/es/informacioninternacional/informacionprocedimientos/ciudadanosnocomunitarios/hoja003/index.html>



## 7. RIGHT TO SEEK ASYLUM AND SUBSIDIARY PROTECTION

In accordance with the **Law 12/2009 regulating the Right to Asylum and Subsidiary protection**, refugee status is obtained by those who fear persecution in their home country based on their race, religion, sex, nationality, ethnicity, or for belonging to certain social groups or because of their sexual orientation. Refugees will be granted the right of asylum

Those who do not qualify as a refugee but cannot return to their home country for legitimate risk of death, torture, inhumane or degrading treatment, threats to life or integrity as a result of indiscriminate violence, will be granted subsidiary protection.

### WHERE TO APPLY:

- Asylum or Refugee office
- Any foreign office
- Any authorised police station. this case will depend on the province:  
[https://www.policia.es/documentacion/oficinas/oficinas\\_extran.html](https://www.policia.es/documentacion/oficinas/oficinas_extran.html)
- Detention centres for foreigners.

**Deadline:** One month from the arrival in Spanish territory or from the occurrence of the episode that led to the request.

### WHO CAN APPLY?:

The person concerned or their legal representative, in case of physical or legal impossibility. There will be an interview where you must provide personal data and the presentation of the contributing factors to your current situation.

# RIGHT TO SEEK ASYLUM AND SUBSIDIARY PROTECTION

## RIGHT TO SEEK ASYLUM AND SUBSIDIARY PROTECTION

- To remain in Spain until the request is resolved, unless claimed by another EU Member State or the International Criminal Court.
- To be assisted by a lawyer pro-bono, in the case of not being able to afford one.
- Assistance from an interpreter if appropriate, to guarantee accurate self-expression.
- To have your request communicated to the **United Nations High Commissioner for Refugees (UNHCR)**.
- To know the contents of their file at any moment.
- To be documented as an applicant for international protection.
- To health care in case of need and health benefits.

## DUTIES OF THE APPLICANT:

- Collaboration with Spanish Authorities.
- To present all the elements supporting your application as soon as possible.
- Inform or Appear before the authorities, when required in relation to the application, renewal, etc.
- Declare any change of residence. If you do not update this information you will not be able to receive notifications concerning the application. Provide fingerprints.

<https://www.acnur.org/es-es/el-asilo-en-espana.html>

## Here are some organisations through which you can find help and guidance:

Cruz Roja: C/ de la Creu Roja, 2, Valencia, Valencia 963 80 22 44 <https://www2.cruzroja.es/-/personas-refugiadas>

- ACNUR: C/ d'Oscar, 6, Valencia, Valencia 963 53 51 76 <https://www.acnur.org/es-es>

# SOCIAL PROCEDURES



## 8. RIGHT TO ACCESS EDUCATION

In Spain, education is compulsory and free from 6 to 16 years. Foreigners who are minors have the right to education under the same conditions as the Spanish. This right includes obtaining the corresponding academic title and access to the public system of grants and scholarships.

### THE SPANISH EDUCATIONAL SYSTEM IS ORGANISED IN THE FOLLOWING STAGES:

0 - 6 years: infant education

6 - 12 years: primary education  
(compulsory)

12-16 years: Educación secundaria obligatoria (ESO).

16-18 years: Baccalaureate / Vocational Training Intermediate Degree.

Higher Education: University, higher level training, higher level artistic and sport education

If you have underage children, they must be registered (empadronamiento) at the city council where they reside, consult the school that corresponds to them and go in to request enrolment.

Foreigners who are over 18 years old who are in a regular situation can access higher education and its corresponding qualifications and the public scholarship system, under the same conditions as Spaniards.

Foreigners who are over 18 years old but are in an irregular situation do not have the right to access higher education.

# 9. RECOGNITION OF FOREIGN QUALIFICATIONS IN SPAIN

As a general rule, higher education degrees obtained by foreign institutions may be recognised in Spain equal to Spanish university degrees or Masters, which give access to regulated professions in Spain.

## REQUIREMENTS:

- **Payment of fees:** vital to begin the process.
- **Deadlines:** permanently open.
- **Application:** will be done through the "Access Online Service", or in the form of the official website of the Ministry of Education, in the following link:

<http://tramites.administracion.gob.es/comunidad/tramites/recurso/homologacion-de-titulos-extranjeros-de-educacion/2e1bce9a-eb8b-4842-b77c-aa09e1c588fc>

## REQUIRED DOCUMENTS:

Tax Model 790

<https://www.educacion.gob.es/aefpc/servlet/verdocumento>

- Official documents issued by competent authorities, according to the judicial system of the country of origin.
- Where appropriate, duly legalized original documents accompanied by a certified copy of their corresponding official translation into Spanish.





# RECOGNITION OF FOREIGN QUALIFICATIONS IN SPAIN

## THE APPLICATION MUST BE ACCOMPANIED BY:

- Certified copy of the applicants identity and nationality documents, as issued by the appropriate authority in the country of origin or by Spanish authorities competent in foreign matters.
- Certified copy of the degree for which recognition is being applied for, or of the supporting certifications of its record, translated where appropriate.
- Certified copy of the academic certification of the studies carried out to obtain the degree, which should include the official duration of academic years, the curriculum followed, the subjects taken and the credits achieved. Translated where appropriate.
- Confirmation of the payment of Tax Model 790.
- Proof of linguistic ability in Spanish, ready for use in the corresponding profession.

## APPROPRIATE AUTHORITIES TO CARRY OUT THE REGISTRATION:

- Registry office of the Ministry of Universitaries
- Delegation and sub delegation of government
- Spanish Embassies and Consulates
- Notary offices



# 10. RIGHT TO HOUSING

**There are different routes to secure housing, through personal relationships, through estate agencies and through the internet. Housing can be either bought or rented.**

## **RENT:**

A rental agreement is a private agreement between two people: the landlord and the tenant.

## **NECESSARY DOCUMENTS TO SIGN A RENTAL AGREEMENT:**

- Proof of ID: DNI (Spain) or passport, Work and residency permit (NIE: NIE = Número de Identidad de Extranjero. The NIE (Foreigner Identity Number) is a key that allows to unequivocally identify foreigners residing in Spain.)
- A copy of the employment contract and payroll is also generally requested. Proof of finances.
- Sometimes a bank guarantee is requested to ensure that the tenant can pay the rent.

## **FINANCIAL CONDITIONS:**

You must pay a month's rent in advance, plus one more month as a deposit. You pay in cash. The amount is deposited in the Chamber of Urban Property at the time the owner registers the contract.

- The owner will return the deposit when the contract ends provided that there are no damages in the house caused by the tenant.
- To avoid misunderstandings, it is advisable to record the state of the furniture and objects of the house. This document signed by the tenant is attached to the contract. (You also may want to take pictures of the condition of the house - walls, windows, plug sockets, door frames etc).
- The price of rent (rent) increases from year to year according to the consumer price index (CPI) established by the State.
- The owner must prove the monthly rent payment with a receipt.
- The receipt can be paid through the bank or savings bank.

## **Duration of the contract:**

The duration of the contract is agreed between the two parties. It should be noted that the Urban Leases Law obliges the landlord to extend the contract year after year up until 5 years, if the tenant so wishes. It is important to read the rental agreement well before signing.

# RIGHT TO HOUSING

## BUYING

Buying a home outright is very expensive, you will most likely have to apply for a mortgage loan from a financial institution, like a bank. It is very important to know the different financial terms and conditions that different financial institutions and saving banks offer: interest, processing and notary fees, taxes, etc. The house can be newly built or second-hand.

## SECOND-HAND HOUSING

Before buying a second-hand house you must make sure it is in good condition and that problems will not arise. It would be a good idea to consult the Land Registry about the property's legal situation, to find out who the owner is and make sure it is free of problems.

An economic and technical assessment reveals the state of the flat and the building to detect any possible problems such as, for example, aluminises.

It is also recommended that you ask the seller for the certificate of occupancy to ensure that the space is declared as housing and not as commercial, industrial or garage premises.

## THE IMPORTANCE OF INSURANCE:

Whether the apartment is for purchase or rent, it is advisable to take out insurance that includes furniture and other belongings. This way you will avoid paying for damages and accidents that may harm neighbours and their property (leaks, fire etc), as neighbours must pay for damages affecting any surrounding housing.



# 11. VALENCIAN HEALTH SYSTEM

In the Valencian Community foreigners are guaranteed access to health benefits on equal terms with other users of the National Health System, regardless of their administrative status.

**'La tarjeta sanitaria'** (Health card) is a document that certifies you as a user of the public health system. **You can get one in the health centre** that corresponds with where you are registered (your local health centre). The health card must be presented when you request or receive health benefits in public health care centers and pharmacies.

## RECOGNISED SERVICES:

- In the field of primary care.
- Diagnostic, preventative and therapeutic methods, when required.
- Pharmacological treatment is also included when required.

## REQUISITOS:

- Have the status of foreigner, of legal age, not registered nor authorized to reside in Spain.
- certify that you are registered in a region of the Valencian Community for a minimum of three months.
- To not have the status of insured beneficiary of the national health system, nor have the possibility of access to public health coverage for any other title, nor be able to export the right of health coverage from your country of origin.
- To not be able to access health insurance through international or community agreements.
- To certify, through the corresponding social report, that you do not have the resources to sign the Convenio Especial\*.

\* a pay-in scheme for public health care services delivered by the Spanish regional health authorities. For a monthly fee (€60 under 65, €157 over 65) you'll be covered by the Spanish public healthcare system, including pre-existing conditions, although you will have to pay for prescriptions and some extras like prosthetics.

# VALENCIAN HEALTH SYSTEM

## NECESSARY DOCUMENTS:

- Certificate of Historical and Family Registration (Empadronamiento)
- Where appropriate, it can be replaced by a report from the local police or any official service that can confirm that the person actually resides in the Valencian Community.
- Valid Identification document: NIE, Passport, Foreign ID card, VISA.

***\*The documentation must be presented as both original and photocopy, in the corresponding health center to the address of the interested person/applicant.***

## COVID-19 Vaccine:

People in an irregular administrative situation have the right to the Covid vaccine in line with the provisions of each Autonomous Community.

In the Valencian Community, social entities are working to draw up lists of people to be vaccinated.

Those who do not have NIE, or registration, should contact their appropriate health center according to the address where they reside and arrange for inclusion in the [Population Information System \(SIP\)](#).



# 12. FINANCIAL AID AND LOANS IN THE VALENCIAN COMMUNITY

PERSONS RESIDING IN SPAIN IN A REGULAR SITUATION HAVE THE RIGHT AND ACCESS TO CERTAIN PUBLIC AID AND/OR BENEFITS UNDER THE SAME CONDITIONS AS SPANIARDS.

## VALENCIAN INCLUSION INCOME (RIV):

This is targeted at persons at risk of social exclusion, whose level of economic resources does not reach the amount of social inclusion income, which is insufficient to meet basic needs and in which the owner and beneficiary voluntarily sign an inclusion agreement.

Los titulares y solicitantes pueden acceder a la solicitud de ingreso mínimo vital.

If you have children, they will also be recognised.

## GENERAL CHARACTER REQUIREMENTS:

- To be between 25 and 65 years old.
- To be registered and a resident of the Valencian Community for a continuous 12 month period before the application.
- BUT In the case of seeking Asylum, Refuge, or being a victim of gender violence or sexual exploitation, there will be no minimum residency period required.
- Not having economic resources available, or having economic resources that are lower than the average monthly Valencian rent in a cohabitation.
- Not having personal property or property other than the habitual residence.
- Not having a permanent place in a Care Centre.

## APPLICATION DEADLINE:

You can apply throughout the whole of the year. There is no deadline.

## WHERE TO APPLY:

- The official register in the City Council in the area in which you reside.
- Official records of the Generalitat.
- Online: electronic certificate.

# FINANCIAL AID AND LOANS IN THE VALENCIAN COMMUNITY

## REQUIRED DOCUMENTS:

**Completed and signed application, accompanied by the following documents:**

- Photocopy of DNI or NIE (Número de Identificación de Extranjeros)
- Photocopy of SIP (Population Information System)
- Proof of application or resolution of the Subsistence Income.
- Those who live alone, must prove that they do by providing proof of their state, issued by the Civil Registry or declaration of responsibility.
- Example of direct debit in the name of the applicant.
- Certificate of the applicants historical registration, and the family members they live with, to prove they have resided in the Valencian Community for 12 months.
- If the applicant has not met the 12 month period, a certificate must be provided from each Valencian municipality in which they have resided for the last 5 years.
- Certificate of the family register or affidavit regarding marital status, for those who live alone.
- In the case of unmarried couples/civil partnerships, you must provide a certificate from the Registry of Domestic Partnerships or a sworn statement by the couple.

## Proof of finances:

- Bank statements of the applicant and of all members of the family unit.
- For a leased residence: Photocopy of the lease, and the last three bank receipts where the payments are recorded.

In the following link, you will find all the requirements in case of doubts and the respective addresses to present the RIV (Valencian Income of Inclusion):

[https://www.gva.es/es/inicio/procedimientos?id\\_proc=20034&version=amp](https://www.gva.es/es/inicio/procedimientos?id_proc=20034&version=amp)



# FINANCIAL AID AND LOANS IN THE VALENCIAN COMMUNITY

## SUBSISTENCE INCOME LOAN:

This aid aims to prevent the risk of poverty and social exclusion of people who live alone or who form part of a cohabitation unit, and lack the financial resources to cover their basic needs.

## REQUIREMENTS:

- To be between 23 and 65 years old.
- To have lived continuously in Spain for at least 1 year.
- For those who live alone, you must have lived alone for at least 3 years away from your parents.
- To be financially vulnerable and not exceed the indicated financial threshold.

## DOCUMENTS:

- DNI (ID) or NIE (Número de Identificación de Extranjeros) in case of being a foreigner.
- Registration in the Central Register of Foreigners, Foreign ID card or a family member's residence card who is a citizen of a European Union.
- A dated Registration Certificate (Empadronamiento), stating all the people registered at the address. (Historical certificate)
- Proof of cohabitation unit (Family Records/Register, Children's Birth Certificate or Registration in the Registry of Domestic Partnerships)
- Statement proving financial income: Declaration of income and wealth

The documents must be duly signed by the applicant and all the members of their unit of cohabitation.

## YOU MUST SUBMIT THE APPLICATION AT:

- In the case of an electronic certificate or password, you must apply through the online headquarters of Social Security.
- Select the authentication method and attach the documents.
- This can be done by a representative.
- If you do not have a Digital Certificate or Password Key, you can submit the application in the the authorised department of the National Institute of Social Security, without a digital certificate.

You can begin the process through this link to the online headquarters of Social Security: <http://sede.seg-social.gob.es>



# GENDER-BASED VIOLENCE



# 13. PROTECTION OF IMMIGRANT WOMEN FROM GENDER VIOLENCE

The [law 1/2004](#), defines gender violence as any act of physical or psychological violence, including attacks on sexual freedom, threats, coercion or arbitrary deprivation of women's public as private liberty, by whoever is or has been your spouse or partner, whether you lived together or not..

The [Istanbul Convention](#) defines Violence against Women as a violation of human rights and a violation against women, and it will name any harm to women that involves physical, psychological, sexual, economic, sexual and economic harm, as well as the threats of such acts, coercion and arbitrary deprivation of liberty in both public and private, as gender violence.

In the case of women who are in an irregular situation, [article 31 bis.2 of the law regulating the legal status of foreigners](#) states that the Immigration and Borders Unit should refer to the case, where one person will provide appropriate translation, any necessary procedures and resources and intercultural mediation and accompaniment.

## TYPES OF VIOLENCE AGAINST WOMEN:

- physical violence
- psychological violence
- sexual violence and sexual abuse
- financial violence
- violence in the workplace (Harassment in the workplace)
- violence against sexual and reproductive rights
- Violence derived from armed conflict
- human trafficking
- forced marriage
- FGM (Female Genital Mutilation)

# PROTECTION OF IMMIGRANT WOMEN FROM GENDER VIOLENCE

## RIGHTS OF IMMIGRANT WOMEN VICTIMS OF GENDER VIOLENCE:

- Female immigrants in an irregular situation who report an act of gender violence cannot open disciplinary proceedings until a final judgement has been established.
- Victims of gender-based violence have the right to be provided with the means to improve their situation and obtain the respective residence and work permit. The processing and resolution of these documents shall be prioritised.
- The right to protection and security measures, comprehensive social assistance, right to free legal aid in all direct or indirect processes and procedures with the violence suffered.

Women who are victims of gender violence have the right to public aid and financial loans to guarantee their protection and support their social integration.

## TYPES OF LOANS:

- Subsistence income
- Minimum wage
- Art. 27 LOVG aid or one-time payment aid.
- Advanced maintenance loan payment to cover foodstuffs
- Right to recognition of the widow's pension in cases of gender violence.
- Valencia Social Insertion Income.
- Emergency Fund

# PROTECTION OF IMMIGRANT WOMEN FROM GENDER VIOLENCE

## USEFUL INFORMATION AND RESOURCE FOR WHEN YOU REPORT AN INCIDENT OF GENDER VIOLENCE:

- **Information telephone** service providing legal advice and psychological support and help: **WhatsApp: 600 000 016**
- **App AlertCops:** iOS and Android. This is an app associated with the Ministry of Interior which can directly alert police according to your geolocation.
- **Access to health care:** If you are a victim of gender-based violence, health care professionals will follow necessary protocol to determine physical, psychological, and social injuries, as is required to determine both aggression and harm to the person.
- **You will be informed that if you choose not to report the incident of violence, it is important that you are aware that healthcare professionals are obliged to notify the courts of injuries.**
- **In the case of sexual assault, you should go to health services as soon as possible, as this will help to have more substantial evidence of the assault. You should not shower or change your clothes as they may contain evidence of the crime.**
- **Office of Complaints and Assistance to Victims of Gender Violence:** C/ Ricardo Muñoz Suay Cineaste Esquina con Profesor López Piñero N° 14 Tel: **961 927 359** [oficinadedenuncias@gva.es](mailto:oficinadedenuncias@gva.es)

In the case of opening a judicial process for being a victim of gender-based violence while in an irregular situation, you should do so directly through the courts, as this prevents you from the risk of receiving an expulsion order or having a file of sanction for this type of administrative situation.



ACCESS THE REPORT  
'TIRAR DEL HILO:  
STORIES OF MIGRANT  
WOMEN SURVIVORS OF  
MACHIST VIOLENCE'

# PROTECTION OF IMMIGRANT WOMEN FROM GENDER VIOLENCE

From the 02/08/2021, a new Action Protocol against Violence Against Women came into action, which mainly focuses on the Organic Law 1/2004 on Comprehensive Protection Measures against Gender Violence and the Istanbul Convention.

This Protocol was created to give more protection to immigrant women from vulnerability, and aims to collect and consider more relevant aspects when detecting, assessing and intervening with victims of domestic or gender violence.

It also aims to coordinate the actions and networking of all the actors involved, to provide an efficient institutional response.



# TELEPHONE NUMBERS OF INTEREST



## 14. CONSULATES AND PUBLIC BODIES

### **Consulate of Bolivia:**

Av. Marqués de Sotelo, N° 11, 1º-1ª  
Tel. 963 154 225  
conbolvalencia@gmail.com  
www.consuladodebolivia.es

### **Consulate of Brasil:**

C/ de Sorní, 7 puerta 10 46004  
Tel. 96 110 44 91  
Fax 96 324 965  
consulhonorariovalencia@brasilbcn.org  
crsoriano@msn.com

### **Consulate of Colombia:**

Plaza Tetuán N° 8  
Tel. 963 509 442 - 900 995 721  
cvalenciaesp@cansilleria.gov.co  
www.consuladocolombiavl.com

### **Consulate of the Ivory Coast:**

C/ Cirilo Amorós N° 6 - entresuelo  
Tel. 963 94 47 00  
consularcm@gmail.com  
www.ambaci.es

### **Consulate of Cuba:**

Gran Vía de les Germanies, 28  
Tel. 962 06 61 22

### **Consulate of Ecuador:**

Av. Marqués de Sotelo, N° 3 - 5º - 10ª  
Tel. 963 427 509 - 616 193 13  
cecuvalencia@mmrree.gov.es  
www.consuladoecuadorvalencia.com

### **Consulate of the Republic of Honduras:**

C/ Salvador Pau N° 34 - 8  
Tel. 963 89 90 48

### **Consulate of Morocco:**

C/ de Jorge Comín, 38  
625214704

### **Consulate of Mexico:**

C/ Periodista Azzati, N° 4  
Tel. 963 214 354  
secretaria@consulmexvalencia.com

### **Consulate of Peru:**

Plaza los Pinazos N° 2 - 3ª  
Tel. 963 524 463  
info@consuladoperuvalencia.org

### **Consulate of the Dominican Republic:**

C/ de Sant Vicent Màrtir, N° 100, Piso 2, Pta 2  
Tel. 963521780

### **Consulate of Uruguay:**

C/ de la Barcelonina N° 2,  
Piso 5º, Puerta 9 esq. 46002  
Tel. 954 539 357  
Fax. 962 062 593

## 14. CONSULATES AND PUBLIC BODIES

- **Ayuntamiento de València (town hall):** Plaça de l'Ajuntament N° 1 | Tel. 963 525 478
- **Government Delegation:** C/ Colón N° 60 | Tel. 963 07 90 00 - 963 07 93 40
- **Immigration Offices** Tel. 963 079 800 | Fax. 963079840 | E-mail. infoex.valencia@correo.gob.es

To find out the status of your file, call 902 022 222 or send SMS to 638 444 386

**Campus 1º** C/ Diputada Clara Campoamor, 23, esquina- Motilla de Palancar \* For COMMUNITY resident procedures

**Campus 2º** C/ Joaquín Ballester N° 39 (Subdelegación de Gobierno - registro documentación) | Tel. 963 07 94 00 - 963 07 93 40

**Comisaría de Patraix** C/ dels Gremis, 6 \* For issuing NON-COMMUNITY cards

**Comisaría de Bailén** C/ Bailén, 9 \* For COMMUNITY resident registration certificates

**Comisaría de Zapadores** C/ de Zapadores, 52 \* For procedures APPLICANTS FOR INTERNATIONAL PROTECTION

- **City Register - Municipal entities (Padrón Municipal):**

**Abastos**, C/ Alberique N° 18 | Tel. 962 08 45 00

**Ciutat Vella**, C/ Micalet N° 1 | Tel. 962 08 41 59

**Exposición**, C/ de la Guardia Civil N° 19 | Tel. 962 08 43 31

**Marítim**, C/ Francisco Cubells N° 58 bajo | Tel. 962 08 40 42

**Patraix**, C/ Beato Nicolás - Factor N 1º | Tel. 962 08 40 42

**Ruzafa**, Matías Perelló N° 5 y 7. | Tel. 962 08 42 45

**Transit**, C/ Conde de Lumiares N° 5 | Tel. 962 08 42 67

- **Civil Register:** Av. Del Saler N° 14 - Ciudad de la Justicia| Tel. 961 92 71 01 - 92
- **Government subdelegation** C/ Joaquín Ballester N° 39| Tel. 963 07 94 00 - 963 07 93 40
- **Internment centre for foreigners:** C/ Zapadores N° 48 | Tel. 963 35 11 00 - 963 35 11 20
- **Valencian Bar Association (Ilustre Colegio de Abogados de Valencia):** Plaza de Tetuán N° 16

Tel. 963 94 18 80 | Correo electrónico: icav@icav.es | Web: [www.icav.es](http://www.icav.es)

- **City Courthouse (Ciudad de la Justicia):** C/ Profesor López Piñero N° 14 | Tel. 961 92 92 92



# 15. IMMIGRANT SUPPORT CENTRES IN VALENCIA

- **POR TI MUJER:** Women's Rights Organisation: Asociación Por Ti Mujer; promotes gender equality, provides assistance and prevention of violence against women and acts against all forms of discrimination starting from intersectionality  
C/ Alfonso de Córdoba Nº 12, bajo  
963 47 67 74  
info.portimujer@gmail.com  
www.asociacionportimujer.org
- **CÁRITAS MAMBRE:** promotes the empowerment of people to defend their human rights (basic needs of life and social participation)  
C/ Alcanyis, 57 bajo  
963 666 492  
mambre.cdvalencia@caritas.es  
www.caritasvalencia.org
- **CAI:** Immigrant support centre: (Centro de Atención al Inmigrante) provides first reception, information and advice for the immigrant population in the city of Valencia.  
C/ del Pozo s/n 962 087 423  
cai.pagea@valencia.es  
www.valencia.es/ayuntamiento/cooperacion.nsf
- **CEAR:** Spanish Refugee Aid Commission (CEAR - Comisión Española de Ayuda al Refugiado) promotes the human rights and integral development of refugees, stateless persons and migrants in need of international protection and/or at risk of social exclusion  
C/ Francisco Moreno Usedo Nº 21  
963 162 477  
colabora@cear.es  
www.cearpv.org
- **CEPAIM:** organization of the third sector that provides a reception and job placement service to immigrants and people at risk of exclusion in order to promote intercultural coexistence.  
Carrer del Marqués de Campo, 16  
963 92 53 02  
valencia@cepaïm.org  
https://www.cepaïm.org/
- **RUMIÑAHUI:** defends and claims the rights of migrants. Seeks to facilitate integration and quality of life for families with equal opportunities.  
C/ Marcelino Giner, 9 bajo, izquierdo  
960 703 752/ 667 676 104  
delegacionvalencia@ruminahui.org  
www.ruminahui.org
- **UMAU.V:** Association of United African Women in Valencia (UMAU.V: Asociación de Mujeres Africanas Unidas en Valencia) promotes socio-occupational integration and the eradication of gender-based violence, in particular genital mutilation, through assistance, training and awareness-raising.  
Av. Hermanos Maristas Nº 2, pta.22,  
631 89 42 36  
traoren222@gmail.com  
www.amauvafrica.com
- **SJM:** The Jesuit Migrant Service seeks to assist, accompany and defend the migrant population in its process of integration into the host society.  
Gran Vía Fernando el Católico Nº 78,  
963 152 220 / 681 668 921  
mujervalencia@sjm.org  
www.sjmvalencia.org
- **VALENCIA ACOGE:** promotes interculturalism, combats racism and individualism and seeks a better society through the participation of indigenous and immigrant populations  
C/ San Juan Bosco, 10  
963 366 01 68  
valencia.acull@redacoge.org  
www.valencia-acoge.org

## 16. VALENCIAN SOCIAL SERVICES: [www.valencia.es/bienestarsocial](http://www.valencia.es/bienestarsocial)

### **Benimaclet**

C/ Sant Esperit, 15 bajo  
962 084 380  
[cmssbenimaclet@valencia.es](mailto:cmssbenimaclet@valencia.es)

### **Campanar**

C/ Grabador Engidanos, sn  
962 082 775  
[cmsscapanar@valencia.es](mailto:cmsscapanar@valencia.es)

### **Ciutat Vella**

C Mesón de Morella, 2  
962 084 167  
[cmssciutatvella@valencia.es](mailto:cmssciutatvella@valencia.es)

### **La Saïdia**

C/ Sarrión, 14  
963 127 183  
[cmsslasaidia@valencia.es](mailto:cmsslasaidia@valencia.es)

### **Malvarrosa**

C/ Maria Carbonell, 1  
962 082 570  
[cmssmalvarrosa@valencia.es](mailto:cmssmalvarrosa@valencia.es)

### **Nazaret**

C/ Parque Nazaret, 94  
962 087 400  
[cmssnazaret@valencia.es](mailto:cmssnazaret@valencia.es)

### **Olivereta**

C/ Burgos, 12, 2º y 3º piso  
962 084 680  
[cmssolivereta@valencia.es](mailto:cmssolivereta@valencia.es)

### **Patraix**

C/ Salabert, 13  
962 084 671  
[cmsspatraix@valencia.es](mailto:cmsspatraix@valencia.es)

### **Quatre Carreres**

C/ Arabista Ambrosio Huici, s/n  
962 084 080  
[cmssquatrecarreres@valencia.es](mailto:cmssquatrecarreres@valencia.es)

### **Salvador Allende**

C/ San Juan de la Peña, 3  
962 084 650  
[cmsssalvadorallende@valencia.es](mailto:cmsssalvadorallende@valencia.es)

### **Sant Marcel·li**

C/ Salvador Perles, s/n  
962 082 865  
[cmsssanmarcelino@valencia.es](mailto:cmsssanmarcelino@valencia.es)

### **Trafalgar**

C/ Trafalgar, 34  
962 082 729  
[cmsstrafalgar@valencia.es](mailto:cmsstrafalgar@valencia.es)

**More information on Public  
Bodies and Organisations  
available at the following link:**  
<https://tinyurl.com/v-maps>

# SOCIAL SERVICES IN THE VALENCIAN METROPOLITAN AREA

## **Alaquàs**

C/ Major, 88  
961 51 94 00  
info@alaquas.org

## **Albal**

C/ Mestre Ramón Sanchís Rovira, 9  
961 22 05 04  
info@albal.es

## **Albalat dels Sorells**

Pl. Castell, 2  
961 49 00 91  
asorells\_ctb@gva.es

## **Alboraia**

C/ Pintor Peris Aragó, 33  
961 86 93 03  
amic@alboraya.com

## **Albuixech**

Pl. De l'Ajuntament, 1  
961 40 06 01  
info@albuixech.es

## **Alcàsser**

Pl. Castell, 1  
961 24 03 47  
alcasser@alcasser.es

## **Aldaia**

C/ Coladors, 12  
961 98 88 11  
ajuntament@ajuntamentaldaia.org

## **Alfafar**

C/ Tauleta, 48  
963 18 24 36  
alfafar@alfafar.es

## **Alfara del Patriarca**

Pl. Sant Joan de Ribera, 4  
961 39 19 46  
secretaria@alfaradelpatriarca.es

## **Almàssera**

Pl. Major, 1  
961 85 37 50  
almassera@gva.es

## **Benetússer**

C/ Miguel Hernández, 30  
963 75 29 59  
benetusser@gva.es

## **Beniparrell**

C/ Santa Barbara, 25  
961 21 60 35  
beniparrell\_sec@gva.es

## **Bonrepós i Mirambell**

Pl. del Poble, 1  
961 85 25 00  
admon@bonrepositmirambell.es

## **Burjassot**

Plaça Emilio Castelar  
963 16 05 00  
registro@burjassot.es

## **Cases de Bàrcena**

Camí de Cases de Barcena, 108  
961 85 42 05  
casasdebarcena@valencia.es

## **Catarroja**

Pl. Llotgeta, 1  
961 27 44 82  
ajuntament@catarroja.es

## **El Perellonet**

C/ Gaviotas, 33  
961 77 64 50  
perello\_ayt@cv.Gia.es

## **El Puig**

Pl. Maguncia, 1  
961 47 00 03  
buzondelciudadano@elpuig.org

## **Emperador**

Pl. Ayuntamiento 1  
961 98 44 35 85  
emperador\_alc@gva.es

## **Foios**

Pl. del Poble, 1  
961 48 00 28  
cultura@foios.es

## **Godella**

C/ Mayor, 83  
963 64 11 52  
alcaldia@godella.es

## **Manises**

Pl. Dos de Mayo, 12  
961 86 93 03  
socials@manises.es

## **Massamagrell**

C/ de Rafalell, 8  
961 44 49 51  
info@massamagrell.es

## **Massanassa**

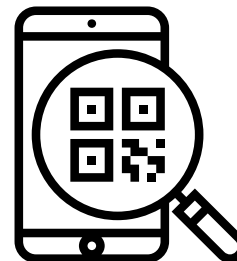
C/ Mayor  
961 25 55 00  
info@massanassa.es



**You can access these links of interest by clicking or scanning the QR code on your mobile phone's camera:**



ASK HERE FOR YOUR **PREVIOUS APPOINTMENT** TO CARRY OUT ANY FOREIGN PROCEDURE IN PERSONALITY



**TELEMATIC PROCEDURE**  
PROCEDURES



**ELECTRONIC**  
**REGISTRATION**  
APPLICATIONS



# Here you can access all of the links throughout the guide!

ILLUSTRATION OF  
THE VALENCIA  
LAWYERS 'COLLEGE'



MUNICIPAL  
REGISTRY OFFICES  
IN VALENCIA



REGISTRATION  
CERTIFICATE  
APPLICATION



2008 EU COUNCIL  
JUDGMENT ON  
MIGRATION AND  
ASYLUM



NATIONALITY  
APPLICATION BY  
SIMPLE  
PRESUMPTION



DIGITAL CERTIFICATE  
OF NATIONALITY  
APPLICATION



QUICK  
INFORMATION  
GUIDE VALNCIA  
PROCEDURES



GENERAL  
INFORMATION  
PROCEDURES  
SPAIN



NATIONALITY  
APPLICATION FOR  
RESIDENCE



STUDENT VISA



RIGHT TO SEEK  
ASYLUM  
APPLICATION



ACNUR - ASYLUM IN  
SPAIN



INFORMATION  
SHEETS  
PROCEDURES



APPLICATION FOR  
FOREIGN  
QUALIFICATIONS IN  
SPAIN



REQUIREMENTS  
AND DOUBTS RIV



SOCIAL SECURITY  
ASSISTANCE  
REQUEST



VIOLET MAP (INFO  
PUBLIC BODIES)



ASOCIACIÓN POR TI  
MUJER





# WELCOME TO VALENCIA!

*Benvinguts i benvingudes  
a la Comunitat Valenciana!*

*Casa nostra  
és  
casa vostra*



GENERALITAT  
VALENCIANA

Vicepresidència i Conselleria  
d'Igualtat i Polítiques Inclusives



POR TI MUJER

*Finestretes Migrants Itinerants*  
*(Ventanillas Migrantes Itinerantes)*

## ***Guía de acogida para mujeres inmigrantes y sus familias***

### **Coordinación**

Asociación Por Ti Mujer ONGD

### **Construcción y diseño**

Asociación Por Ti Mujer ONGD

### **Financiación**

Vicepresidència i Conselleria d'Igualtat i Polítiques Inclusives de la Generalitat Valenciana

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**POR TI MUJER**

