

## Relevant telephone numbers and addresses:

- **Municipal census**  
**Municipal offices of each town council**
- **General enquiries:**  
**Telephone: 012 throughout the region of Madrid**
- **Foreign nationals administration and documentation:**  
**Calle General Pardiñas, 90 dup, 28006 Madrid, Telephone: 91 322 34 00**
- **Central Civil Register:**  
**Calle Montera, 18 Madrid**  
**Telephone 91 701 43 00**
- **Madrid Town Council Public Services**  
**Telephone: 010 throughout the city of Madrid**



**Comunidad de Madrid**

CONSEJERÍA DE ECONOMÍA Y CONSUMO

Instituto de Estadística  
de la Comunidad de Madrid

# Municipal census of inhabitants

## Help guide for foreigners

### English version

The municipal census is the administrative register which contains all the people residing in a municipality. All people living in Spain, whether Spaniards or foreigners, are obliged to register in the municipal census for their place of residence, regardless of whether their administrative situation in Spain has been regularised or not.

To register in the municipal census you should go to your local town hall in person, with your national identity card, passport or foreign national card, and certify that you reside in the dwelling you wish to declare in the municipal census, which can be done by way of a document containing your name (property deed, lease agreement, water bill, gas bill, etc). You will then need to fill out the municipal census sheet provided by the town council.

If you change your place of residence, you should apply for inclusion in the municipal census of the municipality where you are to reside; this new municipality will proceed to remove you from the census of the municipality of origin. For changes of domicile within the same municipality, or changes to any other data in the municipal census, you should contact the town council where you are registered.

Foreign nationals from countries outside of the European Union who do not have authorisation for permanent residence must renew their registration in the municipal census every two years. Failure to do this will lead to removal from the municipal census.

Public services, social services, schools, health centres, etc, are organised by geographical area, with use of them depending on their proximity to the place registered in the municipal census. Moreover, many public services offered by town councils, Madrid regional government and the state government use the length of time you have been included in the municipal census to establish priority amongst applicants, for which reason it is very important that you register at the earliest opportunity.

Access to public housing, sports centres, nurseries, training courses, grants, work permit renewal processes, social inclusion work permits, nationality applications, marriage, family reunification... these are just a few examples of the importance of being registered in the municipal census right from the start.

Street, square, etc. <input type="text"/>		Street name <input type="text"/>						Province <input type="text"/>		District <input type="text"/>	
Number <input type="text"/>		Letter <input type="text"/>	Km. <input type="text"/>	Building <input type="text"/>	Doorway <input type="text"/>	Staircase <input type="text"/>	Flat <input type="text"/>	Municipality <input type="text"/>		Ward <input type="text"/>	
								Group of enumeration districts <input type="text"/>		Block <input type="text"/>	
Voluntary information We authorise the persons of full legal age registered in the census in this document to inform the Town Council of any future changes of data and to obtain census certificates or notes. YES <input type="checkbox"/> NO <input type="checkbox"/> Telephone <input type="text"/>											
N° Order <b>01</b>	Name <input type="text"/>		Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth (day, month, year) <input type="text"/>		Province <input type="text"/>		Type of identity document ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Foreign National Document <input type="checkbox"/>		
If you are registering after moving in from another area, please indicate:											
1st Surname <input type="text"/>			Municipality (or Consulate) of origin <input type="text"/>			Municipality (or Country) of birth <input type="text"/>			Number <input type="text"/>		Letter <input type="text"/>
2nd Surname <input type="text"/>			Province (or Country) of origin <input type="text"/>			Country of nationality <input type="text"/>			Completed studies (See codes on the back) <input type="text"/>		
N° Order <b>02</b>	Name <input type="text"/>		Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth (day, month, year) <input type="text"/>		Province <input type="text"/>		Type of identity document ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Foreign National Document <input type="checkbox"/>		
If you are registering after moving in from another area, please indicate:											
1st Surname <input type="text"/>			Municipality (or Consulate) of origin <input type="text"/>			Municipality (or Country) of birth <input type="text"/>			Number <input type="text"/>		Letter <input type="text"/>
2nd Surname <input type="text"/>			Province (or Country) of origin <input type="text"/>			Country of nationality <input type="text"/>			Completed studies (See codes on the back) <input type="text"/>		
N° Order <b>03</b>	Name <input type="text"/>		Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth (day, month, year) <input type="text"/>		Province <input type="text"/>		Type of identity document ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Foreign National Document <input type="checkbox"/>		
If you are registering after moving in from another area, please indicate:											
1st Surname <input type="text"/>			Municipality (or Consulate) of origin <input type="text"/>			Municipality (or Country) of birth <input type="text"/>			Number <input type="text"/>		Letter <input type="text"/>
2nd Surname <input type="text"/>			Province (or Country) of origin <input type="text"/>			Country of nationality <input type="text"/>			Completed studies (See codes on the back) <input type="text"/>		
N° Order <b>04</b>	Name <input type="text"/>		Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth (day, month, year) <input type="text"/>		Province <input type="text"/>		Type of identity document ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Foreign National Document <input type="checkbox"/>		
If you are registering after moving in from another area, please indicate:											
1st Surname <input type="text"/>			Municipality (or Consulate) of origin <input type="text"/>			Municipality (or Country) of birth <input type="text"/>			Number <input type="text"/>		Letter <input type="text"/>
2nd Surname <input type="text"/>			Province (or Country) of origin <input type="text"/>			Country of nationality <input type="text"/>			Completed studies (See codes on the back) <input type="text"/>		
N° Order <b>05</b>	Name <input type="text"/>		Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth (day, month, year) <input type="text"/>		Province <input type="text"/>		Type of identity document ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Foreign National Document <input type="checkbox"/>		
If you are registering after moving in from another area, please indicate:											
1st Surname <input type="text"/>			Municipality (or Consulate) of origin <input type="text"/>			Municipality (or Country) of birth <input type="text"/>			Number <input type="text"/>		Letter <input type="text"/>
2nd Surname <input type="text"/>			Province (or Country) of origin <input type="text"/>			Country of nationality <input type="text"/>			Completed studies (See codes on the back) <input type="text"/>		
We declare that the persons listed in this sheet reside in said domicile and that their details are correct.							(For inclusions in existing registrations) Signature of previously registered person of full legal age		To be filled out by the Town Council. Date of receipt of the sheet		
Total number of people registered in this sheet <input type="text"/>	Date and signature of people of full legal age registered in this sheet						Signed .....				

## LEGAL REGULATIONS

Act 4/1996, of 10th January, which modifies Act 7/1985, of 2nd April, which regulates the Local Regime framework with regards to the Municipal Census, and Royal Decree 2612/1996, of 20th December, which modifies the Regulations on Population and Territorial Demarcation of the Local Entities, passed by Royal Decree 1690/1986, of 11th July.

The census is the register which certifies the residence and domicile of the people residing in the municipality, for the purposes of administration.

All people living in Spain are obliged to register in the census for the municipality where they commonly reside. People residing in more than one municipality should register in the municipality where they spend most time.

All municipality residents are entitled to see the information on them contained in the municipal census, and to demand rectification should it be erroneous or incorrect.

The details on the back of this sheet will allow the census of your municipality to be updated.

By presenting this sheet, duly completed, at your Town Hall, you give your consent to the updating of the Electoral Register, in line with the details contained in it.

In accordance with that set out in article 16.1, paragraph 2, of Act 7/1985, of 2nd April, which regulates the Local Regime Framework, the registration in the Municipal Census of non-EU foreign nationals without a permanent residence permit must be renewed every two years. Failure by the interested party to proceed with this renewal within the said period shall result in the registration becoming expired.

## INSTRUCTIONS TO FILL OUT THE SHEET

- Write in pen and in block capitals. Clearly indicate all the details corresponding to each of the people registered in the sheet.
- If registration is requested as a result of a change of residence, indicate the municipality and province of origin in the corresponding box. If you have come from a foreign country, indicate the country and, where appropriate, the Spanish consulate where you were registered. For changes of domicile within the same municipality, write in this box: SAME MUNICIPALITY.
- If the registration is for a person who was not previously registered in any municipal census, write the following in the municipality of origin box: NONE. Fill in this box in the same way for the registration of newborn babies.
- The completed sheet should be signed by the person presenting it, whenever it is to correct or update details. New registrations should be signed by all people of full legal age who are being registered. If new inhabitants are being included in an existing sheet, the new registrations authorisation must also be signed by all people of full legal age already registered in the sheet.
- Fill in the box "Total number of people registered in this sheet", in order to ensure the spaces left blank cannot be altered.
- Any questions you may have can be answered when presenting the sheet at the Town Hall.

## INSTRUCTION LEVEL CODES

11. Can't read or write.
21. No studies.
22. Incomplete primary education, five years of General Basic Education, schooling certificate or equivalent.
31. Secondary education, baccalaureate, education up to 14 years of age, complete primary education or equivalent.
32. First level professional training. Industrial clerk.
41. Second level professional training. Industrial masters.
42. Higher baccalaureate, BUP
- 43 Other intermediate qualifications (clinical auxiliary, secretarial studies, computer programmer, flight auxiliary, diploma in arts and crafts, etc).
44. University school diploma (business studies, primary school teaching, medical auxiliary and similar).
45. Architect or technical engineer.
46. University graduate, architect or higher engineer.
47. Non-university higher qualifications
48. PhD and postgraduate or graduate specialisation studies.

## DOCUMENTATION TO BE PRESENTED TO COMPLETE THE MUNICIPAL CENSUS

- Municipal sheet filled in and signed.
- Document which certifies the identity of the people registered (ID document, foreign national document, passport, family book for children under 15, etc).
- Document showing the occupation of the dwelling (property deed, lease agreement, contract or annual receipt issued by the Company in charge of supplying telephone, water, electricity, etc). This document is not necessary when incorporating new inhabitants into a family group which is already included in the municipal census.
- When rectifying or updating details, documentation to certify the correct details.