

What is the municipal census?

It is the administrative register of the residents in a municipality. The information it contains constitutes proof of residence and usual domain in the municipality.

Who should register on the municipal census?

All individuals living in Spain are obliged to register on the census of the municipality in which they hold their usual place of residence. Individuals living in more than one municipality should register only on the census corresponding to the municipality in which they live for the longest period during the year.

What rights and obligations does registration on the census hold for residents?

- a) The ability to vote and to stand for election under the terms and conditions laid down in electoral legislation.
- b) Participation in municipal management in accordance with the provisions laid down in legislation.
- c) The use of municipal services.
Example: the right to registration in primary and secondary schools in the municipality; the use of the services provided by the municipal library and workshops; Spanish classes for foreigners; municipal social care and services; subsidies for local associations; etc.
- d) Contribution through economic and personal obligations to the completion of municipal business.
- e) To receive information, on request, and address applications to the municipal administration regarding all the municipal documents and forms in accordance with Article 105 of the Spanish Constitution.
- f) To request a popular inquiry under the terms and conditions laid down in legislation.
- g) To demand the provision and, where applicable, the establishment of the corresponding public services if they constitute mandatory municipal business.

When do foreign citizens have to register on the census of the municipality in which they hold their residence?

Foreign citizens and their family members are obliged to register on the census of the municipality in which they hold their usual residence when they begin living in the municipality in question.

Where do I go to register on the municipal census?

The Town Hall corresponding to your place of residence. Registering on the census is free.

What are the requirements for registration?

The Town Hall will provide you with the census form for completion. This form requires the following information:

- ◆ Name and surname(s).
- ◆ Gender.
- ◆ Usual address.
- ◆ Nationality.
- ◆ Date and place of birth.
- ◆ Residence card, identity document or passport number.
- ◆ Academic qualifications.
- ◆ Other information that may be required for the electoral roll.
- ◆ Signature of the interested party or his/her legal representative.

Documentation to be presented for registration on the census

- ◆ Census application form completed and signed.
- ◆ Document(s) certifying the identity of the individual(s) applying for registration (ID card, aliens card, passport, etc., family book, where applicable, for persons under the age of 15).
- ◆ Document certifying the occupancy of the home (the deed of ownership, rent contract, contract or latest receipt of payment issued by the telephone, water, electricity company, etc.).
- ◆ To rectify or update details, document certifying the correct information.