INSTRUCTIONS TO FILL IN THE EX-17 FORM

(*Application for TIE card - TIE)*

If you are not an EU citizen, one of the documents that you must deliver in the National Police appointment is the EX-17 form. It is important that this form is well filled in order to apply for the TIE card. In this instructions, we are going to show you how to fill it.

Step 1: Download the EX-17 form placed in the Spanish immigration office website. This PDF should contain 3 pages.

1

2

3

Step 2: Filing the form.The form is divided in 4 parts. Starting from page 1, we have:

Part number 1) We must fill this part with our personal information.
The “Representante legal, en su caso DNI/NIE/PAS and Titulo” part only should be filled in case you are representing an underage person.

1) DATOS DEL SOLICITANTE

PASAPORTE N.I.E. -- -

1er Apellido 2º Apellido

Nombre Sexo(1) H M

Fecha de nacimiento(2) / / Lugar País

Nacionalidad Estado civil(3) S C V D Sp

Nombre del padre Nombre de la madre

Domicilio en España Nº Piso

Localidad C.P. Provincia

Teléfono móvil E-mail

Representante legal, en su caso DNI/NIE/PAS Titulo(4)

Part number 2) Is not necessary to fill this part since you are the one doing this procedure.

2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD[5]

Nombre/Razón Social | DNI/NIE/PAS
Domicilio en España | Nº | Piso
Localidad
Teléfono móvil
Representante legal, en su caso | DNI/NIE/PAS | Título[4]

Part number 3) You must indicate your address here in Spain. It is important that the address is right, since you will be receiving there the letters and notifications.

In case you mark "CONSIENTO que las comunicaciones y notificaciones.." you will receive the notifications via online. You only will have Access to this notifications with a digital signature.

3) DOMICILIO A EFECTOS DE NOTIFICACIONES

Nombre/Razón Social | DNI/NIE/PAS
Domicilio en España | Nº | Piso
Localidad | C.P. | Provincia
Teléfono móvil | E-mail

☐ CONSIENTO que las comunicaciones y notificaciones se realicen por medios electrónicos [6]

Step 3: Fill page two of the file.

At the top of the page:

Nombre y apellidos del titular.....

You must write your name and surnames (in this order)

In "Datos relatives a la sol·licitud" part we must indicate for which procedure are you applying for.

- In case of is your first time applying for the TIE card, you must select "Tarjeta Inicial".
- In case of extension of your actual card, you must select "Renovación de la Tarjeta"
- In case you already have a TIE, but you need a new one (because it was lost or stolen) you must select "Duplicado por robo, extravío, destrucción o inutilización"

4) DATOS RELATIVOS A LA SOLICITUD(7)

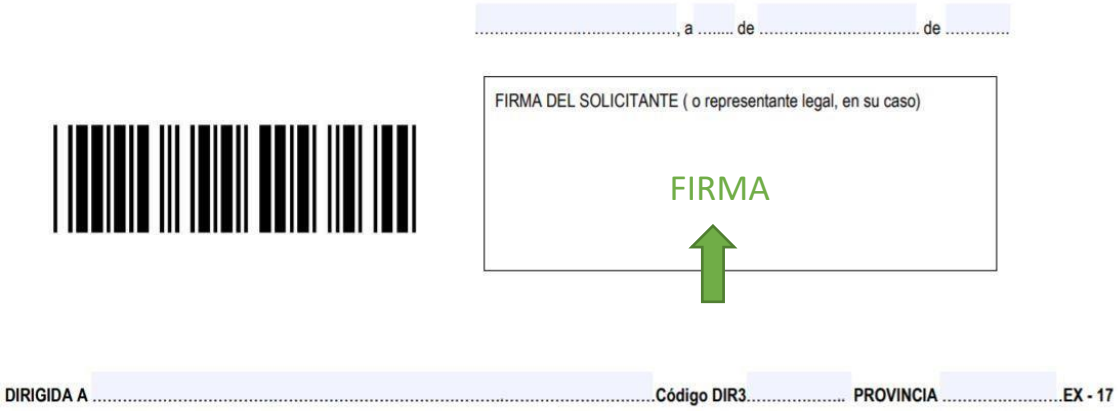
4.1. TIPO DE DOCUMENTO (art. 210)

☐ TARJETA INICIAL

☐ RENOVACIÓN DE TARJETA ☐ DUPLICADO POR ROBO, EXTRAVÍO, DESTRUCCIÓN O INUTILIZACIÓN

Once you have selected the options, you must indicate the place and the date en which you are filling this form. (Ex. *Barcelona*, a *14* de *febrero* de *2021)*

Finally, you must sign the form. If someone presents this application on your behalf, he/she will have to sign the form instead of you.



Step 4: Check all the information that you have filled and make sure all the information is correct and matches with our instructions.

Page number 3 is merely informative, so you don't have to fill it.

Once you have revised and signed the form, you will have to make a copy of it. Remember that in the appointment of the National Police Station they will ask you for two physic copies of this file.

If you have any doubt, you can contact our office in order to receive help during the process.