

INSTRUCTIONS ON HOW TO BOOK AN APPOINTMENT FOR TIE AT THE FOREIGNER OFFICE WEBSITE

In this document you will find how to apply for an appointment step by step on the Foreigner's Office website. Link to the website: [Request appointment on the Foreigner's Office website](#)

STEP 1

Select the province of Barcelona and click "Aceptar"



STEP 2

2.1) Choose the office:

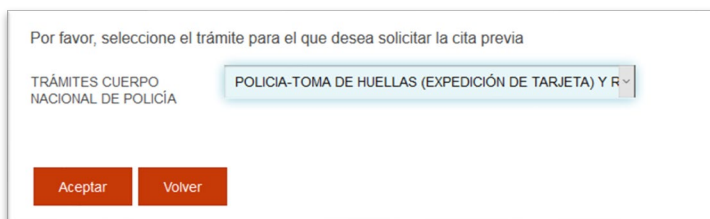
Please, remember that it is not necessary to book an appointment in the same municipality where you are living. To sum up, if you live in Barcelona, you can book or apply for an appointment in other cities or towns like Terrassa, Sabadell, Cerdanyola del Vallès, etc.



2.2) Open the drop-down and select the procedure:

- To apply the **"Tarjeta de Identificación de Extranjeros"** (non EU citizens with an initial study permit over 6months or a renewal) select the option **"POLICIA – TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) Y RENOVACIÓN DE TARJETA DE LARGA DURACIÓN"**
- **To pick up the TIE** (after the fingerprints) select the option **"POLICIA – RECOGIDA DE TARJETA DE IDENTIDAD DE EXTRANJERO (TIE)"**

Once you have chosen the procedure click "Aceptar"



STEP 3

In the next page, swipe down and click "Entrar" and "Presentación sin clave" if you don't have signature with digital certificate (Clave, IdCAT).



STEP 4

Introduce your personal information:

Please select the option “PASSAPORTE” and introduce your passport number.

Name and Surnames, in this order

Once everything is filled, please click “Aceptar”

The screenshot shows a web form titled "CITA PREVIA EXTRANJERÍA" with the subtitle "POLICIA-CERTIFICADO DE REGISTRO DE CIUDADANO DE LA U.E.". Below this, it says "INTRODUCE LOS DATOS DEL SOLICITANTE DE LA CITA". There is a section for "Tipo de documento" with three radio buttons: "N.I.E." (selected), "D.N.I.", and "PASAPORTE". Below this is a field for "* N.I.E." with a light blue input box and the label "Campo obligatorio". A pink warning box states: "IMPORTANTE: Nº de NIE utilizado en la reserva de la cita, debe coincidir plenamente con el asignado al ciudadano, en caso contrario, la cita no será atendida .". At the bottom, there is a field for "*Nombre y apellidos" with a light blue input box and the label "Campo obligatorio". Two buttons are at the bottom: "Aceptar" (orange) and "Volver" (white with orange border).

STEP 5

Check that the information is correct (complete name and NIE) and click “Solicitar Cita”

The screenshot shows a confirmation screen titled "Identidad del usuario de cita". It displays a blurred version of the user's name and NIE. Below this, it says "A continuación puede seleccionar cualquiera de las siguientes opciones". There are four orange buttons: "Solicitar Cita", "Consultar Citas Confirmadas", "Anular Cita", and "Salir".

STEP 6

Open the drop-down and select the office where you would like to go.

To apply for TIE (toma de huellas) you can go to any office in the province of Barcelona. If there aren't any appointments available in your municipality, try to select an appointment for a nearby town or city.

To pick up the TIE, you have to go to the police station indicated on the receipt you received after the fingerprints “toma de huellas”.

After selecting the office, please click “Siguiente”

This screenshot is similar to the previous one but shows the next step. It has the same title "Identidad del usuario de cita" and blurred user information. Below that, it says "Seleccione la oficina donde solicitar la cita". There is a label "Oficina:" followed by a light blue input box that appears to be a dropdown menu. A pink informational box states: "La oficina seleccionada, será a donde usted deberá acudir el día de presentación de la cita previa concedida." At the bottom, there are two orange buttons: "Siguiente" and "Salir".

STEP 7

Introduce a Spanish Mobile phone number, in which it will be sent a code confirmation for the appointment.

Introduce your email address twice, and check that it is correct, as the appointment receipt will be sent there. Please, try not to give a Hotmail account, it might cause some difficulties.

Then click “Siguiente”

Identidad del usuario de cita

INFORMACIÓN COMPLEMENTARIA

*Teléfono
Campo obligatorio

*e-Mail
Campo obligatorio

*Repita e-Mail
Campo obligatorio

Asegúrese de introducir una dirección correcta de e-Mail.

Se le enviará a esa dirección una copia del justificante de cita previa.

Por causas ajenas a la Secretaría de Estado, estamos encontrando incidencias en la recepción de correos electrónicos de hotmail.

En muchos casos, los correos enviados por la Sede Electrónica no están llegando correctamente a los interesados.

Siguiente **Salir**

STEP 8

Afterwards, you will see a calendar with the days and months in which there are available appointments. Select the day that suits you better, write the CAPTCHA code, and last but not least, select the day and time of the appointment.

Please note that sometimes it is difficult to find an appointment, that is why we recommend you book an appointment as soon as possible.

Seleccione una de las siguientes citas disponibles

1

Febrero 2022

Lu	Ma	Mi	Ju	Vi	Sá	Do
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2

*Por favor, valide el Captcha para poder continuar
Campo obligatorio

ex27g

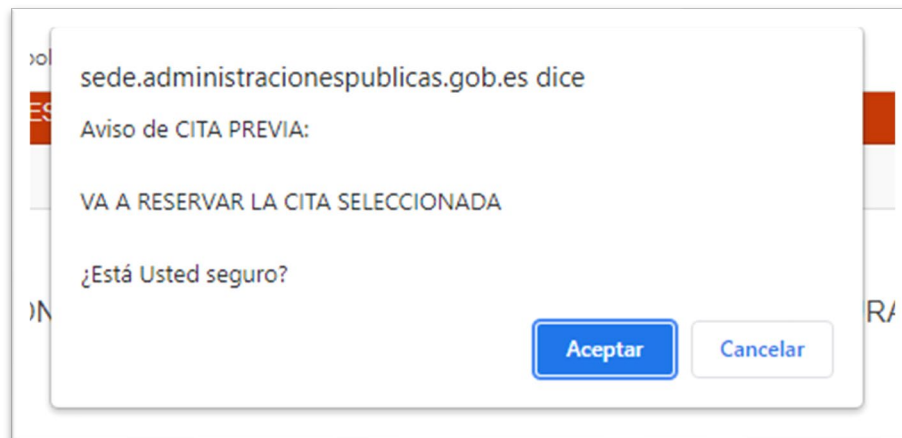
Introduzca el texto aquí

3

	16/02/2022	17/02/2022	18/02/2022
10:45	OCUPADO	OCUPADO	OCUPADO
11:00	OCUPADO	OCUPADO	OCUPADO
11:15	OCUPADO	OCUPADO	LIBRE
11:30	OCUPADO	OCUPADO	LIBRE
11:45	OCUPADO	LIBRE	LIBRE
12:00	OCUPADO	OCUPADO	LIBRE

STEP 9

9.1) Once you select the day and time in step 8, a window will appear that will ask you if you are sure about the booked appointment. Please click “Aceptar”.



9.2) Finally, it will lead to a webpage where it shows all the information that has been introduced. Please, check that it is correct.

You will receive a text message on your mobile phone with the confirmation code. This code must be introduced at the end of the page (number 1 in the image) to confirm the booked appointment.

Please select the option “Estoy conforme con la información mostrada en pantalla” and “Deseo recibir un correo electrónico con los datos de mi cita en la dirección que he proporcionado”.

Afterwards select “confirmar” (number 2 in the image)

A screenshot of a web page titled "Datos de la Cita". The page displays appointment details in a table-like format: "Dirección" (CNP COMISARIA TERRASSA, BALDRICH 13. TERRASSA. 08221), "Día de la cita" (01/03/2022), "Hora cita" (11:45), and "Mesa" (TIE 1). Below this is a section titled "Otros Datos" which contains a "VERIFICACIÓN DE SOLICITUD DE CITA" and a "MUY IMPORTANTE" warning. It asks the user to enter a verification code (labeled with a red '1') and to confirm the appointment by checking two boxes: "Estoy conforme con la información mostrada en pantalla" and "Deseo recibir un correo electrónico con los datos de mi cita en la dirección que he proporcionado". At the bottom of this section are two buttons: "CONFIRMAR" (labeled with a red '2' and a red arrow) and "VOLVER".

STEP 10

Please, attend the appointment in the selected office with the booking receipt of the appointment.

You will also have to bring all the documentation required for your procedure.