



## MUNICIPAL REGISTER.

### General Information.

Basic information about the Municipal Register, its offices, telephone numbers, e-mail addresses and hours

[Link to explanatory video](#)

#### **What is the Municipal Register?**

The Municipal Register is the government register which contains a list of the registered residents of a given municipal area.

All Spaniards and foreign nationals who live in Spanish territory must be registered in their normal municipality of residence. If they live in various municipalities, they must register where they spend the most time living during the year.

#### **Why do we have to register?**

In addition to the legal imposition indicated above, proper registration in the Municipal Register is an essential requirement for conducting a great many administrative procedures, as well as accessing a wide variety of municipal services, benefits and social assistance, including:

- Obtaining documents such a national identity card (DNI), passport or driving licence.
- Formalities related to contracting for utility services such as electricity, telephone and gas.
- Proof of address for school and university registration.
- Inclusion in the electoral register.
- Applying for certain social benefits, including:
  - Access to public housing and public subsidised housing.
  - Low-income and other benefits.
  - Financial support for families with few resources.
  - Assistance in paying property tax (Impuesto sobre Bienes Inmuebles).

#### **Where can I take care of procedures involving the Municipal Register?**

##### In person:

At the extensive network of offices provided by the Málaga City Council for the handling of procedures relating to the Municipal Register:

- At municipal citizen services offices ([OMAC](#)).
- At the Tax Administration [Citizen Services](#) office.

##### By telephone:

Queries and information about services relating to the Municipal Register at the Citizen Information Service:

**Telephone 010**  
[Lines open 24 hours/day](#)

##### By e-mail:

Write to us at [gestrisam@malaga.eu](mailto:gestrisam@malaga.eu)



## Procedures / Services

### **Main services provided by the Municipal Register**

[Registrations and changes of address](#)

[Records of registration](#)

[Certificates of registration history](#)

[Renewal of Municipal Register registrations for non-EU nationals without a permanent residence authorisation](#)

[Request for removal due to improper registration](#)

[Elector Register \(National Statistics Institute - INE\) registration information query](#)

[Confirmation of Municipal Register registrations for nationals of the European Union and states that are party to the Agreement on the European Economic Area or who have an EU Citizen Residence Card or Permanent Residence Authorisation.](#)

## **MUNICIPAL REGISTER. Registration and changes of address**

Registration, changes of address and changes in personal information in the Municipal Register.

### Who can request this?

Any citizen residing in the Málaga municipal area.

If you also reside in another municipality over the course of the year, register where you reside the most time during the year.

- **Applicable dates:** Any.

### Documentation required

Information about the documents to be submitted and instructions for complementing the registration form are available at the following links:

[Documentation required.](#)

[Instructions for complementing the registration form.](#)

### Applicable legislation:

- Act 7/1985, of 2 April, regulating the Bases of Local Government.  
[go to legislation page](#)
- Regulation on Population and Territorial Demarcation of Local Authorities passed by Royal Decree 1690/1986, of 11 July.  
[go to legislation page](#)
- Act 39/2015 on Common Administrative Procedures (article 21.3.b).  
[go to legislation page](#)
- Decision of 30 January 2015  
Decision of 30 January 2015 on the Chairmanship of the National Statistics Institute and the Directorate-General for Coordination of Powers with the Autonomous Communities and Local Authorities, regarding technical instructions to the councils on management of the municipal register.  
[go to the decision](#)

### Other information of interest

EASY-TO-READ

SIGN LANGUAGE VIDEO AND AUDIO DESCRIPTION

Procedure:

**In-person procedure:**

- Submit the registration form together with the required documentation at any [municipal citizen services office \(OMAC\)](#) or any [Tax Administration office](#).
- Once the documents have been checked, the information will be processed administratively and entered in the Municipal Register.
- Submission of a completed to your council constitutions your approval for updating the Electoral Register according to the information contained therein.

**MUNICIPAL REGISTER. Records of registration**

Issue of records showing the registration information for the applicant (if it is an individual record) and the other people living at that address (if it is a group record).

Who can request this?

Any citizen registered with the Málaga Municipal Register.

- **Applicable dates:** Any.
- **Delivery time:** Records are issued immediately at the office or if a digital certificate is used to access the procedure online.

Documentation required

- Citizen's current proof of identity (DNI, passport, foreign national card, driving licence, etc.).
- If you are not the owner, you must submit the proper authorisation, a copy of the owner's identity document and a copy of the authorised person's identity document.
- Minors: requests may be submitted by the parents or legal guardians with proof of their identity and documentation certifying their status (*libro de familia* or documents granting guardianship). If the request is made by a parent who does not reside at the same address, the authorisation of the other parent will be required.

Other information of interest

**Administrator:**

Subdirectorato de Tax Administration  
Municipal Register Section  
Tel. [010](#)

Tax Administration Government Agency website:  
[www.gestrisam.malaga.eu](http://www.gestrisam.malaga.eu)

Procedure:

There are various procedures for this municipal service. Depending on the type of procedure, there are a number of steps to follow:

**In-person procedure:**

- Visit any [municipal citizen services office \(OMAC\)](#) or [Tax Administration office](#).
- Identify yourself by providing the necessary documents.
- The record of registration will be issued to you.

**Telephone procedure:**

- Contact the Municipal Information Line on [010](#).
- Provide your DNI number, date of birth, telephone number and e-mail address.

- Provide the registration information for the citizen. Only individual records can be issued via this method.
- Provide the reason for the request.
- The requested record will be sent out in a few days by ordinary mail, to the address listed in the Municipal Register.

**Procedure without digital certificate:**

- Access the service: [Record of registration without digital certificate](#).
- Enter the required personal information.
- Select the type of certificate and the reason for the request. The certificate type must be Individual (showing only the registration information for the citizen).
- Click 'Obtener'.
- The requested record will be sent out in a few days by ordinary mail, to the address listed in the Municipal Register.

**Procedure with digital certificate:**

- As a prerequisite, a user certificate must be installed in the browser and you must meet the rest of the requirements for using Mi Carpeta: [see requirements](#).
- Access the service: [Record of registration with digital certificate](#).
- You will be asked to access via the user's digital certificate.
- The requester's information will appear (name, surname(s) and DNI/NIE). Enter the required information (date of birth, type of record and reason for the request). Click 'Obtener'.
- The requested record of registration will open in PDF format. It can then be printed and/or saved.

If you receive an error message, this may be due to the fact that you are not registered with the Málaga Municipal Register, or that your personal information does not coincide with our databases.

In either case, you may contact the [Tax Administration offices](#), any [municipal citizen services office \(OMAC\)](#) or the Municipal Information Line [010](#).

## **MUNICIPAL REGISTER. Certificate of registration history**

Certificate of a citizen's registrations, deregistrations and changes in the Málaga Municipal Register.

### **Who can request this?**

Any citizen who resides or has resided in the Málaga municipal area.

- **Applicable dates:** any.
- **Delivery time:** immediately for most requests.  
For special cases which require internal administrative procedures: 15 business days.

### **Documentation required**

- Duly completed and signed form.
- Photocopy of the citizen's (current) DNI, passport or foreign national card.
- If the request is submitted by a third party, photocopy of the identity document of the representative and authorisation signed by the citizen.

### **Applicable legislation:**

- Act 39/2015 on Common Administrative Procedures.



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- Act 7/1985, of 2 April, regulating the Bases of Local Government.

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- Regulation of Population and Territorial Demarcation of Local Authorities passed by Royal Decree 1690/1986, of 11 July.

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#### Other information of interest

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Tax Administration Government Agency website:

[gestrisam.malaga.eu](http://gestrisam.malaga.eu)

#### Procedure:

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There are various procedures for this municipal service. Depending on the type of procedure, there are a number of steps to follow:

##### In-person procedure:

- Visit any [municipal citizen services office \(OMAC\)](#) or [Tax Administration office](#) and submit the required documentation.
- In most cases, the certificate will be issued immediately.  
For special cases which require internal administrative procedures, the certificate may be collected after 15 business days.

##### Procedure with digital certificate:

- As a prerequisite, a user certificate must be installed in the browser and you must meet the rest of the requirements for using Mi Carpeta: [see requirements](#).
- Access the service: [MUNICIPAL REGISTER. Certificate of registration history](#).
- You will be asked to access via the user's digital certificate.
- Initiate the procedure, completing and signing the online request form.
- Correct the documentation, if required by the office.
- You will receive a response from the office in Mi Carpeta.

#### **MUNICIPAL REGISTER. Renewal of municipal register registrations for non-EU nationals without a permanent residence authorisation**

Non-EU nationals without a permanent residence authorisation must renew their registration with the Municipal Register every TWO YEARS. The procedure consists of a written personal statement expressing the desire to remain on the Municipal Register.

#### Who can request this?

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Non-EU nationals without a permanent residence authorisation.

- **Applicable dates:** Prior to the expiry date of the municipal register registration (EVERY TWO YEARS).

#### Documentation required

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- Duly completed and signed form.
- Current document providing proof of the requester's identity (only shown to verify the identity).



- If submitted by an authorised person, they must provide the proper authorisation, a copy of the requester's identity card and current document certifying the identity of the authorised person.

**If the Municipal Register registration is not renewed:** If the registration is not renewed, the council will initiate DEREGISTRATION PROCEEDINGS for the person, and once these are completed, the registration will be permanently removed from the Municipal Register. Once the person has been deregistered, they will lose their length of registration with the Municipal Register as of that date. This may have negative consequences for the processing of assistance and a wide range of administrative procedures, as well as those related to public services which require the provision of records and certificates from the Municipal Register. In this case, the only option is to proceed with a new registration, for which it will be necessary to provide all the documents required for registration.

**If you are not registered:** In this case, you must proceed with the registration, completing the appropriate [registration form](#) and providing all the required documents. The two-year period to the next renewal will begin at this time.

#### Applicable legislation:

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- Immigration Act  
Art.3, section 1 of Organic Act 14/2003, of 20 November, amending Organic Act 4/2000, of 11 January, on Rights and Freedoms of Foreigners in Spain and their Social Integration, which modified Act 7/1985, of 2 April, regulating the Bases of Local Government (Official State Gazette no. 279, of 21 November).

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#### Other information of interest

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Tax Administration Government Agency website:  
[www.gestrisam.malaga.eu](http://www.gestrisam.malaga.eu)

#### Procedure:

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There are various procedures for this municipal service. Depending on the type of procedure, there are a number of steps to follow:

##### **In-person procedure:**

- Visit any [municipal citizen services office \(OMAC\)](#) or [Tax Administration office](#).
- Submit the required documentation and completed form (or request the renewal document, which may be issued immediately with pre-printed information, to be signed and submitted at the same office).

##### **Procedure with digital certificate:**

- As a prerequisite, a user certificate must be installed in the browser and you must meet the rest of the requirements for using Mi Carpeta: [see requirements](#).
- Access the service: [MUNICIPAL REGISTER. Renewal of Municipal Register registrations for non-EU nationals without a permanent residence authorisation](#).
- You will be asked to access via the user's digital certificate.
- Initiate the procedure, completing and signing the online request form.
- Correct the documentation, if required by the office.
- You will receive a response from the office in Mi Carpeta.



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## MUNICIPAL REGISTER. Request for removal due to improper registration

Citizens may request the removal of registration at their domicile for persons who do not live with them and who are still recorded as registered there.

### Who can request this?

Any citizen of legal age who resides at the domicile in question and who can provide proper proof of the right to the residence located there - *owner, renter or other*.

- **Applicable dates:** any.

### Documentation required

- Duly completed and signed request form.
- Citizen's current proof of identity (DNI, passport, foreign national card, driving licence).
- If you are not the owner, you must submit the proper authorisation, a copy of the owner's identity document and a copy of the authorised person's identity document.
- Document providing proof of effective ownership or residence at the residence (utility contract or current bill, rental contract and most recent receipt, recent non-certified copy of the deed, land registry report from the Land Registry Office, latest property tax receipt, etc.).

### Applicable legislation:

- Art. 72 of R.D. 2612/1996, of 20 December, changing the Regulation of Population and Territorial Demarcation of Local Authorities passed by R.D. 1690/1986, of 11 July.

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- Common Administrative Procedure Act. Act 39/2015.

[go to legislation page](#)

- Section II c.2) of the 1 April 1997 joint decision of the Chairwoman of the National Statistics Institute (INE) and the Director-General of Territorial Cooperation, issuing technical instructions to councils regarding management and review of the Municipal Register.

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### Other information of interest

**Tax Administration Government Agency website:**

[gestrisam.malaga.eu](http://gestrisam.malaga.eu)

### Procedure:

#### In-person procedure:

- Visit a [Tax Administration office](#) or a [municipal citizen services office \(OMAC\)](#) and provide the required documentation.
- The request will be processed internally, notifying the citizen of the decision made.

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## MUNICIPAL REGISTER. Confirmation of Municipal Register registrations for nationals of the European Union and states that are party to the Agreement on



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## the European Economic Area or who have an EU Citizen Residence Card or Permanent Residence Authorisation.

Nationals of the European Union and states that are party to the Agreement on the European Economic Area or who have an EU Citizen Residence Card or Permanent Residence Authorisation must confirm their registration with the Municipal Register if there has been no activity in the Municipal Register or they have not stated their desire to confirm the aforementioned registration within a five- or two-year period, depending on whether they are registered with the Central Register of Foreign Nationals. Although the procedure can be carried out ex officio, as a result of register activity, it can also be carried out by means of a written personal statement expressing the desire to remain on the Municipal Register.

### Who can request this?

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Nationals of the European Union and states that are party to the Agreement on the European Economic Area or who have an EU Citizen Residence Card or Permanent Residence Authorisation.

- **Applicable dates:** any time prior to the expiry date of the Municipal Register registration (EVERY FIVE YEARS).

### Documentation required

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- Duly completed and signed form.
- Current document providing proof of the requester's identity (only shown to verify the identity).
- If submitted by an authorised person, they must provide the proper authorisation, copy of the requester's identity card and current document certifying the identity of the authorised person.

**If the Municipal Register registration is not confirmed:** If the registration is not confirmed, the council, in coordination with the National Statistics Institute (INE), will initiate proceedings for ex officio removal from the Municipal Register. Once the person has been deregistered, they will lose their length of registration with the Municipal Register as of that date. This may have negative consequences for the processing of assistance and a wide range of administrative procedures, as well as those related to public services which require the provision of records and certificates from the Municipal Register. In this case, the only option is to proceed with a new registration, for which it will be necessary to provide all the documents required for registration.

**If you are not registered:** In this case, you must proceed with the registration, completing the appropriate [registration form](#) and providing all the required documents. The five- or two-year period to further Municipal Register activity or express confirmation will begin at this time.

### Applicable legislation:

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- Agreement of the Municipal Register Council of 27 June 2008.

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### Other information of interest

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**Tax Administration Government Agency website:**

[www.gestrisam.malaga.eu](http://www.gestrisam.malaga.eu)

### Procedure:

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There are various procedures for this municipal service. Depending on the type of procedure, there are a number of steps to follow:

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#### **In-person procedure:**

- Visit any [municipal citizen services office \(OMAC\)](#) or [Tax Administration office](#).
- Submit the required documentation and completed form (or request the renewal document, which may be issued immediately with pre-printed information, to be signed and submitted at the same office).

#### **Procedure with digital certificate:**

- As a prerequisite, a user certificate must be installed in the browser and you must meet the rest of the requirements for using Mi Carpeta: [see requirements](#).
- Access the service: [MUNICIPAL REGISTER. Confirmation of Municipal Register registrations for nationals of the European Union and states that are party to the Agreement on the European Economic Area or who have an EU Citizen Residence Card or Permanent Residence Authorisation](#).
- You will be asked to access via the user's digital certificate.
- Initiate the procedure, completing and signing the online request form.
- Correct the documentation, if required by the office.
- You will receive a response from the office in Mi Carpeta.

#### **Applicable legislation:**

##### ***Basic legislation applicable to the Municipal Register***

[Act 39/2015, of 1 October, on Common Administrative Procedures](#)  
[Royal Decree 1690/1986, of 11 July, passing the Regulation of Population and Territorial Demarcation of Local Authorities](#)  
[Act 7/1985, of 2 April, regulating the Bases of Local Government](#)  
[Agreement of the Municipal Register Council of 27 June 2008](#)  
[Decision of 30 January 2015 on the Chairmanship of the National Statistics Institute and the Directorate-General for Coordination of Powers with the Autonomous Communities and Local Authorities, regarding technical instructions to the councils on management of the municipal register](#)