



HOW TO BOOK AN APPOINTMENT TO OBTAIN THE TIE

Preliminary considerations

- It can be quite difficult to obtain an appointment and you will need to be persistent, checking various times throughout the day. We recommend trying first thing in the morning, around 8:00 am or at 11:55. Monday morning is an ideal time to get an appointment.
- It is an ongoing activity, that you will need to do while you take care of other necessities, such as finding permanent accommodation (i.e. room or flat).
- Appointments are only made available 3 to 4 weeks in advance .

STEP-BY-STEP

1) Go to the official website of the Spanish Ministry of Immigration:

<https://icp.administracionelectronica.gob.es/icpplus/index.html>

2) Select the province Barcelona and then click on **Aceptar**.

3) Now you need to select the type of appointment: **Toma de huellas (expedición de tarjeta) y renovación de tarjeta de larga duración**. You need to pick this if you are not an EU citizen. This is to submit your documents and digital fingerprints and receive your TIE after 30-60 days

Then click on **Aceptar**.

4) The next page has a list of some of the documents you will have to present. Click on the button **Entrar** to go to the next page.

5) On this page, you need to enter your personal information. Select NIE if you have a NIE number on your Spanish visa. If not, select Pasaporte and enter your passport number. When you are done, click on **Aceptar**.



INTERNET CITA PREVIA

POLICIA-TOMA DE HUELLA (EXPEDICIÓN DE TARJETA),

INTRODUZCA LOS DATOS DEL SOLICITANTE DE LA CITA

Tipo de documento

N.I.E. PASAPORTE

* N.I.E.

Campo obligatorio

*Nombre y apellidos

Campo obligatorio

NAME AND LAST NAME

*País de nacionalidad

Campo obligatorio

Seleccionar ... NATIONALITY ▼

Aceptar

Volver

6) On the next page, you will see your full name and ID number. Click on **Solicitar Cita**

7) On the next page, you can pick the police station where you can submit your documents.

IMPORTANT: Check all the addresses on Google Maps before you pick because some of the police stations are really far away from the city centre. When you have selected the police station for your appointment, click on **Siguiente** to move to the next page.

8) On the next page, enter your telephone number and your email address. The confirmation letter will be sent to this email address. Click on **Siguiente** to move forward.

9) If there are any free time slots available, you will see the page below. Select the date and time available. Click on **Siguiente** to move forward.



INTERNET CITA PREVIA

POLICIA-TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) Y RENOVACIÓN DE TARJETA DE LARGA DURACIÓN

Identidad del usuario de cita

A continuación, se le muestran las citas (DÍA y HORA) disponibles para que usted sea atendido.

Seleccione una de las siguientes citas disponibles:

<p>CITA 1</p> <p>Día: 04/10/2018 Hora: 12:10</p> <p><input type="radio"/></p>	<p>CITA 2</p> <p>Día: 05/10/2018 Hora: 10:18</p> <p><input type="radio"/></p>
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DISPONE DE 5 MINUTOS PARA COMPLETAR LA CONFIRMACIÓN DE ESTA CITA

Por favor, seleccione una de las citas y pulse el botón **siguiente**. En caso de que las citas mostradas no se ajusten a desde la página de inicio o pulsar el botón **cancelar**.

Siguiente	Cancelar
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10) The next page is going to show you the summary of the information. If everything looks correct, click on both “Estoy conforme con la información mostrada en pantalla” (I confirm that the information shown on the screen is correct) and “Deseo recibir un correo electrónico con los datos de mi cita en la dirección que he proporcionado.” (I would like to receive an email with the details of my appointment at the address I have provided.). click on **CONFIRMAR** to confirm your appointment.

11) You will receive a confirmation email with all the information you have provided. For the appointment, you will have to go to the police station that you selected and present your documents.

If you have any questions, do not hesitate to contact us at info@academyofartbarcelona.com.