

AUTHORIZATION TO RETURN



AUTHORIZATION TO RETURN

- It is a permission to leave and come back within 90 days.
- When you don't have a valid Foreign Identity Card (TIE) BUT it's being processed

GET AN APPOINTMENT

Book appointment online

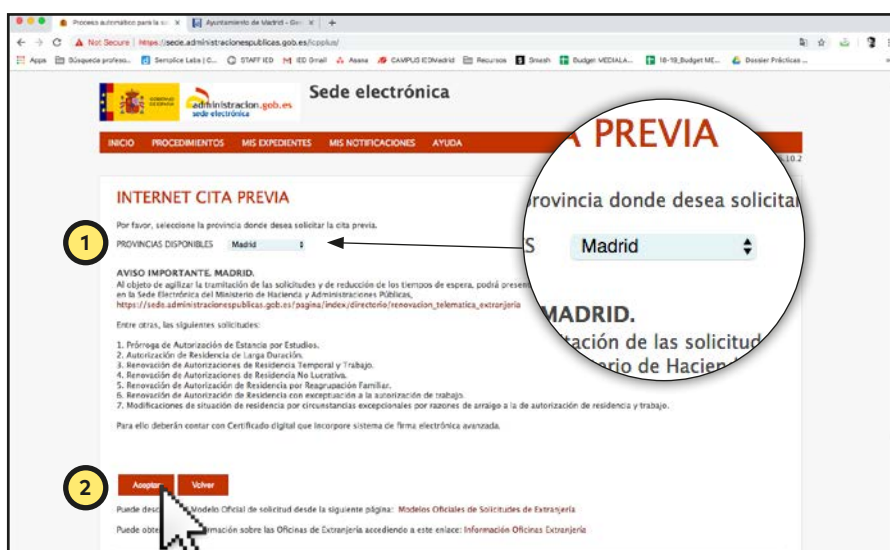
<https://sede.administracionespublicas.gob.es/icplusplus/>

1 Select **Madrid** as Province

2 Push the **Aceptar** button

3 **Trámite:**
Select the procedure *Policía - Autorizaciones de regreso*

4 Push the **Aceptar** button



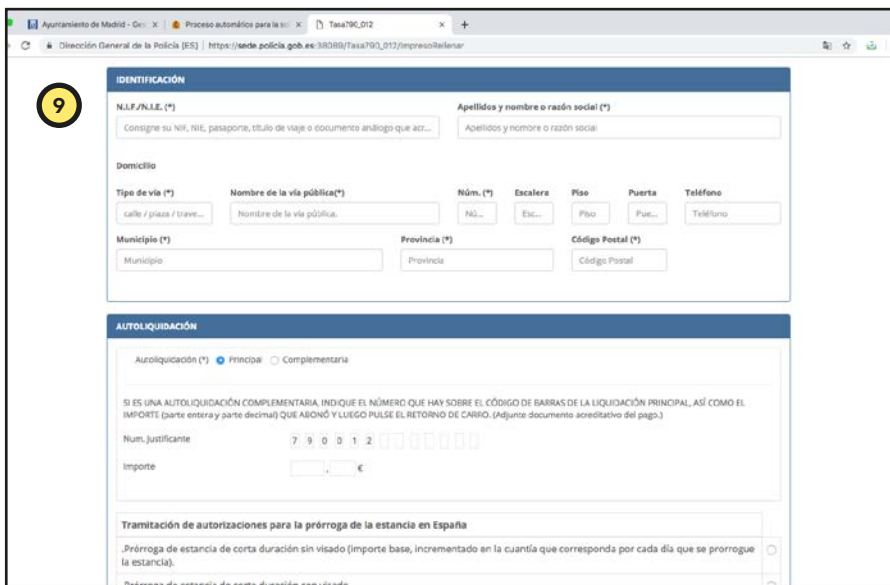
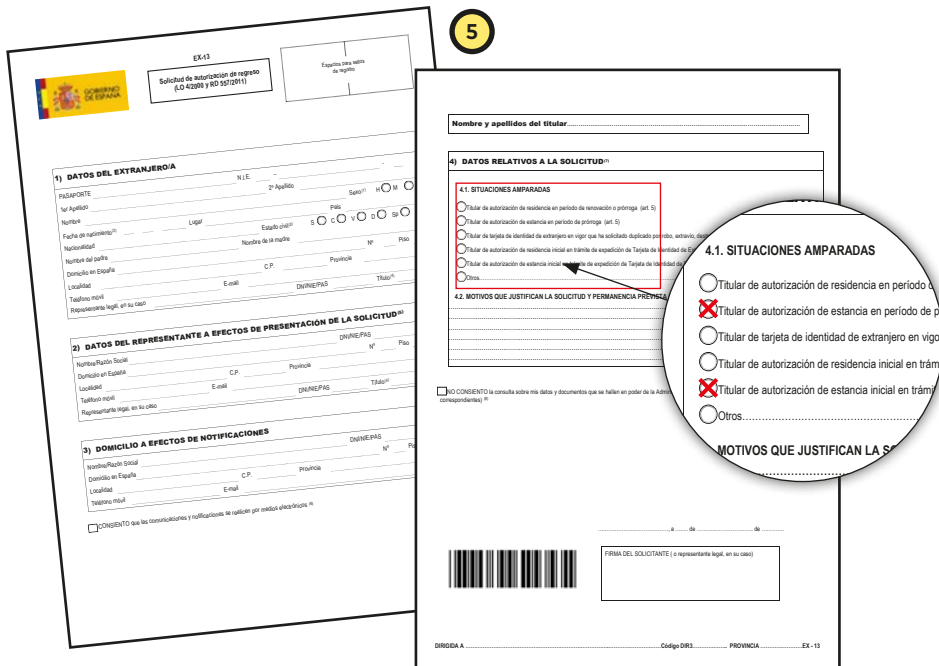
DOCUMENTATION

Prepare all the documentation

- 5 Download the Application Form EX-13:**
 You should fill out the [application form](#) and print two copies (choose one option or the other, never both)

 - **4.1 Titular de autorización de estancia en período de prórroga (only if you are in the process of renewing)**
 - **4.1 Titular de autorización de estancia inicial en trámite de expedición de Tarjeta de Identidad de Extranjero, concurriendo razones excepcionales (art.5) (only if you are waiting for your initial TIE card)**
- 6 Identification document:**
 Passport (copy of the first page)
- 7 Document showing you are "in process":**
 Choose one option or the other, **never both**

 - **If you are renewing:** Copy of the expired TIE, copy of the [EX00](#) with the slip from the register
 - **If you are waiting for your first TIE:** Copy of the visa, [EX-17](#) and slip showing you left the fingerprint
- 8 Document of your travel plans:**
 Plane tickets
- 9 Tax form 790, code 012**
 "Autorización de regreso",
 10.50 €
- Appointment confirmation**
- 10 Go to the appointment:**
 Avenida de Poblados, 51
 28047 Madrid
 Metro Line 5 and Cercanías: Aluche
They give it to you in the moment
[GoogleMaps](#)



Important

- You must have an appointment. You can only go to the appointment after having begun the process (trámite).
- Be careful to get an appointment early if it is during the holiday period (Christmas, summer, Easter).