

FIRST FOREIGN IDENTITY CARD (TIE)

Fingerprinting (Toma de Huellas)



FINGERPRINTING (TOMA DE HUELLAS)

- For all non-EU residents in Spain for more than 6 months
- Deadline: during the first 30 days in Spain
- To get your Foreign Identity Card (TIE)

GET AN APPOINTMENT

Online booking

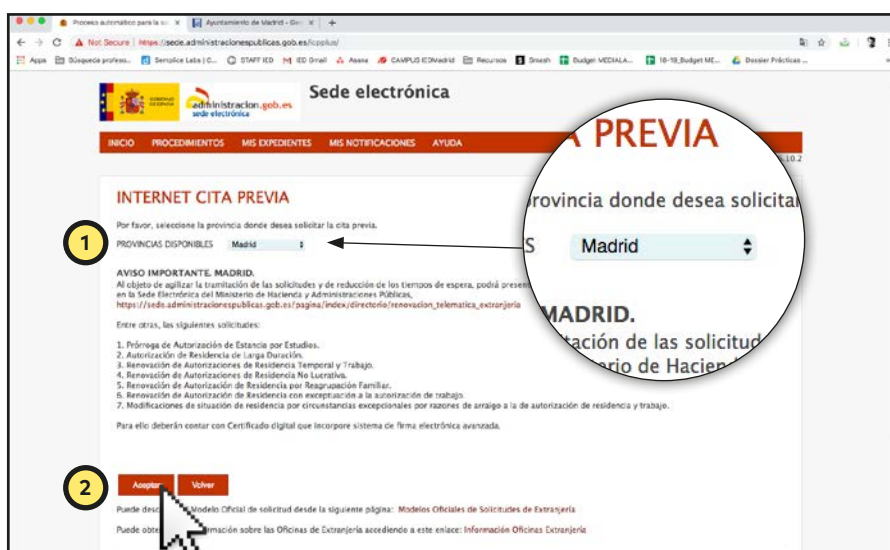
<https://sede.administracionespublicas.gob.es/icplusplus/>

1 Select **Madrid** as Province

2 Push the **Aceptar** button

3 **Trámite:**
Select the procedure
Policía – Toma de Huellas
(Expedición de Tarjeta)

4 Push the **Aceptar** button



5 Introduce the **required information**: NIE, DNI or Passport, First and Last name and nationality

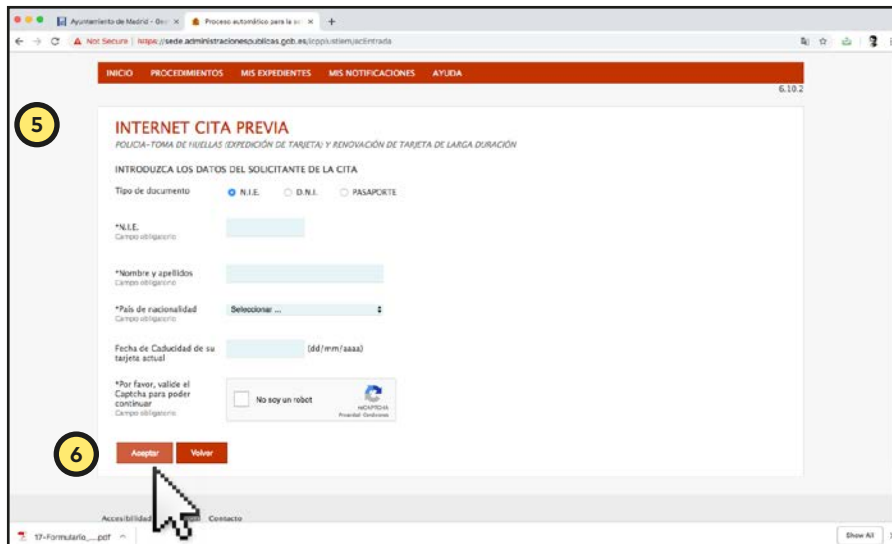
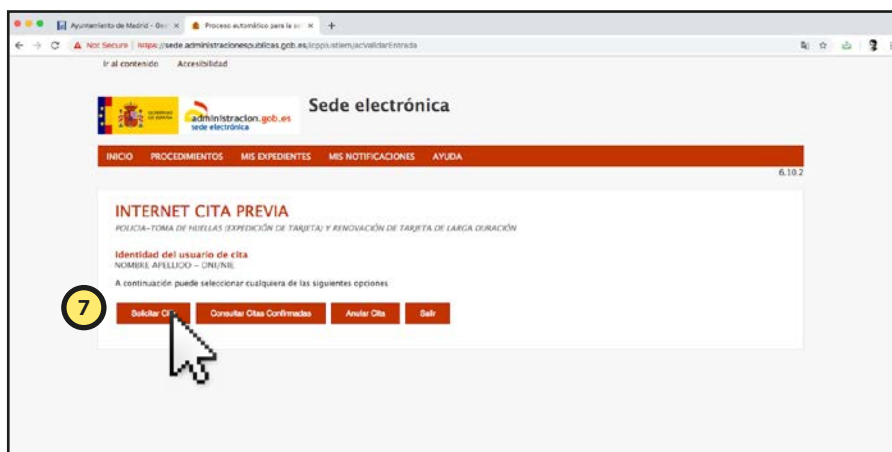
Don't fill in the Expiration date of the previous card IF it's your first card

6 Push the **Aceptar** button

7 Push the **Solicitar Cita** button

8 **Review the information**: Before you confirm the appointment, make sure the information is correct

9 Push the **Entrar** button


DOCUMENTATION

Prepare all the documentation

10 Download the Application Form EX-17:
You should fill out the [application form](#) and print it twice

- **4.1. Tipo de documento:**
Tarjeta Inicial
- **4.2. Situación en España:**
Estancia por estudios, investigación-formación, intercambio, prácticas o voluntariado

11 Identification Document:
Passport (copy of the first page, visa page and EU entrance stamp)

12 Enrollment certificate

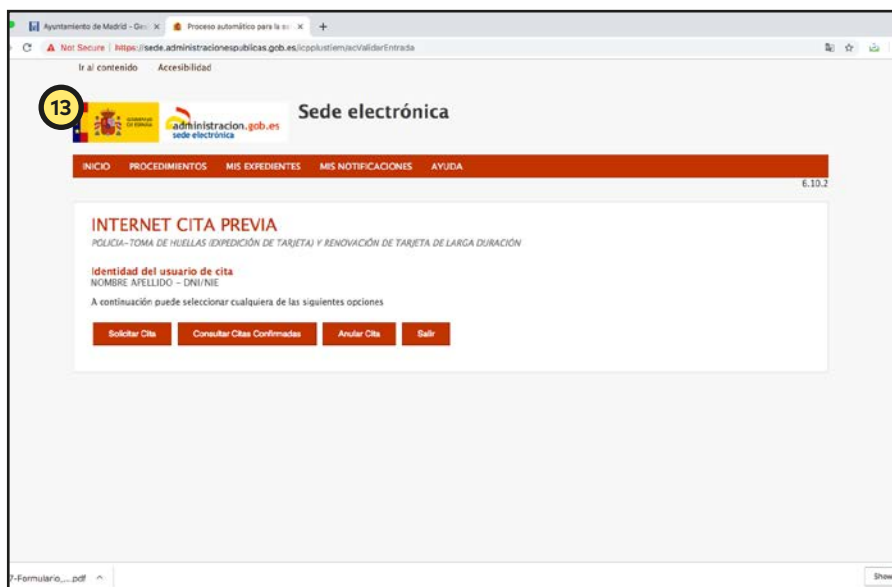
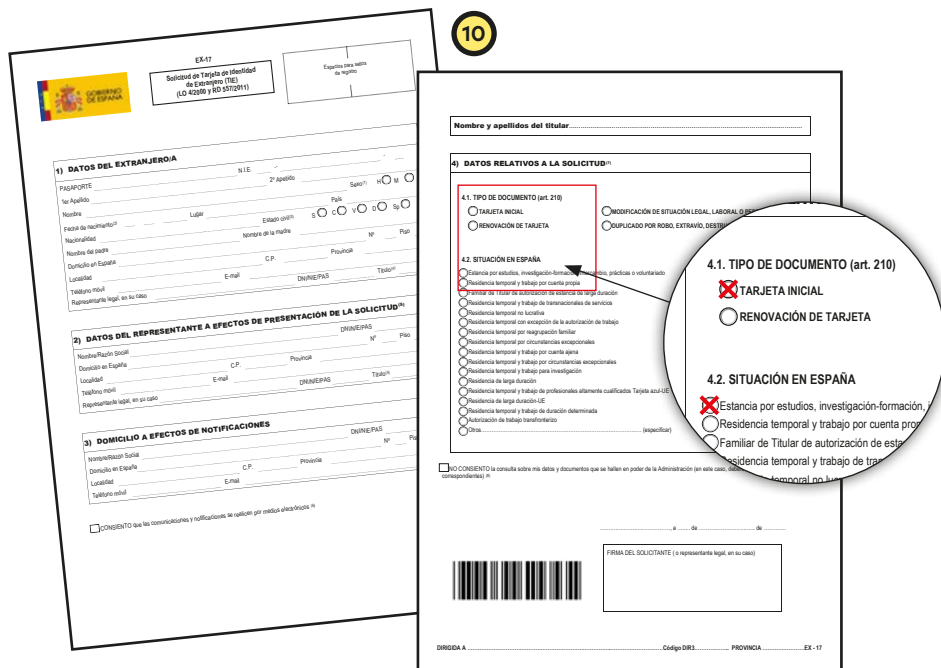
13 [Tax Form 790, code 012](#)
"TIE que documenta la autorización de estancia por estudios, intercambio de alumnos, prácticas no laborables o servicios de voluntariado.", 15,76 €.

14 Passport size color photo

15 Appointment confirmation

16 **Go to the appointment:**
Avenida de Poblados, 51
28047 Madrid
Metro Line 5 and Cercanías: Aluche
You will receive a slip
[GoogleMaps](#)

After 30 days you should return to the office with your passport and the slip
Hours: 9-14:30 / 15-19hs



Important

- If you can't enter the Appointment page, click AVANZADA/Advance
- If it says there are no available appointments, it's probable that you filled out the part that says "Fecha de caducidad de la tarjeta anterior"
- You should fill out and download the tax form online and pay in any bank
- You should bring a copy of everything except the Tax Form and Appointment confirmation.