

# EX-15 Form: English Guide

Solicitud de Número de Identidad de Extranjero (NIE) y Certificados | [expathelper.es](https://expathelper.es)

## What is the EX-15 form?

The EX-15 is the official Spanish government form used to apply for a NIE (Número de Identidad de Extranjero — Foreigner Identity Number). You need a NIE for almost everything in Spain: buying property, opening a bank account, signing a rental contract, starting work, or setting up utilities. This form is submitted at the Extranjería office or National Police station (Comisaría de Policía Nacional).

**TIP:** You MUST fill in the form in Spanish using the official version. This guide is a translation to help you understand each field. Print the official form from [sede.policia.gob.es](https://sede.policia.gob.es) or collect it at your appointment.

**IMPORTANT:** Use a BLACK pen. Write in CAPITAL LETTERS. Dates must be in DD/MM/YYYY format (e.g. 15/03/2026, not March 15 2026).

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## DATOS PERSONALES DEL SOLICITANTE

### Personal Details of the Applicant

#### **N.I.E. = *Foreigner Identity Number***

→ Leave BLANK if this is your first application. Only fill in if you already have a NIE and are requesting a certificate or replacement.

#### **Pasaporte / Doc. identidad nº = *Passport / ID document number*** Example: AB1234567

→ Enter your passport number exactly as it appears on the document. EU citizens can use their national ID card number instead.

#### **Primer apellido = *First surname (family name)*** Example: SMITH

→ Your primary surname as shown in your passport. In many countries this is your only surname.

#### **Segundo apellido = *Second surname***

→ Leave blank if you only have one surname. Spanish citizens have two, but foreigners usually leave this empty.

#### **Nombre = *First name(s)*** Example: JOHN ROBERT

→ Your given name(s) as shown in your passport.

#### **Sexo = *Sex***

→ Write H (Hombre = Male) or M (Mujer = Female).

#### **Estado civil = *Marital status***

→ S = Soltero/a (Single), C = Casado/a (Married), V = Viudo/a (Widowed), D = Divorciado/a (Divorced), Sp = Separado/a (Separated)

#### **Fecha de nacimiento = *Date of birth*** Example: 25/06/1985

→ DD/MM/YYYY format. Day first, then month, then year.

#### **Lugar de nacimiento = *Place of birth*** Example: LONDON

→ The city/town where you were born, as shown in your passport.

#### **País de nacimiento = *Country of birth*** Example: REINO UNIDO (United Kingdom)

→ Write the country name in Spanish if possible.

#### **Nacionalidad = *Nationality*** Example: BRITÁNICA (British)

→ Your current nationality. Use the Spanish term if you can.

#### **Nombre del padre = *Father's name*** Example: DAVID

→ First name of your father. If unknown, write "DESCONOCIDO".

**Nombre de la madre = *Mother's name*** Example: SARAH

→ First name of your mother. If unknown, write "DESCONOCIDA".

**NOTE:** Country names in Spanish: United Kingdom = REINO UNIDO, United States = ESTADOS UNIDOS, Ireland = IRLANDA, Germany = ALEMANIA, France = FRANCIA, Netherlands = PAÍSES BAJOS, Australia = AUSTRALIA, Canada = CANADÁ

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## DOMICILIO EN ESPAÑA

### Address in Spain

**Tipo de vía = *Street type*** Example: C/

→ C/ = Calle (Street), Avda. = Avenida (Avenue), Pza. = Plaza (Square), Pseo. = Paseo (Promenade), Ctra. = Carretera (Road/Highway)

**Nombre de la vía = *Street name*** Example: GRAN VÍA

→ Just the street name without the type (Calle, Avenida, etc.).

**Número = *Street number*** Example: 45

→ The building number.

**Piso = *Floor*** Example: 3

→ The floor number of your apartment. Ground floor = BAJO or 0. Spaniards start counting from 0 or BAJO.

**Puerta = *Door / Apartment letter*** Example: B

→ The apartment letter or number on your floor.

**Código Postal = *Postcode (ZIP code)*** Example: 28013

→ Spanish postcodes are 5 digits.

**Municipio = *Municipality / City*** Example: MADRID

→ The city or town name.

**Provincia = *Province*** Example: MADRID

→ The province. Often the same as the city for capitals.

**Teléfono = *Telephone number*** Example: 612345678

→ Your Spanish phone number is ideal. Include country code if using a foreign number.

**Correo electrónico = *Email address*** Example: john.smith@email.com

→ An email you check regularly. They may send notifications here.

**TIP:** If you are staying in a hotel or temporary accommodation, you can use that address. Some offices accept a friend's address with a letter of authorisation. You will need proof of address (rental contract, hotel booking, empadronamiento certificate).

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## DOMICILIO EN SU PAÍS

### Address in Your Home Country

Enter your home address in your country of origin. Use the same field structure as Section 2. If you no longer have an address there, you can enter your last known address.

**Dirección = *Full address***

→ Your street address in your home country.

**Ciudad = *City***

→ City or town.

**Código Postal = *Postcode***

→ Your home country postcode.

**País = Country** Example: REINO UNIDO

→ Country name, ideally in Spanish.

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## SOLICITA

Request / What You Are Applying For

This is the most important section. You must tick the correct box and provide a reason for your NIE application.

**IMPORTANT:** Tick the box next to "**NÚMERO DE IDENTIDAD DE EXTRANJERO (N.I.E.)**" — this is the NIE option. Do NOT tick "Certificado" unless you are requesting a certificate of an existing NIE.

**Asignación de Número de Identidad de Extranjero (N.I.E.) = Assignment of Foreigner Identity Number (NIE)**

→ TICK THIS BOX for a new NIE. This is what most expats need.

**Certificado de N.I.E. = NIE Certificate**

→ Only tick this if you already have a NIE and need a replacement certificate.

**Motivos (Reasons) — tick the applicable reason:**

**Intereses económicos = Economic interests**

→ Use for: buying property, opening a bank account, investments, paying taxes. This is the most common reason for non-working expats.

**Intereses profesionales = Professional interests**

→ Use for: employment, freelance work, starting a business.

**Intereses sociales = Social interests**

→ Use for: family reunification, marriage, studying, or general living in Spain.

**Otros motivos (especificar) = Other reasons (specify)**

→ If none of the above apply, describe your reason here in Spanish.

**NOTE: Common reasons to write (in Spanish):**

- "Compra de inmueble" = Property purchase
- "Apertura de cuenta bancaria" = Opening a bank account
- "Trabajo por cuenta ajena" = Employment
- "Trabajo por cuenta propia" = Self-employment
- "Estudios" = Studies
- "Residencia" = Residence
- "Razones fiscales" = Tax reasons

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## LUGAR, FECHA Y FIRMA

Place, Date and Signature

**En ... a ... de ... de 20...** = *In [city], on [day] of [month] of 20[year]*

→ Write the place and date in Spanish format. Example: "En Madrid, a 15 de marzo de 2026"

**Firma del solicitante = Signature of the applicant**

→ Sign exactly as you would sign your passport.

## Documents You Need at Your Appointment

Document

Details

|  |  |
|--|--|
| <b>Completed EX-15 form</b>                | Filled in Spanish, signed. Bring 2 copies.   |
| <b>Original passport + photocopy</b>       | Full biographic page. EU citizens can use national ID.   |
| <b>Modelo 790 Código 012 (fee receipt)</b> | Proof of fee payment (~€9.84). Pay at a bank beforehand.   |
| <b>Proof of reason</b>                     | e.g. property contract, job offer, rental agreement, bank letter.  |
| <b>Passport-sized photo</b>                | Some offices request one. Bring 2 just in case.  |
| <b>Appointment confirmation</b>            | Your "cita previa" printout from <a href="https://sede.administracionespublicas.gob.es">sede.administracionespublicas.gob.es</a> |

**TIP:** Book your appointment (cita previa) online at [sede.administracionespublicas.gob.es](https://sede.administracionespublicas.gob.es). Select your province, then "POLICÍA — CERTIFICADOS Y ASIGNACIÓN DE NIE". Appointments can be difficult to get — check early morning (8-9am) when new slots open.

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This guide is provided by [expathelper.es](https://expathelper.es) for informational purposes. Always use the official Spanish-language form from [sede.policia.gob.es](https://sede.policia.gob.es). Form requirements may change — check with your local Extranjería office. Last updated: March 2026.

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