

ADMINISTRATIVE PROCEDURE: 'APPLICATION FOR A FOREIGN ID CARD (TIE) /FINGERPRINTING FOR FAMILY MEMBERS OF NON-EU STUDENTS WITH LONG-TERM STAY PERMITS FOR HIGHER EDUCATION PURPOSES'

Instructions for making an appointment / Documents to be submitted / Instructions for completing the EX17 form

1. INSTRUCTIONS FOR MAKING AN APPOINTMENT

You will need a Spanish telephone number with the +34 country code.

You also have more chance of getting an appointment if you have previously obtained a digital certificate such as that issued by the National Mint and Stamp Factory (FNMT).

Below is a step-by-step guide to making an appointment on the Immigration Department's website.

Link: [Request an appointment over the Immigration Department's website](https://icp.administracionelectronica.gob.es/icpplus/index.html)
<https://icp.administracionelectronica.gob.es/icpplus/index.html>

Step 1

Select the province of Bizkaia, Gipuzkoa or Araba/Álava from the drop-down menu and click Accept ('Aceptar').



Step 2

2.1. Select the police station (CNP). The procedure can be carried out at the National Police offices in the municipality in which you reside (Bilbao, Donostia-San Sebastián or Vitoria-Gasteiz).

2.2. Open the drop-down menu and select the procedure under NATIONAL POLICE PROCEDURES ('TRÁMITES POLICÍA NACIONAL'):

- To register as an EU citizen, select the option FINGERPRINTING (CARD ISSUANCE) INITIAL, RENEWAL, DUPLICATE AND LAW 14/2013 ('EXPEDICIÓN DE TARJETA) INICIAL, RENOVACIÓN, DUPLICADO Y LEY 14/2013').
- Once you have selected the procedure, click Accept ('Aceptar').

CITA PREVIA EXTRANJERÍA

PROVINCIA SELECCIONADA

Importante: lee toda la información de esta página, incluida la que se encuentra al final, antes de continuar.

Selecciona Oficina:

CNP

La oficina seleccionada, será donde deberás acudir el día de presentación de la cita previa concedida.

Selecciona trámite

TRÁMITES POLICÍA NACIONAL

POLICÍA-TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) I

Aceptar Volver

Step 3

On the next page, you will find two options:

- If you do not have a digital certificate, scroll down and click on Submission without Cl@ve (Presentación sin Cl@ve).
- If you have obtained a digital certificate from the FNMT, scroll down and click on Submission with Cl@ve ('Presentación con Cl@ve') (there are usually more appointments available if you select this option).

Presentación con Cl@ve

A continuación puedes acceder a la reserva de la cita, para el trámite y la provincia seleccionados, mediante el uso de cl@ve. En caso de utilizar certificado digital, por favor, asegúrate de que lo tienes correctamente instalado y funcionando.

Presentación sin Cl@ve

A continuación puedes acceder a la reserva de la cita, para el trámite y la provincia seleccionados, sin el uso de cl@ve.

[i Más información sobre cl@ve](#)

Step 4

On the next page, enter your personal details and once you have filled in the boxes, click Accept ('Aceptar').

- Where it says 'NIE', enter your Foreign ID Number
- Name and surname(s)

CITA PREVIA EXTRANJERÍA

POLICÍA - RECOGIDA DE TARJETA DE IDENTIDAD DE EXTRANJERO (TIE)

INTRODUCE LOS DATOS DEL SOLICITANTE DE LA CITA

Tipo de documento

☒ N.I.E.

* N.I.E.

Campo obligatorio

IMPORTANTE: N° de NIE utilizado en la reserva de la cita, debe coincidir plenamente con el asignado al ciudadano, en caso contrario, la cita no será atendida .

*Nombre y apellidos

Campo obligatorio

Step 5

Check that your details are correct (full name and passport number) and then click REQUEST AN APPOINTMENT ('SOLICITAR CITA').

CITA PREVIA EXTRANJERÍA

Identidad del usuario de cita

A continuación puedes seleccionar cualquiera de las siguientes opciones

Step 6

Enter a Spanish mobile phone number on which you will receive a confirmation code.
 Enter your email address twice, making sure it is correct as the appointment confirmation will be sent there.

Click NEXT ('SIGUIENTE').

CITA PREVIA EXTRANJERÍA

Identidad del usuario de cita

INFORMACIÓN COMPLEMENTARIA

*Teléfono
 Campo obligatorio 6XXXXXXXX

*Correo electrónico
 Campo obligatorio correo@ejemplo.com

*Repite Correo electrónico
 Campo obligatorio correo@ejemplo.com

Asegúrate de introducir un correo electrónico válido donde te enviarán el justificante de la reserva de cita

Siguiente **Salir**

Step 7

A calendar will then be displayed showing the days and months when appointments are available. Select the day, fill in the CAPTCHA code and finally, choose the time.

Keep in mind that it is sometimes quite difficult to find a date.

CITA PREVIA EXTRANJERÍA

Selecciona una de las siguientes citas disponibles

Abril 2026

Lu	Ma	Mi	Ju	Vi	Sá	Do
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*Por favor, valida el Captcha para poder continuar
 Campo obligatorio

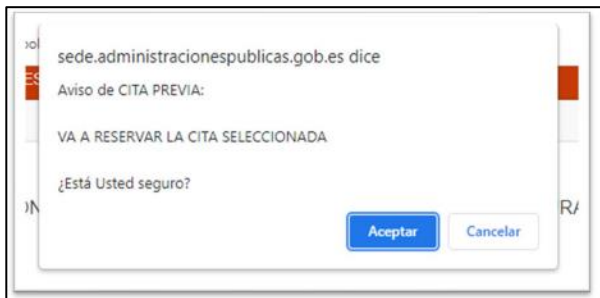
y7cg4

Introduce el texto aquí

	11/04/2026	26/05/2026	27/05/2026
09:25	LIBRE	OCUPADO	OCUPADO
09:30	LIBRE	OCUPADO	OCUPADO
09:35	OCUPADO	OCUPADO	OCUPADO
09:40	LIBRE	OCUPADO	OCUPADO
09:45	OCUPADO	OCUPADO	OCUPADO
09:50	LIBRE	OCUPADO	OCUPADO
09:55	OCUPADO	OCUPADO	OCUPADO
10:00	OCUPADO	OCUPADO	OCUPADO
10:05	OCUPADO	OCUPADO	OCUPADO
10:10	OCUPADO	OCUPADO	OCUPADO

Step 8

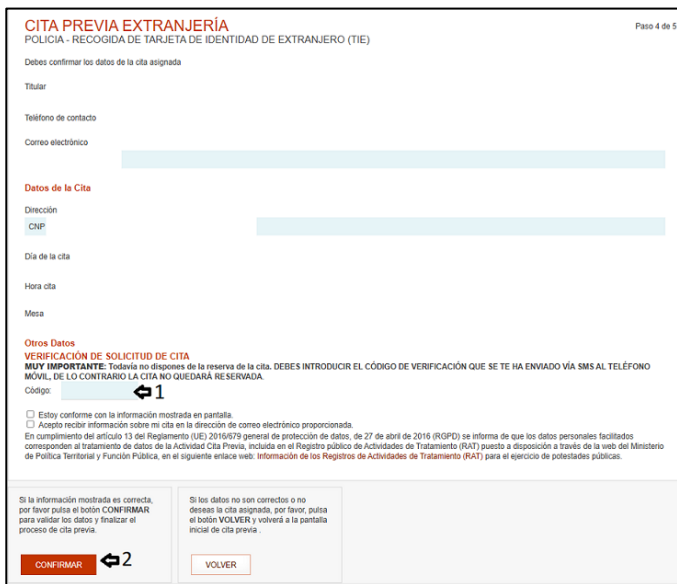
8.1. Once you have selected the day and time, a prompt will appear asking if you are sure you want to make the appointment. Click Accept ('Aceptar').



8.2. Next, the data you entered earlier will appear on the screen. Check that they are correct.

Next, you will receive a personalised CODE on your mobile phone, which you must enter to continue the process. Once you have entered the code, you must check the boxes 'I agree with the information shown on the screen' ('Estoy conforme con la información mostrada en pantalla') and 'I wish to receive an email with my appointment details at the address I have provided' (Deseo recibir un correo electrónico con los datos de mi cita en la dirección que he proporcionado).

Finally, select CONFIRM ('CONFIRMAR') to complete the process.



Step 9

Go to the office you selected on the day and at the time of your appointment, taking the corresponding confirmation slip with you. You will also need to take the documents you need to complete the procedure.

2. DOCUMENTS TO BE SUBMITTED

Documents required to apply for a 'Foreign ID Card (TIE) for family members':

1. [EX17](#): registration form-See the INSTRUCTIONS for completing the EX17 form below.
1. Original valid passport.
2. Photocopy of your type D Student visa (open).
3. Photocopy of EU entry stamp or airline ticket (boarding pass).
4. Marriage certificate and/or birth certificate.
5. Photocopy of the receipt or permit in the holder's name that entitles them to access the student family member regime (in the case of family reunification).
6. Census registration certificate (not required the first time). You can register at the Town Hall of the municipality in which you live. You will need (at least) a passport and proof of address. Proof of address can usually be provided through a rental contract (that allows registration), or an authorisation from the property owner or a person authorised by them to allow registration. See the requirements of each Local Council.¹
7. Three recent photographs taken against a white background.
8. [Fee 790 Code 012](#): Completed form + proof of payment of the fee. Option: 'TIE documenting the first granting of temporary residence, stay or cross-border work permit' ('TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos'). Attach proof of payment of the Fee. You can pay online or in person at authorised banks (for example, BBVA, Santander, CaixaBank, Sabadell and Bankinter).

NOTE: Please note that documents from other countries must be translated into Spanish or Basque by a sworn translator. List of sworn translators.

The addresses of the National Police offices in each province, where this procedure can be carried out, are given below:

- ARABA: [Calle Olagibel 11, Vitoria-Gasteiz](#)
- BIZKAIA: [Calle Gordoniz 8, Bilbao](#)
- GIPUZKOA: [Paseo de Urumea 17, Donostia-San Sebastián](#)

For further information, see the website of the Ministry of the Interior ([Foreign ID Cards](#)) and the National Police ([Student Card for Foreign Nationals, initial and renewals](#)).

¹ Links to the principal Local Councils in the region: [Vitoria-Gasteiz](#) / [Bilbao](#) / [Donostia-San Sebastián](#)

3. INSTRUCTIONS FOR COMPLETING the EX17 FORM

If you are an EU citizen, one of the documents you will need to submit at your appointment with the National Police is the [EX17 form](#). It is important that this form be completed correctly. Follow the steps outlined below:

Step 1

Download the form from the Spanish government's immigration portal [website](#). The PDF file is 3 pages long.

Step 2

Let us start with the first page. It is divided into three sections:

Section 1. Applicant's personal details

You only need to complete the fields labelled Legal Representative ('Representante legal'), National ID/Foreign ID/PAS (DNI/NIE/PAS) and Title ('Título') if you are representing a minor.

Note: Enter your city of birth in the field labelled 'Place' ('Lugar'). Enter your country of birth in the field labelled 'Country' ('País').

1) DATOS DEL SOLICITANTE									
PASAPORTE		N.I.E.		--		-			
1er Apellido				2º Apellido					
Nombre						Sexo ⁽¹⁾		H ☐ M ☐	
Fecha de nacimiento ⁽²⁾		/ /		Lugar		País			
Nacionalidad				Estado civil ⁽³⁾		S ☐ C ☐ V ☐ D ☐ Sp ☐			
Nombre del padre				Nombre de la madre					
Domicilio en España						Nº		Piso	
Localidad				C.P.		Provincia			
Teléfono móvil				E-mail					
Representante legal, en su caso				DNI/NIE/PAS		Título ⁽⁴⁾			

Section 2. You do not need to complete section 2 if you are submitting the documents yourself.

2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD ⁽⁵⁾									
Nombre/Razón Social						NIE/PAS			
Domicilio en España						Nº		Piso	
Localidad									
Teléfono móvil									
Representante legal, en su caso						DNI/NIE/PAS		Título ⁽⁴⁾	

Section 3. Here, you need to provide your details and your address in Spain. It is important to ensure that the address is correct, as that is where all notifications and letters will be sent.

If you check the box at the bottom, all notifications will be sent electronically and can only be accessed if you have a digital certificate.

3) DOMICILIO A EFECTOS DE NOTIFICACIONES				
Nombre/Razón Social			DNI/NIE/PAS	
Domicilio en España			Nº	Piso
Localidad	C.P.	Provincia		
Teléfono móvil	E-mail			

☐ CONSENTIO que las comunicaciones y notificaciones se realicen por medios electrónicos ⁽⁶⁾

☒ CONSENTIO que las comunicaciones y notificaciones se realicen mediante puesta a disposición en la Dirección electrónica habilitada Única (Dehú), para lo cual será obligatorio disponer de certificado electrónico válido o sistema cl@ve.⁽⁶⁾

IMPORTANT, check the box: I CONSENT to communications and notifications being sent by electronic means ('CONSENTIO que las comunicaciones y notificaciones se realicen por medios electrónicos')

Step 3

Fill out the second page of the form. In the section 'Application details' ('Datos relativos a la solicitud') you must indicate which document you are applying for:

- If you want to renew your card, check the box labelled 'Card Renewal' ('Renovación de la Tarjeta')
- If you have already been issued a TIE but need a new one (because the previous one has been stolen, broken or lost, etc.), select the option 'Duplicate due to theft, loss, destruction or damage' ('Duplicado por robo, extravío, destrucción o inutilización').

4) DATOS RELATIVOS A LA SOLICITUD ⁽⁶⁾
4.1. TIPO DE DOCUMENTO (art. 210) ☐ TARJETA INICIAL ☐ RENOVACIÓN DE TARJETA ☐ DUPLICADO POR ROBO, EXTRAVÍO, DESTRUCCIÓN O INUTILIZACIÓN

Once you have selected the type of card you are applying for, indicate the place and date on which the application will be submitted (e.g., *Bilbao, 23 March 2026*).

Finally, you need to sign the form. If someone else is going to submit the documents on your behalf, that person (your representative) must sign the form. Leave the line beginning with 'ADDRESSED TO' ('DIRIGIDO A') blank unless someone at the National Police office tells you what to write there.

 FIRMA DEL SOLICITANTE (o representante legal, en su caso) 			
DIRIGIDA A	Código DIR3	PROVINCIA	EX - 17

Step 4

Check that all the information provided is correct and that you have chosen the options that apply to you. Sheet 3 is for informational purposes only, meaning that you do not have to complete anything.

Once you have checked the information provided and signed the form, you will need to make a copy of it. Remember that, during your appointment with the National Police, they will ask for **two** copies of this form.

If you have any questions, please contact us so that we can help you with the process:

EHU International Welcome Centre
info.welcomecentre@ehu.eus
946 015868