

EXTRAORDINARY REGULARISATION

YOU HAVE SUBMITTED YOUR
DOCUMENTS

SO WHAT HAPPENS NEXT?

STEP-BY-STEP GUIDE

Guide to the next steps in the regularisation process

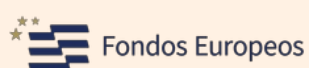
PROJECT NÉMESIS – Programme providing information, guidance and legal advice to professionals working with the migrant population.

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1. TRACKING MY APPLICATION

After submitting your application, you will probably have received an email or text message with your **APPLICATION NUMBER**.



Using that number, you can check the progress of your application via the following link:

<https://infoext2.delegaciondelgobierno.gob.es/infoext2/index.html>

1

Select the **'Submit form'** option

2

Then, click the **'Search by file/application number'** button and enter the details requested



WHAT YOU NEED TO BE AWARE OF

Normally, **FOR THE TIME BEING**, it will simply say **"pending"**

However, you may already have been assigned a **NIE number** (if you didn't have one before); if not, you simply need to wait.

You can download a receipt, but **IT HAS NO LEGAL VALIDITY**, so it cannot be used for work or administrative procedures. For that, you will need to wait until your **application is ACCEPTED FOR PROCESSING** (see below)



Haven't you received the text message with your application reference number?

Look for the **APPLICATION IDENTIFICATION NUMBER** on the receipt you were given at the post office (top right, starting with E)

Enter it in the same box → you'll be able to access the same information

2.1. WHAT DOES THIS MEAN?

The Immigration Department will start processing your application, **BUT** will reach a final decision around 3 months later (this timeframe may be longer)

In the meantime, **the acceptance of your application for processing authorises you to reside and work throughout Spain on a PROVISIONALLY** and, if you do not already have one, assigns you a NIE number.



If you do not yet have a job, now is the time to register as a **JOBSEEKER** with the Public Employment Service of the Autonomous Community where you live. This will give you access to information on employment, job vacancies and free training to improve your profile and your job search. Furthermore, this is how you can demonstrate that you are actively looking for work, which is very important when you come to renew your residence permit (see RENEWAL)

2.2. HOW DO I KNOW IF MY APPLICATION HAS BEEN ACCEPTED FOR PROCESSING?

The way to find out whether your application has been accepted for processing depends on how you submitted it.

1

If you submitted your application online using your digital certificate, you will receive an email notifying you that you have a pending notification. You will need to log in to the online portal to view it.

2

If the application was submitted by a partner organisation or an authorised professional, the notification will be sent via that channel. In that case, they will contact you to inform you that the application has been accepted for processing or to request further documentation if the authorities have issued a request.

3

If you submitted your application at a post office or a Social Security office, the confirmation that your application has been accepted for processing should be sent to you by post to the address you provided for receiving notifications. Please be patient, as there are currently many delays.

⚠ It is therefore very important that you remain **contactable** throughout the process and keep an eye on your phone, email and any other contact details you have provided.

Remember that if you provided a different address for notifications in your application to the one where you are registered on the council's register, the letter will be sent to that address. Please check the relevant letterbox carefully.

Although the Ministry of Inclusion stated that notification of acceptance for processing would be sent by letter within approximately 15 days of the application being submitted, in practice it is taking considerably longer. There are currently people who submitted their paperwork at the end of April and have still not received the letter.

® **Tip:** Register as a jobseeker as soon as you receive confirmation that your application has been accepted for processing. This will help with renewal



WARNING: if you submitted your application by post, the decision should reach you by letter, but it may also arrive electronically. In this case, we recommend downloading your **NUSS** and trying to obtain your digital certificate so that you can download the notification.

2.3. HOW DO I RESPOND TO A REQUEST?

Whilst your application is being assessed (during the 'Admission to Processing' stage or in subsequent notifications), you may receive a request. This means that the authorities require you to submit an additional document, clarify certain information or complete any outstanding procedures.

For example, you may be asked to provide a document relating to your application or even to submit the proof of payment of the fee, if this is requested in the notification that your application has been accepted for processing.



It is very important that you reply **as soon as possible**. Requests always have a deadline, and if you do not reply within the specified time, your application may be put on hold or even be discontinued.

Therefore, when you receive a notification, read it carefully, check what is being asked of you and prepare the necessary documentation as soon as possible. If you have any doubts, ask for help to ensure you respond correctly and within the deadline.

WAYS TO RESPOND TO THE REQUEST

1

Via Mercurio: If you have a digital certificate (see below: HOW DO I OBTAIN MY DIGITAL CERTIFICATE?), you can attach the requested document to your file

2

Via the partner organisation or professional who submitted your application on your behalf: provide them with the required documentation so that they can include it in your application.

3

By post: If you have received it by post, you must follow the instructions given on the notice itself.

At post offices, a **rectification period** is currently open and will remain so until 30 September; this is a period during which you can add documentation to your application, for example, payment of fees (see below) or any document that was missing from your application (for example, a criminal record certificate). You can do this on your own initiative (i.e. because you know something was missing and you now have it) or because you have received a NOTICE.



The following link provides information on the **OFFICES OPEN IN JULY, AUGUST AND SEPTEMBER**:

<https://www.correos.es/es/es/particulares/para-el-ciudadano/regularizacion-extraordinaria-personas-migrantes>

YOUR APPLICATION IS NOW BEING PROCESSED! NEXT STEPS:

1



Pay the
relevant fee

2



Obtain your
digital certificate

3



Obtain your
NUSS and health
card

2.4. HOW DO I PAY THE FEES?

If you already had a NIE when you submitted your application and were able to pay the fees, you do not need to pay them again.

In some cases where applications are being processed, fee forms are being included and applicants are asked to add them to their application file. However, if you have already submitted these and paid the fees, there is no need to do so again or to pay them a second time.

If you were unable to pay the fees because you did not yet have a NIE, you will find the payment form in the letter confirming that your application has been accepted for processing: **Form 790, code 052**.

TO DO THIS CORRECTLY, FOLLOW THESE STEPS:

- 1 Print out the form.
- 2 If it isn't already filled in, complete it with your details.
- 3 Tick the relevant option:
 - Option 2.3.1, for general purposes.
 - Option 2.1.5, if the application is for a person under the age of 18.
- 4 Sign the form.
- 5 Pay the fee at a participating bank.

The fee is **€38.28** or **€10.94** for those under 18.

You can pay at banks such as CaixaBank, Banco Santander, BBVA, Banco Sabadell, Bankinter, Unicaja, ABANCA or ING.

-  **The form has three pages:**
- One is kept by the bank
 - One is for you as a receipt
 - One is to be added to your file ("Copy for the Administration")

You must add this last copy to your file along with the proof of payment (receipt). To submit it, you will need to return to a post office. This time, you can do so without an appointment. Alternatively, you can include it in your file if you submitted it using a digital certificate, or send it to the collaborating organisation or professional who submitted the application.

-  Remember that you have **10 working days** to pay the fee. Once the fee has been paid, you will have **15 days** to send the proof of payment and submit any other documents that have been requested. Working days do not include Saturdays, Sundays or public holidays.

If you have **NOT** received the letter of 'ADMISSION TO PROCEDURE', but you have been assigned a NIE, you can complete and download Form 790/052 via this link to pay the fees as instructed and attach it to your application (by post or via Mercurio):

-  <https://sede.administracionespublicas.gob.es/pagina/index/directorio/tasa052>

Here's how:

1. Select the option **"Access to complete and print the fee payment form 052"**
2. Then, select the province where you live
3. Fill in the form, enter the security code at the bottom, and then click on "Get document"

2.5. HOW DO I OBTAIN MY DIGITAL CERTIFICATE?



A digital certificate is a very useful tool that will allow you to carry out administrative procedures more quickly and easily, for example, by attaching documents to your file directly via Mercurio or obtaining your National Insurance number.

To obtain it, you need to complete **two steps**:

1

Follow the steps set out on the Fábrica Nacional de Moneda y Timbre website to obtain an **Application Code**:

<https://www.sede.fnmt.gob.es/certificados/persona-fisica>

2

With this Application Code, your passport and an official document confirming your NIE number – that is, the ‘ADMISSION TO PROCESSING’ notification or the SOCIAL SECURITY notification – you must go to a Citizen Service Centre (Town Halls), a Tax Office or a Social Security. Some offices may require you to book an appointment in advance.

You can use this link to find the office nearest to your home:

<https://mapaoficinascert.appspot.com/>

2.6. HOW DO I OBTAIN MY SOCIAL SECURITY NUMBER AND HEALTHCARE CARD?

At this stage of the application process, you will be informed that you have been assigned a **SOCIAL SECURITY NUMBER (NUSS)** and **HEALTHCARE STATUS**. This means that anyone wishing to employ you can now register you with Social Security to formalise your employment contract.

What’s more, once you’ve done that, you’ll be able to go to your local health centre to apply for your **resident’s health card**.

Logically, this notification should arrive a few days after the ‘ADMISSION FOR PROCESSING’ notification, but in reality it is also being delayed, or it may even arrive earlier.

If you receive the notification by **post**, you already have your NUSS; you don’t need to do anything.



However, if it arrives via **text message**, you must obtain it yourself

- If you have a digital certificate, it will be much easier
- If you don’t have one, we’ll explain how in the next section.

HOW DO I FIND OUT MY NUSS WITHOUT A DIGITAL CERTIFICATE?

People receive an SMS on their mobile with this information:

"Registration. Enrolment in the health service; check at inss.seg-social.es/cert.as. NUSS assigned; check at Importass <https://run.gob.es/hunBienvenida>. Access the decision at: infosms.seg-social.es/notif"

OPTION 1: Healthcare simulator (web)

Go to the first of the links:

<https://prestaciones.seg-social.es/servicio/acreditacion-derecho-asistencia-sanitaria.html>

- 1 Start the simulation
- 2 Select whether to book for yourself or for someone else – both options are valid and straightforward
- 3 You do not need a digital certificate, a Cl@ve, or to verify your identity via SMS (this option sometimes gives an error because it does not recognise the mobile phone number as valid), so you can select 'No'
- 4 Select the 'Right to Healthcare' consultation
- 5 Fill in the form with the details of the person concerned and an email address where you would like the decision to be sent. It is not compulsory to enter a NUSS to complete the procedure.
- 6 Select the next tab and click 'Enquire'

Within a few minutes, you should receive the decision at the email address provided.



Occasionally, the page may display an error. In that case, close the browser or try using a different browser and start again, or you can try using the 'incognito window' option.

OPTION 2: Social Security Treasury app

Download the Social Security Treasury app onto your mobile.

The first screen welcomes you and asks you to log in, but it also gives you the option to access the service without logging in. You will be contacted via text message. If you choose 'Browse without logging in', you will be taken to another screen; follow the steps there.

If you do not have a digital certificate or a Cl@ve, you can click on 'Via SMS' and you will be asked for the details of the person concerned.

OPTION 3: In-person appointment

Book an appointment at a Social Security or Treasury office to have your NUSS assigned.

□ <https://sede.seg-social.gob.es/wps/portal/sede/sede/Ciudadanos/cita+previa+para+pensiones+y+otras+prestaciones/13cita+previa+para+pensiones+y+otras+prestaciones>

3. FINAL DECISION

Within approximately **3 MONTHS** (although delays are likely), you will receive another letter containing the **FINAL DECISION** on your application, which may be:

☒ If it is **APPROVED**

- Your residence permit has been **granted**
- You must apply for a Foreigner's Identity Card (TIE)
- After 1 year, you can **renew it for 4 years** (if you are working) or apply for a **1-year extension**

☐ If the decision is a **REFUSAL**

- Your provisional permit is **no longer valid**
- Seek advice to assess whether you can **appeal** or explore other avenues for regularising your status

If you have **ALREADY** received a favourable decision, follow these steps:

- 1 Book an appointment to have your fingerprints taken:** At the National Police, under the 'Fingerprinting' procedure, or you may be contacted directly by the Immigration Service.
- 2 Pay the card fee:** Go to the bank and pay Form 790 – Code 012. Keep the physical receipt.
- 3 Prepare the required documents for your appointment:**

- ☐ A printed copy of your favourable decision
- ☐ Proof of payment of fee 790-012
- ☒ A recent passport-sized photograph with a white background
- ☐ Original, valid passport, registration card or travel document
- ☐ You do not need to be registered with the local council if you provide the same address as on your application

HOW DO I OBTAIN MY FOREIGNER'S ID CARD?

FINGERPRINTING (CARD ISSUANCE > TIE)

In some provinces, the text of the FINAL DECISION states that the National Police Force (CNP) will **AUTOMATICALLY** allocate you an appointment (by email or text message) to carry out this procedure. This is a pilot scheme that is set to be rolled out nationwide.

HOWEVER, the same text also states that if – after approximately 20 days – you do not receive the message with the appointment, you must **REQUEST IT**.



!!! As of today (09/07/2026), we do not know whether appointments are actually being allocated automatically or not in the provinces where the project is operating. We will find out as favourable decisions begin to arrive. The fact is that, **IF THIS IS NOT THE CASE**, we face the usual problem of difficulty in securing these appointments through the normal channels.

Here we explain how to book an appointment normally, although in many cases you will eventually receive a message stating 'No appointments are currently available'

☐ How to **BOOK AN APPOINTMENT**: https://icp.administracionelectronica.gob.es/icp_plus/index.html

1. Select your province
2. Select one of the CNP offices in your province and, under 'Procedure' > '**POLICE – FINGERPRINTING (CARD ISSUE)**': **INITIAL, RENEWAL, DUPLICATE AND LAW 14/2013**
3. On the next page, at the bottom, select the option "Submission without @Clave"
4. Continue filling in your details until you have secured an appointment

FORM EX17 AND FEES 012

ALSO, to apply for your TIE, you must: Complete **form EX17** in full and pay National Police fees 012. Here's how to do it:

FORM EX17

☐ https://www.inclusion.gob.es/documents/410169/2156469/17-Formulario_TIE.pdf

Fill in **section 1)** with your details

Leave **section 2)** blank (unless you have appointed a representative or if the TIE application is for a minor, in which case you should enter the details of the minor's legal guardian or parent)

Leave **section 3)** blank (unless you have an address for receiving notifications that is DIFFERENT from your registered address)

Select '**INITIAL CARD**' in section 4), and SIGN IT at the bottom of the page

FEES 012

☐ https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar

Click on this link and complete the first section with your details.

1 Select the second of the following options (the amount of **€16.08** will be applied automatically)

2 Select '**Cash**' as your payment method.
ENTER the security code, DOWNLOAD the completed form
PAY IT at a branch of CaixaBank, Banco Santander, BBVA, Banco Sabadell, Bankinter, Unicaja, ABANCA or ING.

3 Bring your **payment receipt with you** on the day of your appointment

☐ **SPECIAL CASE: APPLICANTS FOR INTERNATIONAL PROTECTION (RED CARD)**



If you are currently going through the asylum process, you must coordinate both procedures with the utmost care. **Never waive your international protection on your own initiative or before the time is right.**

If your extraordinary regularisation has ALREADY been approved:

- 1.** Wait for your TIE appointment: Keep your asylum application fully intact whilst you wait.
- 2.** Provide proof of your formal withdrawal: Before the new TIE is physically issued, you must demonstrate that you have withdrawn your asylum claim.

How do you formalise your withdrawal?

- If your asylum application was still at the initial stage: use the 'Withdrawal of Application' form.
- If your asylum application was refused and you had lodged an appeal: use the 'Withdrawal of Appeal' form.

4. RENEWAL



Your residence permit is **VALID FOR ONE YEAR**, and that year is counted from **WHEN YOU SUBMITTED YOUR APPLICATION**, NOT from the FINAL DECISION.

You can apply for **RENEWAL** from **TWO MONTHS BEFORE** it expires and up to **THREE MONTHS AFTER** it has expired, that is, over a period of 5 months.



HOWEVER, it is **HIGHLY RECOMMENDED** that you start the process in good time to avoid delays (e.g. difficulties in obtaining documents or securing appointments) and possible penalties



FOR EXAMPLE, if you submitted your application on 30 May 2026 and the FINAL DECISION was issued on 30 October 2026, your permit **EXPIRES ON 30 MAY 2027**. You can **RENEW** it from 30 MARCH 2027 and up until 30 AUGUST 2027; but don't wait until the last minute to start.



IF YOU ARE WORKING at the time of **RENEWAL** or **HAVE A GENUINE JOB OFFER**, you must apply to **CHANGE** your permit from a one-year permit to a long-term permit (4 years)

To apply for the change, you must provide evidence of having worked for at least 3 months and one of the following three things:

- That you are officially registered as employed
- That you have a job offer
- If you are not officially registered as employed and do not have a job offer, but have worked for 3 months, you will need to prove that the employment relationship has ended for reasons beyond your control and that you have been actively seeking work by registering with the relevant Public Employment Service as a jobseeker.



IF YOU HAVE BEEN UNABLE TO WORK during the year of your leave, you must apply for an **EXTENSION** which will extend your leave for **ONE MORE YEAR**. To do so, you must:

- Demonstrate that you have been **ACTIVELY SEEKING EMPLOYMENT**
- Submit an **INTEGRATION REPORT** issued by the social services department of your local council or district.



That is why it is **VERY IMPORTANT** that, as soon as you receive the **NOTIFICATION OF ACCEPTANCE FOR PROCESSING**, if you do **NOT** have a job, you register as a **JOBSEEKER** with the **PUBLIC EMPLOYMENT SERVICE** of the **AUTONOMOUS COMMUNITY** where you live

Furthermore, it is **HIGHLY RECOMMENDED** that you undertake job-search guidance courses, as well as any other socio-educational activities or programmes aimed at improving your professional profile and finding work, so that **these are** subsequently **RECORDED** in your **INTEGRATION REPORT**. Spanish language courses are also valuable, should you not speak the language, and/or courses to learn about cultural or legal aspects of Spain. You should seek advice from public services.



IF YOU HAVE REACHED RETIREMENT AGE OR ARE UNABLE TO WORK DUE TO A SEVERE DISABILITY OR ILLNESS

, you may extend your residence permit provided you can prove that you meet the requirements; in this case, the extension will be for a duration of 4 years.

5. FREQUENTLY ASKED QUESTIONS

? What if I've received the provisional decision but haven't been assigned a NUSS yet?

Check the Social Security website: <https://portal.seg-social.gob.es/wps/portal/importass/importass/bienvenida>

? What if I haven't received the provisional decision, but I have a NIE number and it's being processed?

You must wait for the decision. There is nothing further you can do at this stage.

? What if I haven't received the decision, but the application is still 'pending'?

- Check whether it is now available by regularly checking the official Immigration Online Portal.
- Pay the fee using your NIE, quoting the file number, to speed up the process.



IF 3 MONTHS HAVE PASSED AND I HAVEN'T RECEIVED A REPLY, WHAT SHOULD I DO?

If three months have passed without any update, you must manually check the status of your application to ensure that the deadlines for legal protection or administrative appeals do not expire.

- 1 **Check the status of your application** via the Immigration Service's online enquiry portal. You should have received an email or text message containing your APPLICATION NUMBER.

☐ <https://infoext2.delegaciondelgobierno.gob.es/infoext2/index.html>

- 2 **Check whether you have any unread notifications** in your personal DEHú email inbox (if you have a digital certificate).

☐ <https://dehu.redsara.es/es/public>

- 3 **Contact the organisation that assisted you** with the process so that they can check the status of your application and advise you on the next steps.

☐ **TIP**

Always keep your application reference number, your NIE and proof of payment to hand.

Check your email, postbox and the Immigration Service's online portal regularly so you don't miss any deadlines.

