

RENEWING YOUR RESIDENCE AUTHORIZATION AND TIE (FOREIGN IDENTITY CARD)

- **Who can renew:** Starting this year, first-year renewal applicants can apply for an extension of their authorization of stay without having to apply for a new visa. **2nd and 3rd year renewals are not allowed to renew their residence authorization after having done so one year.** You will have to return to your country of origin and apply for a new visa.
- **Deadline:** The residence authorization can be processed starting within 60 days before expiration. You may also begin the renewal within 3 months after expiration. Please note that when language assistants present documentation for an extension of stay later than the expiration date, an administrative penalty may be applied. Thus, it is advisable to thoroughly justify the cause of delay.

Ultimately, the best option is to begin the process before the expiration date whenever possible.

The procedures described here may vary depending on the Autonomous Community and province and are constantly being updated. We recommend consulting [this website](#).

PROCEDURES FOR RENEWAL

STEP ONE: RENEWING YOUR AUTHORIZAION

1. Have a new placement letter from an Autonomous Community (regional education office) or the Ministry of Education of Spain with the school information for 2026-27.
2. Applications for the renewal should be processed **through the immigration office (oficina de extranjera) where the current 2025-26 authorization was obtained.**

Important: This must be the same **province** where you have been residing and applied for the 2025-2026 authorization (Not the new province, if this is your case).

3. **Place and form of presentation:** You **must** present the extension request electronically through the online platform [Mercurio](#). To do so, you will need an official electronic signature that is associated to your NIE. Consult the instructions about [how to obtain the electronic certificate](#).
4. **Required Documentation:**
 - [Impreso de solicitud en modelo oficial \(EX – 00\)](#) (Spanish), duly completed and signed by the applicant. Documents can be found here:

[Modelos generales - Migraciones - Ministerio de Inclusión, Seguridad Social y Migraciones \(Spanish\)](#)

- Document certifying that the processing fee has been paid. [Modelo 790 código 052 \(Spanish\)](#)
- Official designation issued by the Autonomous Community or the Ministry of Education of Spain (MEFPD). This document certifies both financial means and medical insurance.
- Copy of passport or travel document, recognized as valid in Spain.
- Existing TIE.
- A recent, color ID-sized photograph with a white background.
- In case of an address change, a certificate of registration or copy of said document is required. This document must not be older than 3 months from its issue date.

STEP TWO: RENEWING YOUR TIE CARD

1. Once the Immigration Office granted the renewal, you will receive a notification (you can check the status of your file at any time in “Mercurio”). Within one month of receiving the notification, you must visit the **Department of Documentation of the National Police or Immigration Office** which is responsible for issuing TIE cards. You will need to make an appointment, which you can do here:

[Buscador de dependencias y oficinas. Versión accesible. Sede electrónica de la Policía Nacional España \(policia.gob.es\) \(Spanish\)](#)

2. **Required Documentation:**
 - New placement letter
 - Passport or travel documentation, recognized as valid in Spain.
 - A recent, color ID-sized photograph with a white background.
 - [Formulario para la Solicitud \(EX 17\)](#)
 - A printed proof of payment of [tasa Modelo 790 Código 012](#).
 - You may be asked for a **Certificate of Registration**, which you must obtain from the city hall of the town where you will be living.

AUTHORIZATION OF RETURN

If you would like/need to travel while renewing your TIE, please read this IMPORTANT INFORMATION. You may have to cancel your trip or apply for a new visa to return.

- If you would like to return to your country of origin:
 - **During the TIE renewal process**, you must complete the **Return Authorization** procedures. To complete this process, you must have previously started renewing your TIE card.
- However, if you would like to travel to another country:

The rest of the EU countries only allow entry with a valid TIE card (which you might not have yet), so you should keep in mind:

- a) The return authorization is only valid for entry into **Spain**. It does not allow you to enter other countries, even if they belong to the European Union.
- b) If you return to Spain with the Return Authorization and arrive by plane, remember that you may have problems if you have **a stop or layover** through an airport of another Schengen country within the European Union. The return authorization is only recognized at **Spanish border crossings**. Other border crossings in Schengen countries could deny you entry.

How do I apply for the Return Authorization?

You must gather several documents, make an appointment with the Police or the Immigration Office and bring the required documents to the appointment. They will give you return authorization immediately at the very same appointment. You will have a maximum of 90 days to travel.

1. Documentation to be submitted:

- a. [Impreso de solicitud \(EX-13\)](#) duly completed and signed by the applicant.
- b. Original and copy of your all the pages of your passport. Also bring your flight tickets, if possible.
- c. A copy of the receipt you have provided showing that you submitted the documents to begin the renewal of your TIE (the document with the entry stamp on your documentation).
- d. Proof of payment for the processing fee. You can fill it out and print it from the following link: [Tasa790_012](#)

2. How and where to hand in the documentation:

- a. You can complete the process through the Mercurio platform, uploading the necessary documentation. Check with your Immigration Office to see if

you must complete the entire process through Mercurio or if you can go in person.

- b. You must apply to the same office where you are processing the TIE renewal.