

## HOW TO REQUEST AN APPOINTMENT THROUGH EXTRAJERIA'S WEBSITE

You will find a step-by-step guide down below in order to request an appointment using extranjería's website.

Link: <https://sede.administracionespublicas.gob.es/icplusplus/index.html>

### STEP 1

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Select Barcelona in the drop-down and "accept" by choosing "Aceptar" on the buttons below.

## INTERNET CITA PREVIA

Por favor, seleccione la provincia donde desea solicitar la cita previa.

PROVINCIAS DISPONIBLES

Barcelona

Aceptar

Volver

### STEP 2

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Open the drop-down presented to you in the next page and pick out the procedure you need to do:

- If you need the TIE card -non-EU based that have a visa permit spanning more than 6 months either initial or renewal- and are starting the procedure pick out: **"POLICIA – TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) Y RENOVACIÓN DE TARJETA DE LARGA DURACIÓN"**
- If you need to retrieve the physical TIE card -remember that you need to request the card before this step- pick out: **"POLICIA – RECOGIDA DE TARJETA DE IDENTIDAD DE EXTRANJERO (TIE)"**
- If you need the Return Permit pick: **"POLICIA – AUTORIZACIÓN DE REGRESO"**
- If you are an EU citizen -those coming from a country within either the European Union or coming from Norway, Iceland, Liechtenstein or Switzerland- and need the Certificate pick: **"POLICIA – CERTIFICADO DE REGISTRO DE CIUDADANO DE LA UE"**

Once having chosen the one that applies to you click "Aceptar" once more.

Por favor, seleccione el trámite para el que desea solicitar la cita previa

TRÁMITES CUERPO  
NACIONAL DE POLICÍA

POLICIA-TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA) Y R

Aceptar

Volver

### STEP 3

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Click “Enter” by choosing “Entrar”

Entrar

Volver

### STEP 4

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Fill out your personal information:

- NIE: ID number that appears either on the VISA or TIE card. It start with the letter “Y”.
- If you do not have your NIE number pick out the Passport option and write your number in.
- Name and Surname(s)
- Nationality -Country-
- Expiration date of your visa: DO **NOT** FILL THIS ONE

Once everything is filled choose “Accept” by picking “Aceptar”

#### INTRODUZCA LOS DATOS DEL SOLICITANTE DE LA CITA

Tipo de documento

N.I.E.     PASAPORTE

\* N.I.E.  
Campo obligatorio

Y[REDACTED]

\*Nombre y apellidos  
Campo obligatorio

[REDACTED]

\*País de nacionalidad  
Campo obligatorio

COLOMBIA

Fecha de Caducidad de su  
tarjeta actual

[REDACTED] (dd/mm/aaaa)

Aceptar

Volver

### STEP 5

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Double check that your data is correct -FULL name and NIE- and pick “Solicitar Cita”

#### Identidad del usuario de cita

[REDACTED] - Y[REDACTED]

A continuación puede seleccionar cualquiera de las siguientes opciones

Solicitar Cita

Consultar Citas Confirmadas

Anular Cita

Salir

## STEP 6

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Open up the drop-down and pick the office that you would wish to go to. If you are interested in going to the one in Barcelona please pick **“CNP-RAMBLA GUIPUSCOA 74”**. You can go to either of the offices presented in the drop-down even if you live in a different municipality so, if you do not find offers within your municipality, try any other offered offices nearby.

For the process of picking the actual TIE Card up, check the receipt they gave you when you presented the documents: in there it will be written the place you ought to go to in order to pick the card and that one will be the one you need to pick.

Once you have selected an office click **“Aceptar”** once more.

### Identidad del usuario de cita

[Redacted]

Seleccione la oficina donde solicitar la cita

Oficina:

CNP - RAMBLA GUIPUSCOA 74, RAMBLA GUIPUSCOA, 74

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

Siguiente

Salir

## STEP 7

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Write in a **Spanish phone number**: a confirmation code will be sent to it. Introduce your email address twice, check that it is written correctly since they will send the appointment's receipt to that address and try to not write in a Hotmail account.

Click **“Next”** by picking **“Siguiente”**

### Identidad del usuario de cita

[Redacted]

#### INFORMACIÓN COMPLEMENTARIA

\*Teléfono

Campo obligatorio

6[Redacted]

\*e-Mail

Campo obligatorio

[Redacted]@

\*Repita e-Mail

Campo obligatorio

[Redacted]@

Asegúrese de introducir una dirección correcta de e-Mail.

Se le enviará a esa dirección una copia del justificante de cita previa.

**Por causas ajenas a la Secretaría de Estado, estamos encontrando incidencias en la recepción de correos electrónicos a la cuenta de hotmail.**

**En muchos casos, los correos enviados por la Sede Electrónica no están llegando correctamente a los interesados.**

Siguiente

Salir

## STEP 8

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The page will show the first available appointments, choose the one that suits you better and click "Siguiete"

If none of the appointments suit you, you will need to cancel the process and start it from the beginning. Keep in mind that not always appointments are available so try to adapt to the ones given in this stage.

### Identidad del usuario de cita

A continuación, se le muestran las citas (DÍA y HORA) disponibles para que usted sea atendido.

Seleccione una de las siguientes citas disponibles:

<b>CITA 1</b> Día: 08/03/2021 Hora: 11:11 <input type="radio"/>	<b>CITA 2</b> Día: 09/03/2021 Hora: 12:14 <input type="radio"/>	<b>CITA 3</b> Día: 10/03/2021 Hora: 08:51 <input type="radio"/>
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**DISPONE DE 5 MINUTOS PARA COMPLETAR LA CONFIRMACIÓN DE ESTA CITA**

Por favor, seleccione una de las citas y pulse el botón **siguiete**. En caso de que las citas mostradas no se ajusten a sus necesidades, deberá volver a la página de inicio o pulsar el botón **cancelar**.

<b>Siguiete</b>	<b>Cancelar</b>
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## STEP 9

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Follow the steps, write in the confirmation code sent to your phone and check that you have been sent the **receipt for the appointment**.

Go to the selected office the day and time of your appointment with the documents you need to present. You will find the list of documents for every procedural back at the ISS webpage.

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In case you finally cannot assist your appointment or would like to change the date, start the process again and select "**Cancel appointment**" by picking "Anular Cita" in the STEP 5.

Please, do contact [international.support@uab.cat](mailto:international.support@uab.cat) for any doubt you may have.