La casa de la vila informa

Ajuntament de Sant Celoni

Census registration renewal

What is the renewal process and who does it affect?

All registered foreigners from outside the EC, adults or children, who do not have a permanent residency permit **must renew their census registration every 2 years after the initial registration date. Not renewing it implies being removed from the census.** (Article 16 of the *Llei de Bases de Règim Local*).

At the end of December 2005 this process has begun affecting people registered before December 2003.

How is it carried out?

The Town Hall may summon foreigners affected by it. Otherwise, the affected person must **go to the Citizen's Advice Bureau** to **confirm their census registration personally** before two years since the last registration pass.

If you wish to authorize a person to act as your representative, first you must accredit the representation with any irrefutable legally valid means (a notary public document, or a written document of having personally appeared before a competent civil servant).

Minors will renew their census registration through their parents or legal tutors.

What documentation is required?

Adults: a **personal identity document (Passport, NIE)**, as well as proof of their domicile if it has changed.

Minors: their parents or legal tutors must present a document **proving their legal representation** such as a **booklet containing information on one's marriage and children's birthdays (*llibre de família*), a family passport or a birth certificate extract**.