

INSTRUCTIONS FOR COMPLETION

**COMPLETE IN BLACK BALLPOINT PEN AND IN CAPITALS, OR TYPE.
THE ORIGINAL AND A COPY OF THIS FORM SHOULD BE PRESENTED**

- (1) Mark the applicable box: Male/Female
- (2) Mark the applicable box: Single/Married/Widowed/Divorced/Separated
- (3) Complete using 2 digits for the day, 2 for the month and 4 for the year, in this order (dd/mm/yyyy)
- (4) Indicate main nature of the business
- (5) Indicate the worker's occupation/job title
- (6) Complete only if the application is submitted by other than the applicant
- (7) Indicate the representative's position/job title at the company, for example: Sole Director, Managing Director...
- (8) Notifications will be performed by logging on the corresponding website in accordance with the terms of Royal Decree 1671/2009. The electronic documents containing the communications, requests for additional documents and/or the terms of the decision about this application will be available at the site <https://sede.administracionespublicas.gob.es/> . It will only be accessible by the applicant or the person whose data are indicated in the section "address for notification". In order to access the contents of the document it is essential to hold an electronic certificate associated with the National ID Document or Foreigner Identification Number recorded in the section "address for notification". It is advisable to complete the fields "mobile phone" or "e-mail" as they will allow to send an alert (strictly for your information) when there is notification pending.
- (9) Initial residence permit applications for highly skilled professionals, researchers and workers subject to transnational secondment should be submitted by the employer. Applicants for other types of residence permit must submit the application by themselves..

Pursuant to Article 5.1 of Organic Act 15/1999, you are hereby informed that the data provided by the parties concerned as required in order to rule on your application will be incorporated in a filing system, the recipients being bodies of the General Administration with competence for foreign citizen affairs, the controllers thereof being the Directorate-General for Migration, the Directorate-General for Police and the Government Delegations or Sub-delegations. The parties concerned may exercise their right of access, correction, cancellation and objection before the aforementioned bodies.

Official forms may be reproduced by printing.
They will be made available, in addition to at those Units responsible for the processing thereof, on the online information page of the Ministry of Employment and Social Security <http://extranjeros.empleo.gob.es/es/>

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