

**GUIDELINES OF USEFUL INFORMATION FOR ALIENS  
RESIDENTS OF ROQUETAS DE MAR**

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## INTRODUCTION

These Useful Guidelines are part of a program initiated by the Municipal Department for Immigration from the Town Hall of Roquetas de Mar in collaboration with the General Department for the Integration of Immigrants from the Ministry of Labor and Social Affairs in order to improve and regulate the access of the immigrant population to the Municipal Public Services.

It is devised to be an instrument for facilitating the access of resident aliens in the municipality to the different services and resources existing in Roquetas de Mar and also for providing clear and concise information concerning their main misunderstandings as to the procedure for obtaining or managing the main documents necessary for obtaining the right to live and work in Spain, the reunion of families who still live separately, or their access to a house, trying to offer solutions for a part of the anxieties presented daily, or for employing the labor force with more or less experience. Another main point which seemed fundamental to us is to know the various services which are at the disposal of the nationals of this municipality, where to find them, how and why they should use them, offering useful information at a practical level. This challenge is huge and this is only the beginning, and the objective is to turn it into an efficient instrument for both its users and for other professionals who may find it useful for their targets, that will continuously improve and update its contents, in pursuit of the practical and changing vision of the reality which both professionals and beneficiaries live in. We start the Guidelines with what might be most important for the national, what is the structure and which are the services that the Town Hall of Roquetas de Mar offers, we continue by describing the possible order of relevance for the reader, with some basic notions about the documents regarding alien status and any possible actions which need to be performed. Other subjects discussed refer to health and the access methods to the sanitary system, resources related to possibilities of employment, of getting a house, education, leisure time and culture, etc. and we conclude with a number of appendices containing concise information about useful addresses, about the streets of the municipality, etc.

At the end we would like to thank those who helped with the realization by work and their involvement, trusting the usefulness of this project for all those who sail on the unknown foreign seas, hoping that the integration of the resident aliens in Spain and their cohabitation will no longer be long term targets and become another additional component of our daily reality.

## **CHAPTER one – MUNICIPALITY OF ROQUETAS DE MAR.**

The municipality of Roquetas de Mar has a surface of sixty square kilometers and it is situated in the southern part of the Almeria province on the western side of Almeria bay. On October 30, 2006, the municipality had an official population of 73.500 inhabitants, although the actual population exceeds 85.000 inhabitants. If a distribution by gender is made, we can see that 52.47% of the inhabitants are male and 47.53% female.

The demographic growth recorded during the last years is significant, as the number of inhabitants grew from 28.190 in 1990 to the current number of 73.500 inhabitants. But this phenomenon can not be explained only by the own dynamics of the population, it is also due to two other factors: economy and the intense flow of people that came from other countries during the past years. In 1995, the aliens population resident in the municipality was of 2.117 inhabitants, reaching the number of 20.000 inhabitants by the end of 2005, besides the Roquetas de Mar residents, that are not registered in the municipality census. Within the municipality, the towns with the highest numbers of immigrants are Roquetas de Mar and Aguadulce.

The municipality of Roquetas de Mar is currently one of the main settlement areas of the immigrant population in Spain and Andalusia, with a percentage higher than 25% of the resident reviewed population (20.495 inhabitants on October 30, 2006) and a continuous systematic inclusion of the aliens population which renews on a periodic basis. In addition to these data, after the regulation process in 2005 another 8.500 legal residents arrived in the municipality who, very soon, will be able to reunify their families, as more than 2.500 aliens non-EU inhabitants have done during the past five years. This evolution generated, within the public municipal services for aliens, a parallel services growth, highlighting the Municipal Office for Immigration that dealt with more than 19.000 beneficiaries since 2002 with more than 100.000 requests, furthermore, between 2001-2005, 26% of the positions of the Community Social Service were occupied by aliens inhabitants and also 60% of the interventions of the family treatment team between 2004-2005, together with 15% individuals who benefited of the services of the Office for Women Counseling and 32% in case of the Municipal Occupation Office.

### **MUNICIPAL SERVICES – THE TOWN HALL**

The Town Hall serves its nationals by the Town Councils. These exercise their respective competence regarding any real aspect within the municipality. In order to take advantage of any of the services of the Town Hall one must address the Town Hall, located in 1 Constitucion Square, Roquetas de Mar. Furthermore, due to the continuous extension of the municipality, one may find offices of Municipal Information in other urban centers such as:

In Las Marinas	In Aguadulce	In La Gloria
6 Trafalgar Str.	Isla Izaro Str.	179 Ctra de los Motores
Phone no.-950334275	Phone no.-950345432	Phone no.-950348106

#### Drinking water, water supply and drainage

In case one has problems regarding the supply or need to install water supply in a house, etc one must address the Aquagest office located on the 180 Roquetas de Mar Blvd.– Telephone number: 950325320  
- Fax: 950325318

Work hours: Monday till Friday: 9:00 - 13:00 – Call center: from 08:00 to 19:00

#### Main holidays

The Magic Kings: January 5

The holy week: in March or April

San Juan: June 22–25

Santa Ana: July 22 - 26

Fiestas de la Virgen del Rosario: October 5 -7

Fiestas de Las Moragas: December 29

#### Tax Office and Treasury

- Administrative procedures performed in this municipal area:
  - Exemptions/settlements of public health taxes
  - Requests for public health taxes deductions
  - Reduced public health taxes
  - Change of holder

- Exemptions/settlements of I.V.T.M (Taxes laid on Power-Propelled Vehicles)
- Settlements of I.I.V.T.N.U. (Added Tax on Urban Lands).
- Settlements of opening tax
- Reimbursements of un-owed payments
- Domiciliation of invoices payment

Payment calendar for invoices with periodical due dates:

- Garbage Collection Tax and Tax on Mechanical Traction Vehicles (February 01 – May 31)
- Access and kiosks (February 01 – May 31)
- Taxes on Rural and Urban Real Estates (July 01- November 20)
- Taxes on Economic Activities (01/08 - 20/11)

For further information or for any intercession one must address yourself to the Municipal Pay Office at the ground floor of the Town Hall building.

#### Various types of cleaning and public health

Maintenance of the public cleaning is the responsibility of the Urbaser company with its headquarters in Alicún Road - Km 3.200 – Telephone number : 950323242

#### Cemeteries

##### **The “San Jerónimo” Municipal Cemetery – Roquetas de Mar**

Location: San Jerónimo Square and Camino del Cementerio

##### **The Municipal Cemetery from Aguadulce**

Location: Santa Mónica Str.

##### **The Municipal Cemetery from El Parador**

Location: located on the driving out of Vicar, near El Parador area

## Environment

### **To the attention and information of the national**

#### **Environmental education and development:**

#### **Nationals' participation:**

#### **Natural environment and heritage:**

Punta Entinas-Sabinar Natural Environment

Andalusia Network of Protected Natural Environments (RENPA)

#### **S.U. Waste management:**

#### **Prevention, control and improvement of the environmental quality:**

## Municipal Markets

### **The Roquetas Food Market**

Location: Alicún Road, Noriega Market and (no number) Osorio Martínez Str.

Working hours: from 7.00 to 14.00.

### **The Aguadulce Food Market**

Location: Virgen del Carmen Str.

Working hours: from 7.00 to 14.00.

### **The Las Marinas Food Market**

Location: 8 Las Marinas Blvd. and (no number) Andrés Castro Str.

Working hours: from 7.00 to 14.00.

### **The Roquetas ambulatory Market**

Location: (no number) Unión Europea Blvd., in front of the Auditorium.

Working hours: from 9.00 to 14.00.

## Consumer's office

The Municipal Office for Consumer's Information (OMIC) offers support and collaboration in the following areas:

- Information, support and guidance for the correct exercise of consumer's rights.
- Submittal procedure for complaints, requests and claims, acting as a mediator, and as the case may be, such will be sent further, to superior organs.



- Performance of information and awareness-raising campaigns concerning consumers' rights and obligations.
- Collaboration with different Consumers and Beneficiaries Associations.
- Provision of technical and legal documents related to consumption subjects.

OMIC is located within the Town hall building – Telephone number: 950 338 552.

### Local Police

The Roquetas de Mar Local Police has 117 policemen distributed into the following units:

- National's Safety Service -092-.
- Traffic and Road Service.
- Night Safety Service.
- Office for Reports and Evidence (investigations of traffic accidents).
- Street education.
- Open Spaces and the Environment.
- Labor Control.
- District Police.

During summer time a special police force is created for beach watch, the policemen patrolling on bicycles on the neighborhood cliffs.

Location: The Municipal Roquetas de Mar Police Station – Tres Mártires Square – Telephone number: 950324411

The Office from Aguadulce –Rambla La Gitana Str. – Telephone number: 950 345 969

### Civil Protection

The Roquetas de Mar Office – 104 Roquetas Blvd.

Telephone number: 950321432 Fax: 950338127

### Radio and Television: El faro

Broadcast Station: (no number) Aire Str.

Telephone number: 950339701 – Fax: 950339703

### Health and Consumption

#### **The Sanitary Municipal School**

#### **Care Centre for Drug Addicted**

The Care Network for Drug Addicted is characterized by an universal coverage with direct and free access, in which public and private centers are integrated. In Roquetas de Mar this network has its headquarters on 1 Zamora Street.

Telephone number: 950 33 80 64 - Fax: 950 32 52 55

### Tourism

Tourist Information office

Telephone number: 950333242

### Social Welfare Area

#### **The Service for Information, Estimation, Orientation and Counseling (SIVOA)**

The Children and Family Program – Project of Family Intervention – Support Program for Families with minors in situations of social risk – Home aid – Telephone assistance

#### **Program for Prevention and Social Integration**

Project: Day Centre – District Workshops – Roma development plan – Activities Project of the Elder, the Municipal Council – Housing Project for Dropouts, Homeless, Temporary Residents or Other Classes – Community Preventive Program – Course of drug prevention within the family environment – Prevention of medication abuse, psycho-medication, and granting first aid – Workshop for the Personal Development of Teenagers

#### **Program: complementary benefits**

Family economic aids – Social emergency aids – Books and school materials aids – public health deductions

#### **Program: social cooperation volunteering**

Social Support for the Associates – Subsidies for the elderly associates – Solidarity Aids for the third world – Other social transfers – The Municipal Office for Volunteering

### **Occupational Programs**

The SEA Project – The Andalusia Orients Service

### **Social and Professional Rehabilitation Project for the Drug Addicted**

ARCHIMEDES Project

### **Occupational Program for the mentally disordered patients**

Project regarding the Ornamental Plants and Manufacture Workshop

### **Specialized Social Services**

The Municipal Information Centre for Women

Schools for Children

### **The Municipal Immigration Office**

It was established in 1997 in order to find specific intervention strategies and to propose solutions for the actual and future situation regarding the emigration in our municipality, watching its evolution in every moment. This municipal service is organized around various programs developed by our office's operative team.

#### **1) Programs in collaboration with the Andalusia Equality and Social Welfare Town Hall Council**

- Program for the immigrants' socio-cultural integration (Spanish /aliens language and Spanish culture)
- Intercultural Mediation within the Social Welfare Area
- Intercultural Mediation Program within the immigration office
- Program for information, counseling, improvement of access to housing and immigrants census
- Program for promotion and social integration of the immigrant woman

#### **2) Program concluded with the Andalusia Employment and Governmental Offices, F.A.M.P. (The Federation of Andalusia Municipalities and Provinces) and the European Social Fund.**

- Equal Arena II Project of fight against racism and xenophobia on the labor market

#### **3) Program concluded with the Andalusia Town Hall Government Council**

- The Fund for shelter and integration of immigrants

#### **4) Program concluded with the General Directorate for Immigrants' Integration within the Ministry of Labor and Social Affairs.**

- Improvement and regulation of the immigrant population access to the municipal public services.

**These programs have the following objectives:**

- Information and counseling regarding the enforced legislation regarding the Alien status (Rights and Liberties of aliens in Spain) Stay and Work Permits, Family Reunification, Visas, Renewals, etc.
- Development of programs regarding information, social and labor counseling and collaboration with different administrations with regard to fighting against unregulated employment of immigrant labor force and against professional discrimination of immigrant workers.
- Collaboration for the development of programs of employment training to allow better access to employment, paying special attention to the immigrant women group.
- Development of educational and district cultural programs for adults and women.
- Activity Coordination for the Roquetas de Mar Authority for Immigration and Citizenship, paying special attention to motivating nationals' involvement and cohabitation by association, and development of activities and awareness raising campaigns.
- Report issuance with regard to social affiliation.
- Report issuance with regard to Housing, Census, Mediation and Information campaigns regarding the behavior within the house programs.
- Intercultural Mediation directed towards all Municipal Sectors and paying special attention to the service needs of the Women and Social Welfare Areas, especially to Community Social Services.

The statistics regarding the evolution of aliens population within the municipality and the attention paid to it are available on:

[http://www.aytoroquetas.org/serv\\_municipales/serv\\_sociales/oficina\\_inmigracion.asp](http://www.aytoroquetas.org/serv_municipales/serv_sociales/oficina_inmigracion.asp)

## CHAPTER II – DOCUMENTATION

### STAY STATUS

**Who stays in Spain?** The individuals in this situation are the ones who have a:  
Tourist visa or Study visa.

**Do all the aliens who want to travel to Spain on a stay basis need to apply for a visa?** For a less than three months stay, the nationals of the following countries do not need a visa (within an interval of 6): Andorra, Argentina, Australia, Bolivia, Brazil, Bulgaria, Brunei, Canada, Chile, Cyprus, Costa Rica, Croatia, El Salvador, United States, Guatemala, Honduras, Hungary, Iceland, Israel, Japan,

Liechtenstein, Malaysia, Malta, Mexico, Nicaragua, Norway, New Zealand, Panama, Paraguay, Republic of Korea, Romania, San Marino, the Holy See, Singapore, Switzerland, Uruguay, Venezuela, special administrative territories of the Popular Republic of China, Hong Kong and Macao and the European Union member countries. The nationals of countries which are not on this list will have to apply for a visa in order to Travel to Spain.

**Where does one apply for a stay visa?** At the Spanish Consulate or Embassy in the applicant's country of origin or of legal residence.

**What are the necessary documents to apply for a Stay Visa?** Applications for a stay visa will have to be supported with the following documents:

- Passport or travel document;
- Purpose of the journey and the terms of a previous stay;
- Proof of sufficient living resources for the required period;
- Health insurance;
- Proof of accommodation in Spain, for the stay period;
- Guarantees that the person will return to the country of origin, in which case a return ticket is required;
- Travel permit of the parent or legal guardian, if the applicant is a minor;
- The applicant for a stay visa could bring, to support the application, an invitation letter from a Spanish national or aliens resident.

In addition, the applicant might be asked to submit documents to prove:

Residence at the place of application, as well as citizenship in the country of residence. Example: relatives who remain in their country, years of employment, current employment etc.

The applicant's work and socio-economic status (normally, a bank account is required, older than 1 year).

Compliance with the return conditions in case of previously granted visas.

Once the visa is granted, the aliens will have to pick it up within a month from the notification.

**Is it possible to extend the stay in Spain for more than three months?** Nationals belonging to countries where no stay visa is necessary to go to Spain, can ask for another 3 months extension, for a period of six months. However, nationals belonging to countries for which a stay visa is required, when the duration of this journey is less than three months will be able to extend it with up to three months maximum, within a six month interval.

**Where to apply for an extension?** At the Office for Aliens, Superior Office of National Police Station in his town/locality; the extension demand will be submitted by the applicant himself.

**What are the required documents for the extension of a Stay visa?**

- Passport and travel document;
- The reasons for extension which will have to be exceptional for the nationals belonging to countries for which no entrance visa is required;
- Sufficient proof that they has adequate living resources for the demanded extension period;
- A travel insurance with validity equal or greater than the demanded extension.
- Guarantees of return to the country of origin (return ticket).

**Note:** The extension will be based on the passport or travel ticket.

**What are the consequences of refusal of the extension demand?** Refusal of the extension will be justified and consequently the aliens will have to leave the national territory before the expiry of the initial stay period or, if the term expired, within the deadline set by the refusal resolution which cannot exceed 72 hours.

**Note:** The deadline will have to be mentioned on the passport.

## TEMPORARY RESIDENCE

**What is temporary residence?** It is the situation which authorizes one's stay in Spain for a period longer than ninety days or shorter than five years (we refer here exclusively to the temporary residence in Spain, without carrying out working activities; without work permit).

**Who can be granted temporary residence?** The aliens who proves that they have sufficient means of support to cover his expenses relating to stay and food, including in their case, the expenses of his family for the stay period they applied for.

**Where does one apply for a temporary residence permit?** Firstly, the person must apply personally for the residence visa to the applicant's corresponding Consulate or Embassy in the country of origin or of legal residence.

**What are the necessary documents to apply for a visa?**

Application form, filled in adequately, in original and 3 copies, signed by the applicant;

Valid passport or travel document, acknowledged as valid in Spain, with a validity of minimum one year;

Police record or equivalent document from the country of origin or from the country or countries they were resident in over the past five years (only if the applicant is of age in the country of origin);

Health certificate which proves that they do not suffer from a disease stipulated in the International Sanitary Regulations (they do not suffer from infectious diseases).

Documents to prove that they have sufficient means of support to cover the food and stay expenses, including the expenses of their family, for the demanded period of residence.

The Diplomatic Mission or the Consular Office, while processing the visa application, could ask for the applicant's re-evaluation and, if necessary, for a personal meeting.

**Once the residence visa application is submitted, what are the next steps to be taken?** From this point on, The Consulate and the Embassy will send one's visa application to the Spanish authorities (among which the Government Prefecture and Sub-Prefecture) which will solve one's application within a month.

In case the result is favorable, the Consulate and the Embassy will grant the respective visa which will have to be picked up by the concerned person within a month from the notification.

After the notification of visa granting, the applicant will have to pick it up personally, within a month from the notification.

With this visa the applicant may come to Spain (in case they do not pick up the visa within a month from the notification, it is considered that they/she gave it up and the procedure will be archived).

**What are the visa effects? What is its duration?** The granted residence visa will contain the initial residence authorization and the validity of the residence will start from the date the person crosses the border in Spain which will require the presentation of the passport or travel document.

The initial temporary residence authorization will be valid for a year.

**Once in Spain, what are the procedures to follow?** Once the visa is granted, the applicant will have to enter the Spanish territory within the validity term of this visa and once in Spain and within a month from the arrival, they will have to apply for an aliens Identity Card for which they will have to leave fingerprints at the National Police Station in their area (after one's fingerprints are taken, the Residence Permit will be issued within forty days).

## RENEWAL OF THE TEMPORARY RESIDENCE PERMIT

**When does one ask for the renewal of the temporary residence permit?** Sixty days before the date of expiry of the authorization (the renewal demand can also be submitted three months before the date of expiry of the previous authorization, though we do not recommend it).

**What are the necessary documents for the renewal demand?**

- Correctly filled in form;
- Valid passport and copy;
- A photo;
- A copy of the Residence permit which must be renewed;
- Medical insurance, public or private;
- A proof that they have sufficient economic resources for the demanded residence period.

**What is the validity of the first renewal of temporary residence?**

The first renewed permit, as a rule, will be valid for two years.

Presentation of the temporary residence renewal demand, within the mentioned term, will continue the validity of the previous permit until this demand is solved.

**How much does it take for the demand to be solved?** The administration must solve the demand within three months after it is submitted. If it is not solved in three months, it is supposed that the result if favorable. In any case, the Administration must issue an express approval.

Within one month from the notification of the favorable resolution, the aliens will have to ask for a new residence permit to the National Police Station, where they leave their fingerprints and in this respect they will produce:

- The approval of the residence permit ;
- The registration number of the form;
- Valid passport;
- Proof of fee payment;
- 3 recent color photographs, ID type, on white background and bareheaded.

**Is it possible to change the residence status into residence and work status? (subordinate or independent)** Yes, in case the aliens wants to be employed, they must have a work offer in Spain (the national employment status will not be taken into account in this case and therefore no negative certificates will have to be submitted for employment public services). Please see the subordinate work authorization.

In case of independent activities, all the required documents for this type of work permit will have to be submitted, except for the criminal record in the country of origin.

**Note:** The granted work and residence permit will come into force depending on any subsequent affiliation and/or withdrawal of the employee from Social Insurance within one month from the notification. Once this condition is complied with, the permit will enter into force.

## TEMPORARY RESIDENCE IN SPECIAL CONDITIONS

**What are the special conditions, according to law, in order to be granted temporary residence?**

These are:

NATURALIZATION  
HUMANITARIAN REASONS

**one) Naturalization**

**What is naturalization?** It is the situation in which an aliens is in Spain and, without being legal resident, has certain relations to Spain.

**How many types of naturalization are there?** There are three types:

**Social naturalization:** accreditation of continuous stay in Spain for a period of three years, besides other formalities.

**Work naturalization:** accreditation of continuous stay for a period of two years and certain formalities.

**Family naturalization:** in case of children of a father or mother originating from Spain.

**Is employment possible when a temporary residence in view of naturalization is granted?** Yes, the granting of the residence permit “in view of naturalization” can lead to granting the authorization to work in Spain for the period of its validity (normally, one year). The enforcement of the work permit depends on the subsequent affiliation and withdrawal of the worker from the Social Insurance within a month from the notification.

**What does one need to submit for temporary residence in view of social naturalization?**

The aliens must prove their continuous stay in Spain for a period of minimum three years.

No criminal record in Spain and in the country of origin.

To have an employment contract with duration of no less than a year, signed by the employee and by the employer at the moment of the application, or to have sufficient means of support.

To demonstrate family links with Spanish nationals or with other resident ALIENS (marriage, direct line ascendants and descendants) or

To submit a report which will accredit the social integrity, issued by the Town Hall where the current domicile is located. (This report will have to include the ID acknowledgment, the stay period and the current domicile, the means of support, level of knowledge of the languages used, integration in the social network they live in, social and work integration programs of public or private institutions they attended and anything that could help determine the level of naturalization).

**What are the necessary documents?**

Application.

A photograph.

Passport valid for a period of minimum four months. (original and copy)

Documents to prove their continuous stay in Spain for a period of minimum 3 years, previous to the application (original and copy).

In case of people of age, the **criminal record** in original sent by the authorities in the country or countries they were resident in during the five years. This documentation will have to be correctly translated and certified.

Contract of employment (original), signed by the employer and by the employee with a validity of minimum one year (the effects depend of the coming into force of the required residence permit in special conditions).

The company National Identification Document and the TRC (Tax registration code), original and copy.

When the profession or job offered is that of a **house keeper**, the economic creditworthiness of the employer (last year Income declaration, the last 6 salaries or any other document to justify creditworthiness) (original and copy).

The certified documentation of the applicant's **family relation** with resident nationals (marriage, direct line ascendant and descendants) (original and copy). This documentation will have to be correctly translated and certified. Or, a **report** issued by the **Town Hall** where they are registered for social integration.

**What happens if there is no employment contract?** In this case, a report is required, issued by the Town Hall where they are registered, by virtue of art. 46.2 c) of the Royal Decree (RD) 2393/2004 which provides: “The corresponding Town Hall will recommend the Aliens’ exemption from the need of an employment contract, as long as they prove sufficient means of support”.



**Who can apply for a temporary residence permit in view of work naturalization?** The aliens who can comply with three basic requirements:

Proof of continuous stay in Spain for a period of minimum two years.

They have no criminal record in Spain and in the country of origin.

Demonstrates the existence of work relations, with a period of less than a year, by a legal resolution which acknowledge them or an administrative resolution which concompanies the Work and Social Insurance Inspectorate, which certifies it.

**Note:** The granted permit could be residence or work residence permit, according to the applicant's situation, whether they submits or not a work contract.

**What are the requirements aliens must comply with in order to obtain a temporary residence permit in view of social naturalization?**

Their mother or father must be from Spain;

They must have a clean criminal record in Spain or in the country of origin.

The application will be submitted by the aliens, except for minors or individuals with disabilities, in which case the legal representative can submit it. There is no need for a visa and the national employment status is not taken into account.

The permit could be only residence permit or work residence permit, according to the status of the person who applies for it, whether there is or not an employment contract.

## **II) Humanitarian reasons**

**In which cases can one apply for a temporary residence permit for humanitarian reasons?**

There are three possibilities:

aliens who are victims of crimes stipulated in the Penal Code (from art. 311 to 314), where there is the aggravating circumstance of racist, anti-Semitic actions or other type of discrimination, set forth by art. 22.4<sup>a</sup> of the Penal Code or family violence, according to the terms provided by Law 27/2002 of July 31st, which regulates the order relating to the protection of the victims of domestic violence, only if there is a sentence for such a crime.

aliens who prove that they suffer from serious illness, documented, which requires specialized medical assistance unavailable in the country of origin and who prove that a interruption in its treatment or the lack of adequate assistance threatens the person's health and life.

aliens who prove that the transfer to the country of origin or to the country they come from, as a result of the application for the respective visa, is a threat to their own security or to that of their families and which comply with the other requirements for being granted the temporary stay permit or stay and work permit.

**What are the required documents for this application?**

The application form, filled in correctly.

Valid passport with a validity of minimum four months.

Documents to prove that they are in one of the above mentioned situations: sentence for domestic violence, clinical report from the health authority etc.

**When the temporary residence permit is granted for humanitarian reasons, can one start work immediately?** No. The aliens who wants to work must apply personally for the respective permit in order to work. This application can be submitted at the same time with the application for residence permit in special conditions, or for the period of its validity.

**What is the validity period for the residence permit in special conditions?** Despite its « special » character, this type of permit (as well as its renewal) is valid for one year.

**How long does it take for the temporary residence permit in special conditions to be solved?**

The longest term for solving the application will be three months starting with the day following the registration in the register of the competent authority which issues it.

Within one month maximum from the notification of permit granting or from its coming into force, the aliens must apply personally for the Aliens' Identity Card (TIE).

**Besides humanitarian and naturalization reasons, are there any other reasons to apply for the residence permit in special conditions?**

Yes, there are three other reasons, namely:

Reasons concerning international protection: in case of asylum, refugees and massive influx of immigrants;

Collaboration with the administrative and legal authorities. Example: for the destruction of the mafia dealing traffic in Individuals.

When it comes to public interest or national security reasons which justify the need to grant the Aliens' residence in Spain.

For these last three reasons, the above mentioned is valid, i.e. where to address, documents to be submitted, resolutions etc. and also, in these cases, the aliens will be able to apply for the corresponding permit to work personally.

## WORK AND RESIDENCE PERMIT

**What does an aliens need in order to work in Spain?**

An administrative permit which allows employment on the Spanish territory.

**What is the minimum age required for an aliens to work in Spain?** From the age of 16, one can apply for the work and residence permit.

**What are the means to apply for a work and residence permit?** There are two means:

To work as employee (subordinate);

To set up one's own business in Spain (independent).

**What is the validity of a work and residence permit?** It can have a validity of less than five years.

The first (initial) work and residence permit is granted for one year.

The second work and residence permit (once the first is renewed) will be valid for two years.

The third work and residence permit will also be valid for two years.

If a work and residence permit is obtained for a period of five consecutive years, a permanent work and residence permit may be granted.

**What is the territorial and activity area of the work and residence permits?** The first work and residence permit must be differentiated from the ones that follow it successively. The first may be limited to the activity and geographical area it is granted for (this happens in 90% of the cases). However, an application for territory and activity change may be submitted. Subsequent permits will not show this limitation.

## RESIDENCE AND SUBORDINATE WORK PERMIT

**What are the fundamental requirements to obtain a permit for subordinate work?**

The proof that the worker lives in Spain legally;

An employment offer from an employer;

Proof that there are no available Spanish workers to get the job offered to the alien workers (this is not required in every case).

**How to prove that there are no workers available in Spain who can take the job offered to the alien workers?** There are two ways of proving it:

There must be an analysis of the hard-to-cover jobs catalogue, drafted quarterly by the State Employment Public Service. If the job which will be offered to the alien workers is found in this catalogue, it is enough to submit a document in this respect.

In case the job is not in this catalogue, the proof that there are no available workers in Spain will be made by submitting a Job to the competent authority. They will have to wait for 15 days; if, during this period, no Spanish, community or legal resident worker applied for this job, the authority will issue the Negative Certificate, because they did not find in Spain available and suitable workers to comply with the job requirements.

**Is it always necessary to prove that there are no available workers in Spain?** No, it will not be necessary to prove this when the alien workers is:

Husband or child of an aliens resident in Spain, holder of a renewed permit.

The child of a naturalized Spanish or Community worker, as long as they are resident in Spain for one year minimum.

Holder of a previous work and residence permit who asks for its renewal,

Holders of a residence permit.

Workers needed for assembly work, installation replacement or productive teams

aliens who have in their care Spanish ascendants and descendants

aliens who are born and resident in Spain.

Children and nephews of Spanish-origin people.

People acknowledged as stateless or people who have lost the stateless status in the year following the termination of this status.

Aliens under 18, but of the minimum legal working age, holders of the residence permit, who are under the guardianship of the competent minor protection authority, once it is established the impossibility to return to their families or to the country of origin.

aliens who have Temporary Residence Permit in view of naturalization as well as for humanitarian reasons, collaboration with justice and other special terms.

aliens who were holders of a work permit for limited activities, for a period of four natural years and who returned to their country.

Employment in key positions (it refers to key obligations, company administration or management).

Nationals of the countries that concluded international agreements with Spain, such as Chile and Cyprus.

**Where must the residence and subordinate work permit be submitted?**

To the Prefecture or Sub-Prefecture of the country where the alien workers is going to work.

**What documents should be submitted?**

REGARDING THE WORKER:

A photo (license type, new, color, on a white background and the head uncovered)

A copy of the valid passport or traveling document.

Residence permits (only if the aliens is a legal resident in Spain).

The documents that justify some of the premises established in the Organic Law article no. 14 (OL) 4/2000 (concession premises without taking into account the national employment situation).

In their case, the proof of their professional experience or of the necessary professional training for the assigned job, through a previous labor certificate or its equivalent or similar jobs, or corresponding titles or diplomas and also through any other accepted method.

In their case, the approved title required to exercise the profession.

## REGARDING THE EMPLOYER:

Justificatory memo of its request.

The proof of the need for employment and of the means to comply with the obligations derived from this employment, through the documents, which, according to the work type and company activity, are mentioned below

Family employers:

Family earnings.

Marriage certificate.

Registration certificate for the Spanish territory.

Agriculture:

- TC2 (general status) of the last 12 months or company life which shows the outings of the mentioned period.

Cadastral authentication acknowledging the lands owned by the company.

Other activities:

- TC2 (general status) of the last 12 months or company life which show the outings for the mentioned period.

- VAT from the last year.

- In terms of constructions, the valid worker contracts.

Employment contract and job offer form, to ensure a continuous activity of the worker during the validity of the residence and work permit (in case of an aliens who is not resident in Spain the job offer will be valid for no less than a year).

National Identification Document and company TRC (Tax Registration Code)

Company documentation relating to registration with Social Insurance.

In their case, the public document which establishes the company legal representation in favor of the person who submits the application.

In their case, the identity document of the expert (administrator, lawyer, etc.) which submits the request.

In their case, the certificate of the public employment services, from where the result of the submitted offer management is taken, if the worker does not express any preferences.

**How long does it take for the residence and subordinate work permit to be solved?** The law sets a maximum term of three months to answer the request, but practically, in the Spanish area with a very big number of alien workers, the deadline is longer.

**How do they notify granting of the residence and subordinate work permit?** Once the residence and subordinated work permit is granted, notification thereof will be sent at the indicated address as a result of solving notification (a letter which indicates the award). This letter will indicate the fact that the residence and subordinated work permit will be valid at the time the alien workers will obtain the residence visa for working and after traveling to Spain. The employer will have to send the mentioned letter to the worker so that they can obtain the Subordinated Work Visa.

**Where and when does one has to apply for the subordinated work visa?** Once the employer receives, in Spain, the resolution which indicates that the residence and subordinate work permit was granted, the worker will have no more than one month to ask the Consulate or the correspondent Embassy for the Visa.

**What documents are needed for the worker's visa?**

Visa application form, original and copy.

Passport with a minimum validity of four months

Criminal record from the country of origin or from the place they were resident for the last five years, legalized and translated.

Medical document to prove that they are not suffering of diseases suspect of quarantine that are mentioned in the International Sanitary Regulation.

Resolution of Government Prefecture or Sub-Prefecture in which it is stipulated that the residence and subordinate work permit is granted, and signed by the employer.

**Once the visa was granted, when can the alien workers pick it up?**

When the alien workers is notified with reference to the granted visa, they will have a maximum period of one month to pick it up personally. If this period will expire without taking his visa, they will lose it.

**What should the alien workers do when their visa expires?** From the moment they receives the visa, they will be able to travel to Spain and, once in Spain, they will have to register with the social insurance and apply for the FNIC (Aliens' Identity Card).

## ALIENS' IDENTITY CARD

**What are the formalities a visa holder must perform when arriving in Spain?**

Starting with the legal access to Spain with the respective visa, the alien workers will have to apply, within one month, for the Aliens' Identity Card (FNIC) to the corresponding office, normally the National Police Station in his area.

**What are the required documents to apply for the Aliens' Identity Card?**

The applicant's valid passport.

Residence visa for work.

Receipt for the payment of the corresponding fees.

Receipt for the work and residence permit application.

Three color photos, license type, on white background and bareheaded.

Once the above mentioned documentation is submitted, the aliens will give their fingerprints in order to issue the Aliens' Identity Card.

The aliens will receive a receipt with the number of the Aliens' Identity Card (FNIC) and within forty days they will also receive the card sent at the same time with the residence permit. This card will have to be picked up personally by the aliens.

**When can the aliens begin work?** From the moment of the legal access with the corresponding work visa, the alien workers will be able to work and they will have to sign up and to contribute to the Social Insurance.

**When can the alien workers register or withdraw to/from Social Insurance?**

This will have to be made before applying for the Aliens' Identity Card or within one month from his arrival to Spain. In case they fails to do so, the requested permit might lose its validity.

## RESIDENCE PERMIT FOR INDEPENDENT WORK

**Who can apply for a residence and independent work permit?** The individuals who will set up their own business in Spain.

**What are the basic requirements to apply for a residence and independent work permit?**

To have no irregularities their documents in Spain (in case of aliens who are not resident in Spain, the application will be submitted to the Spanish Consular corresponding to the place of residence).

To count on considerable economic resources, proved by bank certificates.

To generate jobs in Spain.

To submit a company project where all the above-mentioned issues must be included.

**What are the required documents to apply for a residence and independent work permit?**

Application form (in four copies).

A photo (ID card type, recent, color, on white background and bareheaded).

Valid passport or travel document.

A project of the activity which will be carried out, indicating the estimated investment and, as the case may be, the jobs which might be created.

A proof of the economic investment or support from financial and other institutions.

Estimate on the fact that the activity will yield, from the first year, sufficient means of support.

A list of the authorizations and licenses required to set up, open or carry out the activity planned, with certification of the demand submitted to the corresponding bodies.

As the case may be, the officially recognized name or the certification of the technical capacity which is required to exercise this profession.

When the practice of independent professional activity requires it, a certificate certifying membership of a professional association.

In case of aliens **who are not resident**, the demand will have to be submitted to the corresponding Spanish Consular Office, adding to the above-mentioned the following:

Criminal record, sent by the authorities from the country of origin or from the countries they were resident for the past five years.

Health certificate to prove that they do not suffer of any of the diseases suspected of quarantine, stipulated in the International Health Regulations.

**Is there any special requirement to practice certain independent professions in Spain?** In the case of freelance activities such as doctors, lawyers, architects etc., which require membership in a professional association, the respective person must have practiced that profession before coming to Spain, on their own or as subordinate, for at least two consecutive years, or for two years in Spain, as subordinate.

**Where does one submit the application for the residence and independent work permit?** The alien workers who is not resident and desires to work on their own in Spain, will have to submit personally the entire documentation to the corresponding Spanish consulate or embassy in the country of origin or of legal residence.

**How long does it take to solve the residence and independent work permit?** The law provides a maximum deadline of one month to respond to the demand but in those Spanish provinces where the number of workers is very important, the term is longer.

**How is the granting of the independent work and residence permit notified?** Once the corresponding documentation is submitted, the Diplomatic Mission or the corresponding Consular Office will solve the application and will send, as the case may be, the residence and work visa within the one month deadline. If the visa is not picked up within the mentioned term, it is supposed that the applicant gave it up and they will proceed to procedure archiving

**What is the term for going to Spain, once the visa is granted?** Once the visa is sent, the worker will have to enter Spain while it is still valid and validity does not extend for more than 3 months.

**What are the effects of the visa?** The residence and independent work visa will include the initial residence and subordinate work permit. The validity of this permit will be effective starting with the date the aliens crosses the border to Spain, which will have to be mentioned of the passport.

**What are the formalities the alien workers must comply with, once in Spain?** From the moment of their arrival in Spain, within one month maximum, the worker must apply for the Aliens' Identity Card at the corresponding Office (normally, at the Office for Aliens, at The Police Superior Office or at the National Police Station from the respective area).

**After receipt of the Independent Work Visa, when can the aliens start working?** From the moment of legal entry with adequate residence and work permit, the aliens will be able to start work and will have to register with the Social Insurance.

## RENEWAL OF RESIDENCE AND WORK PERMITS

**When are residence and work permits renewed?** Within 60 calendar days before the expiry of the residence and work permit (recommended) or within three months from the expiry date.

**Where does one submit the demand for the renewal of the work and residence permit?** The demand will be submitted to every public registry, by the worker, personally or by a representative.

**How long does it take to solve the submitted renewal demand?** Theoretically, there is a term of three months maximum to respond to the renewal demand, starting with the day following the date of registration with the competent authority register. If after these three months there is no response, it is understood that the renewal demand is approved.

**What is the validity of the renewed residence and work permit?** The first renewal will be valid for two years, unless it is related to a Permanent Residence Permit. After granting the renewal, the validity of the renewed work and residence permit will start from the moment of submitting the renewal application.

### I. Subordinate

**What is the required documentation for the renewal of the residence and subordinate work permit?**

If it continues the relation which generated the permit:

Residence and work Form.

If it is no longer the relation which generated the permit and an activity of at least 6 months/year is demonstrated:

- Residence and work Form
- Employment contract and employment offer from the new employer.

If it is no longer the relation which generated the permit and an activity of at least 3 months/year is demonstrated:

- Residence and work Form.
- Documents which demonstrate that the relation which generated the permit was terminated for objective reasons.
- Documents to prove that they actively sought a job, taking part in activities carried out by the employment public service or in integration programs.
- Valid contract of employment.

If it benefits from unemployment assistance or from an economic provision of assistance with public character:

- Form for work and residence permit.
- Documents to prove that they benefit from the respective assistance.

### II. Independent

**What is the required documentation for the renewal of the residence and independent work permit?**

- Documents to prove that they comply with the initial eligibility requirements.

- Documents to prove that they continue the activity the permit is based on.
- Certification that they paid all related tax duties.
- Certificate to prove that they paid all the taxes relating to social insurance.

## MODIFICATION OF THE WORK AND RESIDENCE PERMIT

**Is it possible to change the work and residence permit?** Normally, the first residence and work permit can be limited to a certain area, sector and activity (for instance Agriculture in Almeria) and therefore one may ask for some changes.

**Where does one ask for the change?** To the same authority which granted the residence and subordinate or independent work permit.

**Can one change the subordinate work permit into an independent work one and vice versa?** Yes

- If one already have the subordinate work permit, one must submit the documents required for the independent work permit.
- If one already have the independent work permit, one must submit the documents required for the subordinate work permit.

**Does the modification changes in any way the validity of the previous work and residence permit?** No, once the modification of the work and residence permit is accepted, it will have the same validity as the previous l.

**Can a person hold, at the same time, a residence and subordinate and independent work permit?**

Yes. For this permit, they will have to submit an application for each residence and work permit and they will have to certify compatibility of both lucrative activities as to: object, characteristics and duration of the workday.

## PERMANENT RESIDENCE

**What is permanent residence?** It is the situation which authorizes an Aliens' unlimited stay and work in Spain, having equal chances with Spanish nationals.

**Who can apply for a permanent residence permit?** Aliens who prove that they lived legally and continuously on the Spanish territory for a period of five years (i.e.: a person who had a temporary residence or residence and work permit (subordinate or independent) which amount together to five years, can apply for a permanent residence).

**The five years must be continuous, without leaving Spain?** No, the five years continuity will not be affected if the person left Spanish territory for a period of less than six months. The law accepts absence, as long as the total does not exceed one year out of the five required and provided that they were not illegal.

**Can someone lose residence because they left Spain?** In order for a person to be considered legal resident in Spain, they must stay on Spanish territory 180 days/year in continuous or discontinuous form. The resident status is lost if the individuals remains outside of Spain for more than six months in a year. Aliens who have valid residence permit for Spain, will be able to enter and leave Spain anytime they want, with no restriction, unless they stay out of Spain for more than six months in a year.

**What are the documents that must be submitted together with the application for permanent residence?**

- Correctly filled in form (model EX 00).
- Valid passport and copy for confirmation.



- One photo.
- Copy of the residence authorization permit which will be renewed or the proof that the individuals lived legally and continuously on Spanish territory for a period of five years.
- Proof that they meet one of the cases stipulated at art. 72.3 of the Royal Decree 2393/2004:
  - Residents who benefit from pension, in a contributory manner, included in the protective activity of the Spanish Social Insurance system.
  - Residents who benefit from pension for absolute permanent disability or serious disability, in a contributory manner, included in the protective activity of the Spanish Social Insurance system.
  - Individuals born in Spain who, once they become of age, have to prove that they lived in Spain legally and continuously for a period of at least three consecutive years, immediately before applying for the residence.
  - Individuals who had Spanish origin and lost it.
  - People who, once they have become of age, were placed under the supervision of a Spanish public authority for a period of at least five consecutive years.
  - Stateless people or refugees who are on Spanish territory and whose respective status is acknowledged.
  - Aliens with substantial contributions to the economic, scientific and cultural progress of Spain or to the protection of Spain abroad.

Apart from these, the minor children applications in view of family reunification:

- Copy of the legal residence card of the relative who asks for the reunification.
- Birth certificate from the country of origin, translated, which proves the family connection.

**Where does one submit the documents?** To every public register, in person or by representative.

**For how long is the permanent residence granted?** It is granted for a period of five years.

**How long does it take to issue the permanent residence permit?** Theoretically, there is a term of three months maximum to respond to the renewal demand, starting with the day following the date of registration with the competent authority register. If after these three months there is no response, it is understood that the renewal demand is approved.

**When is permanent residence renewed?** Every five years. The renewal demand must be submitted within 60 calendar days before the expiry of the permit (recommended) or within three months from the expiry date. By submitting the application in due time, the validity of the previous permanent residence permit will be extended until the procedure is completed.

**What are the required documents for the renewal of the permanent residence permit?**

- Correctly filled in form (model EX 00).
- Valid passport and copy for certification.
- One photo.
- Copy of the residence authorization permit which will be renewed.

Apart from this, the minor children applications in view of family reunification:

- Copy of the legal residence card of the relative who asks for the reunification.
- Birth certificate from the country of origin, translated, which proves the family connection.

## FAMILY REUNIFICATION

**What does family reunification mean?** By bringing together the family, the aliens who is legal resident in Spain, with renewed permit, will be able to ask his relatives to come to Spain and live with him/her.

**When can someone ask for family reunification?** When the first work and residence permit is renewed and it is valid for at least another year.

**Who can regroup?**

1. Husband/wife, as long as they do not separate by common consent and provided that the marriage was not concluded against the law. No more than one wife/husband can be reunified at one time.
2. Children of the resident and of their partner, who are not 18 years old or children with disabilities, who are not married.
3. Individuals who are not 18 years old or individuals with disabilities, when the aliens resident is their legal representative.
4. Ascendants of the resident and of their partner when they are placed in the care of the person who asks for the reunification and there are reasons to justify the need to reside in Spain.

**When it is understood that the relatives are in the care of the person demanding their family's reunification?** When at least during the last year of residence in Spain, the person demanding their family's reunification sent money to their family to an extent which implies economic dependence.

**What is the procedure?**

**1. Residence permit application for family reunification.**

It will be submitted personally by the person demanding their family's reunification to the administrative bodies registrar to which they addresses (Office for Aliens, Work and Social Affairs Areas or Departments).

Required documents:

- Correctly filled in form (model EX 07).
- Valid passport and a copy for certification.
- Already renewed residence or residence and work permit or, at the same time, the first permit and the proof of the renewal application.
- Public or private medical insurance.
- Economic resources:
  - Original and copy of the last three salaries and valid contract of employment (if subordinate).
  - Original and copy of the income statement (if independent).
- Sufficient accommodation for the members of the family (Report of the Town Hall or Mixed Notary Deed of presence and demonstration).
- A copy of the document from the country of origin, translated, which proves the family connection (it does not have to be legalized).
  - Couple: marriage certificate.
  - Children: birth certificate.
  - Ascendants: birth certificate of the person demanding their family's reunification.
- Photocopies of the passports belonging to the regrouped relatives.
- In case of reunification the partner, the declaration signed by the person demanding their family's reunification stating that they have no other partner living with him/her in Spain.
- In case of ascendant relatives:
  - Justification of the need of authorizing their residence to Spain and the certification that they transferred, at least during the last year of their residence in Spain, funds or that they supported the relative's expenses which imply the

economic dependence (this justification will have to be demonstrated by the person demanding their family's reunifications, by proving that the ascendants live alone and due to their age, it is not sufficient and they suffer from a disease and they need care or other similar circumstances).

### **3. Visa application in the country of origin or of legal residence.**

The relative, on their turn, will have a 2 months period to apply for a residence visa for family reunification at the corresponding consulate or embassy. This term will be counted from the date the person demanding their family's reunification receives notification of the temporary residence authorization.

**Who must apply for the visa?** The regrouped relative will have to apply personally for residence visa for family reunification (when it is proved that there are sufficient reasons to prevent him/her from going to the corresponding diplomatic mission, the visa could be applied for by a third party. In case the relative who is to be regrouped is a minor, the visa could be applied for by a representative. If, when applying for a visa, the relative is in Spain illegally, this will lead to the rejection of the procedure and to rejection of the visa).

#### **What are the required documents to apply for a visa?**

- The official application form.
- Valid passport of the regrouped relative, with a validity of minimum four months.
- Criminal record from the country of countries they resided in for the past five years (only if they are of legal age).
- Health certificate which indicates that they do not suffer from infectious and contagious diseases, is not suspect of quarantine or drug consumption.
- Photocopy of the favorable government report which is previously notified to the person demanding their family's reunification.
- Proof of family relations.
- All the corresponding consular fees must be paid.

**How long it will take to solve the visa for the relatives?** Theoretically, there is a term of two months but this depends on the work volume of the consulate or of the embassy.

**Who will have to pick up the visa?** The visa will have to be picked up personally by the relative who travels to Spain, but, if the relative is a minor, the legal representative can pick it up.

**When can the regrouped relatives travel to Spain?** They will have to travel to Spain within the validity period of the visa, which never exceeds three months.

**What happens if the relative is already in Spain with the person demanding their family's reunification, but illegally?** In this case, the relative will have to return to the country of origin and follow the indicated procedure since the fact that it is in Spain illegally will be the reason for rejecting the procedure and denying the visa.

**What are the relatives who can regulate their own situation in Spain?** Children, only if they were born in Spain or if they can prove that they have continuously lived in Spain for a minimum period of two years, or they are minor of age or children with disabilities and they were registered with a learn center, if they are of school age.

#### **What are the required documents for the minors to obtain the residence permit?**

MINORS BORN IN SPAIN (legal residents' children):

- Correctly filled in form (model EX 00).
- Valid passport and photocopy for certification.
- One photo.
- The birth certificate in original and photocopy for certification.
- Copy of the person demanding their family's reunification's permit as legal resident.

MINORS WHO WERE NOT BORN IN SPAIN

- Correctly filled in form (model EX 00).
- Valid passport and photocopy for certification.
- One photo.
- The birth certificate from the country of origin, in legalized copy and legalized translation.
- Copy of the person demanding their family's reunification's permit as legal resident.
- Adequate housing for the family members (Town Hall Report or Mixed Notary Deed of presence and demonstration).
- If they have the age for compulsory school, a certificate from the study center to prove that they have attended school for the past two years and that they attended the classes on a regular basis.
- If the parents' cohabitation cannot be proved, the documents of the guardian or the authorization of the parent who is not resident (Legalized document and legalized translation).

**How is the residence authorization for family reunification renewed?** The regrouped relatives must apply for the renewal of the residence permit, 60 days before the expiry date. The renewal application will be submitted together with the person demanding their family's reunification and the following documents:

- Correctly filled in form (model EX 00).
- Valid passport and photocopy for certification.
- One photo.
- Copy of the residence permit which needs to be renewed.
- Copy of the person demanding their family's reunification's permit as legal resident.
- Health assistance, public or private.
- The proof that they have sufficient income for the residence period they applies for.
- Document from the country of origin, translated, which demonstrates the family connection (no need to be legalized).
  - Couple: marriage certificate.
  - Children: birth certificate.
  - Ascendants: birth certificate of the person asking for reunification.
- In case of ascendants:
  - Registration certificate of the entire family settlement.
  - Sworn statement of the person demanding their family's reunification that they lives on their expenses.
  - The person demanding their family's reunification will have to prove that they have sufficient income to support their family (bank statement, salaries or income statement).

## TEMPORARY RESIDENCE AND SUBORDINATE WORK FOR A FIXED PERIOD

**What kind of residence and work permit must be demanded for seasonal or campaign activities? (for instance in agriculture)?** They must apply for a residence and subordinate work permit for limited period (this permit will be issued through the procedure provided for the residence and subordinate work permit).

**What are the activities for which this permit is granted?**

A. Seasonal or campaign (for instance picking olives, grapes, strawberries etc) or tourist season, in the hotel industry (in this case the duration of the granted permit is the same with

the duration of the contract of employment, for a maximum period of 9 months within 12 consecutive months).

- B. Work activities in services for setting up industrial or electrical installations, infrastructure construction, building and power supply, gas supply, railway roads and telephone networks, installation for productive teams maintenance as well as their bringing into function and repair, among others.
- C. Temporary activities carried out by: top management personnel, professional sportsmen and artists in public shows.
- D. Activities for the training and exercise of professional practices.

**Note:** In cases mentioned at B, C and D the validity of the work permit will be the same with the validity of the employment contract for a period no longer than one year and which could not be renewed (without extension, provided by the labor law).

**What are the requirements that must be complied with in order to apply for a limited period permit?** This will depend on the case to which we refer. In all the cases, they must comply with all the general terms required for a residence and subordinate work permit. And also the following conditions:

1) In order to obtain the work permit in cases of seasonal activities or campaigns, or works and services, they will have to comply with the following terms:

- general, to have adequate housing (in some of the cases this requirement may be omitted, but never in case of seasonal activities);
- to organize the trips to Spain and the return to the country of origin. In these cases, the employee must support, at least the cost of the first trip and the return ticket to the place of entering Spain and accommodation expenses.

**Note:** The alien workers must undertake to return to the country of origin. Once the work relation terminated, in order to verify that the worker returned to their country, they must go to the Diplomatic Mission or to the Consular Office which issued the visa, within one month from the term of the work permit for Spain (failure to comply with this obligation might lead to denial of subsequent work permits for the next three years).

2) In case of top management personnel, professional sportsmen or artists in public shows, the following terms must be complied with:

- To own the administrative license which, in this case, is required to carry out the professional activity.
- The alien workers undertakes to return to their country when the work contract expires.

3) In case of training and internship activities, the following terms must be complied with:

- To conclude work contracts for training (in compliance with the Spanish legislation).
- The alien workers undertakes to return to their country when the work contract expires.

**Once the residence and fixed term work permit is granted, what should they do next?** When the decision is favorable, the employee will be notified with reference to the work and residence permit which will become effective when the respective visa is sent and the aliens enters national territory (the notification will have effects on the guarantee of the corresponding taxes within the fixed term).

The above mentioned contracts will be sent to the employees in order to be signed by the worker in the country of origin, in front of the competent Consular Office which issues the visa. The procedure (with respect to documentation, requirements, the authority which issues the visa etc.) is similar to the procedure of applying for a subordinate work permit with the specific terms and conditions mentioned before. The visa will include the work and residence permit, by emphasizing its temporary character, and the validity of

this permit will become effective from the date of arrival to Spain, which must be mentioned on the passport or on the travel document.

**Note:** Having a general character, in various cases of fixed term residence and subordinate work permit, there will be no need to apply for the Aliens' Identity Card or to guarantee taxes when employment lasts less than six months. However, in any other case, this is compulsory.

## JOB-SEARCH VISA

**What are job-search visas?** The visas which authorize traveling on Spanish territory in order to search for a job during three months stay period. If during these three months the aliens has not managed to get a contract, they will have to leave national territory, otherwise they will be in breach of art. 46 of the alienation law. **Note:** In order to prove that they left national territory, the aliens will have to appear in front of border control officers who are in charge with the exits, in order to get the exit stamp on the passport. This circumstance will be registered in the Aliens Central Register.

**Who can benefit from a visa in view of searching for a job?**

- Children or grandchildren of Spanish-origin people (the beneficiaries' selection mechanisms and the way of submitting the applications are regulated by the Contingent Agreement).
- Some given activities and professions. The contingent can only approve a limited number of visas in view of searching for employment for a given territory and activity field where, given that there are jobs with heavy coverage, the specific circumstances of the labor market ensure a more adequate job coverage through this system.

In these cases, the visa will authorize the holder to legally stay in Spain for a period of three months and this latter will have to search for a job in the provided activity field and area. Unless they proceeds as required, the procedures will be stopped or the applications for another job or territory, different from the ones provided for the authorization, will be denied.

**What is the procedure?** The employer who undertakes to employ the alien workers under these terms, will submit an authorization demand contract, signed by both parties, together with the required documents for the initial „subordinate work permit“, to the Office for Aliens or to the Government Sub-Prefecture.

**How long will it take to solve the demand?** The competent authority will have to solve it within 10 days maximum in order to grant the residence and work permit, notifying the applicant with reference to the immediate resolution.

**What are the steps to be taken, after the work and residence permit is granted?** In order for the granted permit to become fully effective, it will depend of the subsequent worker's affiliation and/or renunciation to the Social Insurance, within one month from the notification. When this requirement is complied with, the permit will be valid and will be considered initial residence and subordinate work permit. Within one month from the coming into force of the authorization, the workers will have to apply, personally, for the Aliens' Identity Card to the National Police Station in their area.

**What is contingent?** It is the system which allows the employment of strangers who are not and do not live in Spain, called to carry out determined vocational activities and who will be selected in the country of origin on the basis of Spanish employers' job offers. The model of the Contingent proposal will correspond to the Ministry for Immigration and Emigration.

**To whom does it apply?** To nationals of the European Union: Germany, Austria, Belgium, Cyprus, Denmark, Spain, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, United Kingdom, Check Republic, Sweden and to their relatives, regardless of their naturalization.

**Who is considered relative of the community nationals?**

- Husband/wife, as long as they are not separated by common consent.
- Descendants of the husband/wife, who are not 21 years old, if they depend economically on the person demanding their family's reunifications.
- Ascendants of the husband/wife, as long as they are not separated by common consent, who live on their own expense, except for the ascendants of students or of their spouse.

**What must the nationals of these countries do in order to enter Spain?** They will have to travel with valid passport or travel document, in which naturalization is mentioned.

**What about their relatives?** They will have to obtain the visa from the corresponding diplomatic mission (consulate or embassy), unless they are nationals of another country which does not require visa, as long as they remain in Spain for less than three months.

**What must nationals of these states do in order to reside in Spain?**

In case they will:

- Live and work, independently or as employee.
- Study.
- Benefit from the right to permanently live in Spain.

In these cases, they will not have to follow any special procedure. They can live in Spain under the same terms as Spanish nationals and they can register with Social Insurance with their ID document from the country of origin, as long as their naturalization is clear. Even so, if they want, they can ask for the Community Residence Card from the Government sub-Prefecture or the Office for Aliens from the Spanish residence area, if this application is not compulsory.

**When will the EU countries and the other states which are part of the Agreement on the European Economic Space be obliged to ask for the community residence card in order to live in Spain?** When the activity carried out in Spain is neither of the ones mentioned before.

**Can a national of a member state live in Spain without having a job?** Yes, but in this case they must apply for the community residence card.

**Who is entitled to permanently reside in Spain?** Nationals of the EU member states and of other countries which are part of the Agreement on the European Economic Space who worked in Spain independently or as subordinates and who meet one of the following cases:

1) They lived in Spain for more than three years, they worked for the past 12 months and reached retirement age established in Spain (generally, the retirement age is 65 years). Ex: the person who is living in Spain since 2003 and who, during the last year worked here, but retired in compliance with Spanish laws.

2) They lived continuously in Spain for a minimum of two years and no longer work as a result of a permanent work disability. In case the disability is due to an industrial accident or occupational disease, they are entitled to a pension granted, totally or partially, by an authority of Spain and will not have to prove a previous period of residence in Spain. Example: the person who lives and works in Spain but has had a industrial accident which no longer allows him/her to work permanently and, as a consequence, the Spanish state must pay him/her a monthly pension.

3) Their residence and job is in Spain for at least three consecutive years and they start working in another member state and return to Spain at least once a week. Example: someone who lives and works in Spain but, after three years, starts working in Portugal, returning to Spain at the end of the week.

**What is the procedure to obtain the community residence card?** The application will be submitted at the Government Sub-Prefecture or at the Office for Aliens in the Spanish area they will reside. The following documents are required:

- Correctly filled in form.
- Valid passport or identity document and a photocopy for certification.
- One photo.
- The receipt for the paid fee.

**What are the required documents for the renewal of the community residence card?** Same as for the demand.

**What are the required documents in order to obtain the community residence card for a relative?**

- Correctly filled in form.
- Valid passport or identity document and a photocopy for certification.
- Entrance visa, except for nationals who are exempt, or a proof that they comply with the provisions of art. 11.3.C), 1<sup>o</sup>- 10<sup>o</sup> of the Royal Decree no. 178/2003.
- One photo.
- The receipt for the paid fee.
- Document from the country of origin (legalized original and certified translation) which demonstrates the family connection.
  - couple: marriage certificate;
  - children: birth certificate;
  - ascendants: birth certificate of the community resident.
- Documents to prove that the their relative lives in Spain: copy of the national identity document, or the community resident card of the relative or the registration certificate.
- In case of minors who are not born in Spain, guardianship or custody or the paternal or maternal authorization (legalized and translated).
- In case of ascendants or of children who are not aged 21, the proof of the cohabitation and economic dependence: registration certificate, sworn declaration of the community national and economic resources.

**Notes:**

- In case of the couple, the marriage must be registered in the civil register of the community resident's country of origin.
- Legalization is made through the Spanish consulate in the country of origin of by the Hague Apostil.
- The EU documents must not be legalized.

**The community residents' relatives must not present the visa**

- When they cannot show the visa because they come from an area where there is a conflict or a warlike, political, ethnic or other disorder which impedes the granting of the corresponding visa or in case a natural disaster occurred with visible effects at the moment of application for the visa.
- When they cannot obtain the visa because this constitutes a threat to their safety or for the safety of their family due to the relocation in the country of origin or because there is no personal connection to that country.
- Minors or individuals with disabilities, if the child is placed under the guardianship of the community resident or under the guardianship of a Spanish institution (the guardianship must comply with the requirement in order for it to take effect in Spain).
- Married couple, as long as they are not separated by common consent.
- People of Spanish origin who have lost their naturalization.



- Individuals who suffer from a disease or an impediment which requires medical assistance and prevents the return to the country of origin in order to apply for the visa.
- Individuals to whom a registration ticket is granted.
- If the person arrived in Spain with residence visa and could not obtain the community residence card for objective reasons.
- Ascendants, as long as they live on the expense of the community person.
- If the residence in Spain is considered of public interest.

**What is the duration of the community residence card granted to the community person's family?** Since we deal with family reunification, the residence card will have the same validity with the community person's card.

**What are the required documents in view of renewing the residence card of community resident's relative?**

- Correctly filled in form.
- Valid passport or identity document and a photocopy for certification.
- The residence card which must be renewed and a photocopy for certification.
- One photo.
- Receipt for the paid fee.
- Document from the country of origin (legalized original and its certified translation) which demonstrates the family connection.
  - couple: marriage certificate;
  - ascendants: birth certificate of the community resident;
- Documents to prove that the their relative lives in Spain: copy of the national identity document, or the community resident card of the relative or the registration certificate.
- In case of ascendants or of children who are not 21, the proof of the cohabitation and economic dependence:
  - registration certificate of the family settlement,
  - sworn declaration of the community national stating that they lives on his own expense
  - proof that the community person has sufficient economic resources to support their dependent relatives (bank statement, salary or income statement).

### **CURRENT MEANS OF ACCESS TO THE PROVINCIAL OFFICE FOR ALIENS AND TO THE GOVERNMENT SUB-PREFECTURE BASED IN ALMERIA IN ORDER TO SUBMIT THE DOCUMENTS**

**Preliminary meeting request to submit the documents to the Office for Aliens:**

- Telephone number: 950 26 11 11 or 950 27 11 11;
- E-mail address: [cita.almeria@map.es](mailto:cita.almeria@map.es)

It is necessary to ask for a **meeting** for the demands relating to **temporary residence permit, residence in special conditions** (in view or naturalization and for humanitarian reasons) **family reunification, independent work and residence permit**, as well as for the **renewal** of the temporary residence permit and for the residence and **independent work permit**.

**Access to the Government Sub-Prefecture**

In order to have access to the Government sub-Prefecture there is no need for a preliminary meeting. As for its competences, the following documents must be submitted:

- At **table 8** (from Monday to Friday from 9:00 to 13:00):

- Application forms and registration for alienation;
- Residence certificates.
- Return authorization.
- Aliens' Identification Number (NIE)
- Duplicates request.
- **Initial applications for residence and subordinate work permits** (from Monday to Thursday, from 15:30 to 17:30).
- **Application for Community Resident Card and Community Resident's relative.**

**Information relating to file status:**

- Telephone: 950 26 11 11
- E-mail address: [tasas.almeria@map.es](mailto:tasas.almeria@map.es) (required: first name, last name, Aliens' identification number and/or passport).
- Telephone robot, 24 hours: 902 02 22 22 (file number).
- Website: [www.map.es/extranjeria](http://www.map.es/extranjeria) (file number, date it was submitted and year of birth).

**Preliminary meeting for tax collection and fingerprints.**

- Telephone numbers:  
950275173  
950261111
- Community nationals can ask for the fingerprints meeting by sending an e-mail to the following address: [comunitarios.almeria@map.es](mailto:comunitarios.almeria@map.es)

**Notes:**

- Meetings for access to the Office for Aliens as well as to the National Police Station can be arranged through the **Roquetas del Mar Town Hall**.
- **Renewal of the residence and subordinate work permits** and **renewal of the permanent residence permit** can be achieved at the **Roquetas Town Hall**, at the official bodies with Unique office and at the Post Offices.
- This information is subject to potential changes made by the Office for Aliens.

**Addresses:**

Office for Aliens	Government Sub-Prefecture	National Police (for fingerprints)
23 Hermanos Machado Str	19 Arapiles Str.	40 Alcalde Muñoz Str.
Almería	Almería	Almería

**OTHER TERMS OF INTEREST RELATING TO ALIENS' STATUS**

- **Invitation** – A document issued by a notary or a town council (Roquetas del Mar town council, if the person is registered with this municipality) through which a person (Spanish or legal resident in Spain with the corresponding permit) invites an aliens to Spain, undertaking to support the latter's expenses relating to accommodation and meal and to ensure their return to the country of origin). In case the procedure takes place at the Town Hall, the required

documents are as follows: proof of registration with the Roquetas de Mar Municipality, Work and Residence Permit or, as the case may be, the identity document, the data of the invited person (name and passport number) as well as a public fee amounting to 3,70€. For some countries, such as Romania, the document must sometimes be provided with the Hague Apostil which must be requested from a notary who is authorized in this respect.

- **The Hague Apostil** – It is a special stamp which the competent authority of the State General Administration (Embassies or Notaries Public) affixes on a document, a copy of the original sent by a special Spanish body in view of verifying its authenticity within the international area. This certification is valid only for the countries which are signatories to the Hague Convention abolishing the Requirement of Legalization for Aliens Public Documents (1961).
- **Legalization** – A process through which a document issued by an official body becomes valid at an international level. The procedure is different from one country to another. Normally, for the documents required by the Office for Aliens, based in Almería, this procedure is carried out through the notary (the Hague Apostil) or through the Spanish embassy of consulate in the country of origin or in the closest countries.

#### **Authorization and signature acknowledgment**

If it is necessary to authorize another person to follow any procedure in the country of origin and provided that the signature acknowledgement is certain, this can be made through:

- The Town Hall where they are registered (this service is ensured by some of the Town Halls, such as the Roquetas del Mar Town Hall);
- The Notary Public.

## SPANISH NATIONALITY

### **Who are Spanish nationals?**

- Children whose mother or father is Spanish.
- Children born on Spanish territory with aliens parents or if one of them is born on Spanish territory (except for diplomats' children).
- Children born on Spanish territory, whose parents are aliens, if both parents are stateless or if the legislation in the country of each does not grant naturalization to the child.
- Children born on Spanish territory from unknown parents or, even if one of the parents is known, the legislation of the latter does not grant naturalization. Also, minors who are on Spanish territory and whose place of birth and description are unknown.

### **Acquirement of naturalization**

The Spanish state grants naturalization to all individuals who applied for it and who comply with the legal requirements.

### **Who can apply for Spanish naturalization?**

- Individuals who are more than 18 years old, and younger emancipated ones.
- Individuals who are more than 14 years old, as long as they are accompanied by parents or guardians.
- Legal representatives of individuals with disabilities or who are under 14.

### **Naturalization by residence**

In order to obtain naturalization by residence, the aliens must have lived legally in Spain, continuously and immediately before the application. Also, they will have to prove that they have no criminal record and that they adapted to the Spanish society (i.e. knowledge of language, culture and Spanish way of life).

**The required residence period:**

- **10 years** normally.
- **5 years** for those granted asylum or refuge in Spain.
- **2 years** in case of nationals from the Iberian-American areas, from Andorra, the Philippines, Equatorial Guinea, Portugal or for individuals of Hebrew origins.
- **1 year** for:
  - People born on Spanish territory.
  - People who did not accurately express the capacity to opt for.
  - People subject to guardianship, care or reception from a Spanish national or institution for two consecutive years, inclusively if they are in this situation at the moment of the application.
  - A person married to a Spanish national for at least one year at the moment of the application provided that they are not separated legally or by mutual consent.
  - The widow of a Spanish national, if at the moment of the spouse's death they were not separated, legally or by mutual consent.
  - People born outside of Spain, whose parents and grandparents are of Spanish origin.

**What are the required documents for applying for naturalization by residence?**

- Birth certificate.
- Registration certificate.
- Criminal or driving record in the country of origin, sent by the consulate.
- Criminal record sent to Spain (Central Register of Convicted and Accused people). Certificate from the General Police Directorate relating to the type of legal residence in Spain.
- Residence permit.
- Passport.
- Marriage certificate, as the case may be.
- Spanish spouse's certificate, as the case may be.
- Legal authorization to be the minor or the person with disabilities, as the case may be.

**Naturalization by option**

This is another way of getting Spanish naturalization.

**Who can acquire it?**

- All individuals who are or were subject to the paternal authority of a Spanish national.
- A person whose father or mother was of Spanish origin and was born in Spain (no age limit).
- People whose filiation or decision of birth in Spain occurs when they become of age. (They can opt for a two years term from the naturalization decision).
- The adopted ones, if they are of age. (They can opt for a two years term from the adoption).

**What are the required documents in view of applying for naturalization by option?**

- Birth certificate, legalized and translated. If they are married, the marriage certificate, in original, legalized and translated. If the husband/wife is Spanish, their birth certificate.
- Supporting evidence for the reasons that ground the option. Ex. Father's or mother's birth certificate, adoption certificate etc.

- Original and copy of the passport.

**Spanish naturalization having simple presumption value**

This option is provided for the people who are born in Spain from aliens parents for whom the national laws in the parents' countries does not grant naturalization and to whom the Spanish legislation grants naturalization with simple presumption value, before they become stateless.

**What are these countries?** Some of these countries are: Peru, Brazil, Chile, Argentina, Colombia, Cuba, Cape Verde, Portugal, Uruguay and the Russian Federation.

**What documents must be submitted in this case?**

- The parents' registration certificate.
- The birth certificate of the minor (to the Registry Office where the child was born).
- Nationality certificate of each parent (to the Consulate).
- Certificate from the Consulate which stipulates the personal law of the country relating to people born abroad.
- Parents' certificate from the respective Consulate relating to the non-registration of the minor.
- As the case may be, birth certificate of the father or mother born in Spain.

**Where does one apply for Spanish naturalization?** The application must be submitted to the **Registry Office** at the Court of each town.

**Who submits the documents?**

- The concerned person, provided they are over 18 or are emancipated.
- The concerned person, provided they are over 14, in the presence of the legal representative.
- When it comes to people who are not 14 or people with disabilities, the application is submitted by the legal representative, except for the case when the disability sentence allows the person with disabilities to act for themselves or with the corresponding legal assistance.

## MARRIAGE

**Who is not allowed to marry?**

- Minors who are not emancipated.
- Already married people.
- Relatives.

**Where to submit the marriage application?** The request must be submitted by the contracting parties to the Registry Office from the domicile where at least one of the applicants is registered.

Once the Registrar dictates the resolution that authorizes the marriage, the contracting parties can celebrate it even at the Registry Office (in front of the Registrar) or at the Town Hall, in the place destined to this purpose (in front of the mayor or of the representative counselor). **Note:** the future contracting parties must not establish the wedding date until they receive notification of the marriage authorization, i.e. after the procedures relating to the marriage file are completed. When all the documents are ready, one of the contracting parties will go to the Registry Office for checking, and once checked, they will be summoned to initiate file, not to contract marriage. The day they were summoned, they will have to appear together with two witnesses who are of age.

**What are the required documents for marriage?**

**For Spanish nationals:**

- Birth certificate for both contracting parties, issued by the Registry Office from the place of birth;
- Sworn declaration of both contracting parties stating that they are not married. The form is available at the Registry Office.
- Residence or registration certificate issued by the Town Hall where they both lived for the past two years.
- Copies of the updated identity documents of both contracting parties and of the witnesses.

**For aliens:**

- Birth certificate, corresponding to the place of birth, translated and legalized by the Consulate of their country in Spain, or of Spain in their country.
- Certificate which proves the actual civil status, adequately translated and legalized by the Consulate of their country in Spain, or of Spain in their country.
- Residence or registration certificate issued by the Town Hall where they lived for the past two years.
- Residence Authorization Card, legal passport with visa or Community Resident Card.

**For minors:**

- From 14 to 16 years old. Before the preliminary documentation, they will have to apply for the **age exemption**, which the minor's parents must request at the Registrar in the town they are registered.
- From 16 to 18 years old. Before the preliminary documentation, they will have to apply for the **emancipation**, which the minor's parents must request at the Registrar in the town they are registered or at the Registrar from the minor's place of birth.

**For divorced individuals:**

They must prove their civil status with the literal marriage certificate where the marginal divorce notice must appear.

**For widows:**

They must prove their civil status, as widow, by submitting the literal marriage certificate and the literal death certificate of the spouse.

## CHAPTER III – HEALTH

All Andalusian alien residents have the right to public sanitary assistance in the same conditions as Spanish nationals, irrelevant of whether they have a stay permit or not.

- **The structure of the Public Sanitary System**

The sanitary system is structured as follows:

Primary Care

It is the gateway to the Health Services. It covers a range of elements, from promotion activities and health education to the disease prevention.

Support for emergencies and sanitary accidents

It may be provided both to the Sanitary Centre and to home by calling 061 or 112.

Specialized Care

The family physician is always the one who will guide one towards this kind of care. They /she knows different specializations, such as gynecology, cardiology, etc.

The Health Departments and the Health Regional Services dependent of the Autonomous Communities assumed their adequate competencies, functions and finance. One can ask the list with the hospitals and health centers from the local offices. As for the public social insurance system the treatment is free,

if special treatment is required the doctor would send the patient to specialized doctors by an official notification.

- **Social Insurance Card**

All subordinate and independent workers must register and contribute monthly to the social insurance by their employer. They will receive a social insurance card which gives them the right to free hospital care and medical attendance. A private insurance may be also contracted by appealing to one of the various private medical societies existing in Spain and that appear in the telephone books such as „Medical Societies“. In this case the costs of treatments are not refundable, except for some emergency cases.

- **The Health Card**

The immigrants without permit have the right to sanitary care within the autonomous community of Andalusia in the same conditions of the Spanish nationals, but they must ask for the health card at their sanitary district. In Roquetas del Mar, the corresponding district may be found at South Roquetas Health Centre, located in Manos Unidas Square, and they will have to submit an identification document (passport, expulsion order, etc.) and a permanent doctor will be assigned to them (or family physician) and, if case may be, a pediatrician from the nearest health centre to their house.

- **Health for Community Nationals**

Spain has a mutual sanitary care agreement with a number of countries (among which all the European Union Countries). The nationals of these countries must ask from their medical practice the Health European Card which, as per June 2004 has replaced the E-111 document, in order to have access to public medical services from Spain.

- **Medicine, Medical tests, Medical Certificates**

- Medicine is always prescribed by a doctor on a formal receipt and the patient should pay 40% of the price. Some medicine is not covered by social insurance. There are cases when medicine is entirely free, as it is the case of pensioners (individuals over 65 years, retired and with disabilities) and that of individuals who have a social insurance card because of lack of economic resources.
- Medical tests and hospital treatments are free in the social insurance system, and patients also have the right to certain services such as: prosthesis, orthopedics, transfusions, etc., which are free when needed.
- Medical certificates must be demanded from the primary care medical doctor (attending physician) and are also free.

- **Municipal Health Centers and Hospitals**

- **The Roquetas de Mar Health Centre (South)** –Manos Unidas square, S/N - 950 005 500
- **The Roquetas de Mar Health Centre (North)** –Las Marinas Str. S/N. - 950 325 690 / 91
- **The El Parador Health Centre** - 950 346 163
- **The Aguadulce Health Centre**– 567 Carlos III Blvd., - 950 346 645
- **The Southern Aguadulce Health Centre**– Violeta Str., s/n - 950 347 047
- **The Cortijos de Marín Health Centre** – 1 Comunidad Navarra Str. - 950 325 610
- **The Las Marinas Centre** – Lirio Str., s/n - 950 333 449

- **Hospitals**

- **The Poniente Hospital (El Ejido)** - Almerimar Highway, s/n - El Ejido - 950 572 020
- **The Torrecárdenas Hospital (Almería)** - Torrecárdenas Area – Almería - 950016000
- **The El Toyo Hospital (Almería)** - El Toyo Area – Almería - 950\*\*

- **Other Health Services**

- **Mental Health** - 5 La Niña Str.; Roquetas de Mar - 950 325 695
- **Alcoholism**: Prosalud Association 950 482 039

- **A.R.A.** The Almería Rehabilitation Association - 950 261 136
- **Pathological gambling addiction:** INDALAJER Str. Maestro Padilla, 2, 3.º B – 04005 – Almería - 950 272 544
- **SIDA:** The Anti- AIDS Civil Committee - 950 272 544
- **CANCER:** The Spanish Anti-Cancer Association - 950 235 811 - 950 244 206
- The Centre for the Drug Addicted** - 950 325 255
- Sex-related information by telephone: Service and Sexual Guidance** - 901 100 068 - 952 601 020

- **Useful links**

Web site: The Ministry of Health and Consumption: <http://www.msc.es>

- The Office for NATIONAL ADMINISTRATIVE INFORMATION AND ATTENTION. This information may be required personally in writing or by telephoning to: Pº del Prado 18-20 (ground floor) 28014, Madrid. Telephone numbers: 915961089 / 90 / 91-Fax: 915964480.
- The Health Council of Andalusia: <http://www.csalud.junta-Andalusia.es/principal>

## CHAPTER IV

### Employment Opportunities

Searching for a job

- **The Andalusian Employment Service**

The Andalusian Employment Service (SAE) has an offices network whose service are available for all legal workers. In order to have access to occupations which require tenure, it must be proven the fact that it fulfills the requirement for the access to that occupation in Spain.

Provided services: job offers, professional guidance, occupational training, solution to the unemployment, information regarding the employment supporting measures. Many of them have useful information and links for finding a job, such as the guidelines for finding a job.

- **EURES (European Employment Services)**

EURES (European Employment Services), is a cooperation network between the European Commission, The National Employment Services of Member States, Norway and Iceland (in case of border areas) and organizations that are social interlocutors. Contacting the EURES network in one's country may be useful to I. For further information please contact the Public Employment Service. The access to this information is also possible by accessing the following web site:

<http://Europa.eu.int/eures>

**Employment by internet:** <http://www.monster.es> ; <http://www.infojobs.net>, <http://www.trabajos.com>, <http://www.infoempleo.com>, <http://www.laboris.net>, <http://www.cybersearch.es>, <http://www.empleo.com>, <http://www.todotrabajo.com>, <http://www.trabajo.org>, <http://www.rekursoshumanos.net/>, <http://www.acciontrabajo.com/>, <http://empleo.paginas-amarillas.es>, <http://www.oficinaempleo.com>, <http://intoko.es>, <http://www.lanbide.net>

**Labor Fairs specialized on sectors:**

Managers and qualified occupations <http://www.canalcv.com>

Hostelry, Tourism and Leisure Time: <http://www.bolsindetrabajo.com>, <http://www.turijobs.com>,

<http://www.turiempleo.com>

Professors and Teachers <http://www.internenes.com/empleo>, <http://www.educajob.com>

Information and Computer Technology <http://www.novanotio.es>

Labor for disordered individuals <http://www.mercadis.com/>



Students and newly-graduates <http://www.empleo.universia.es>

Secretariat <http://www.secretariaplus.com>

Part time employment <http://www.empleotiempoparcial.com/>

- **Limited duration employment (ETT) opportunities**

As opposed to other intermediates on the labor market, these companies employ workers directly and then turn them over to the Beneficiary Company, by provision contract, permitting the labor direction and control which follows to be performed. Useful Links for searching limited duration jobs:

ACCESS <http://www.accessett.com>, ADECCO <http://www.adecco.es>, ALTA GESTION <http://www.altagestion.es>, ATTEMPORA <http://www.attempora.es>, CEPEDE <http://www.cepede.com>, FASTER <http://www.faster.es>, RANDSTAD <http://randstad.es>, TEMPORAL TRANSFER <http://www.temporaltransfer.com>

- **Press**

All Spanish national, regional and provincial Newspapers have a daily section of job offers, although most of these offers are published in the Sunday editions. An employment supplement is generally available for the Sunday edition. The foreign newspapers from the main Spanish tourist areas offer such a list of job offers in which knowing foreign languages is mandatory in order to occupy these jobs. The International Press publishes job offers for Spain, and these are particularly oriented towards managing individuals, engineers or professionals. There are also Spanish publications specialized on labor and job offers.

El Mundo <http://www.elmundo.es>, El País <http://www.elpais.es>, ABC <http://www.abc.es>, La Razón <http://www.larazon.es>, El Periódico <http://www.elperiodico.es>, La Vanguardia <http://www.lavanguardia.es>, Busca medios <http://www.buscamedios.com>.

- **Commerce Chambers**

The Commerce Chambers, both in the birth country and Spain, are also possible information sources about economy and companies. The instructions regarding the establishment as freelancer are of particular interest.

<http://www.camaras.org>, <http://www.camerdata.es/> (companies archive), <http://www.vue.es/> The sole office of companies.

- **Self-application and Individual Contracts**

Some companies provide an application form, but the most common practice is the provision of a Curriculum and an application letter. This can be performed as answer to an offer or a press advertise and also by submitting a spontaneous application.

- Application letter

It is not a simply formality, it is the presentation card and the first image transmitted to the company. Only if stated otherwise, the application letter and the CV must be written in Spanish. Concise, using a formal language. The letter must be directly related to the required job offer, standard letters must be avoided.

- Curriculum Vitae

There are not strict rules regarding the CV presentation, but here some advice is provided. It must be structured, clear and concise. No photo is needed, although for some jobs it is convenient. No titles or certificates must be attached, but if required, these may be brought to the interview. *Language*: direct, it is recommendable to use short sentences. Avoid symbols or abbreviations.

*Structure*:

- *Personal information*: Name, naturalization, full address, telephone number (with international prefix), e-mail address, etc.

- *Education:* University and additional education. It must include a separate paragraph with regard to computer skills and aliens languages. With regard to the university education, it must be stated only the title of the higher reached level mentioning the place where it was acquired, the locality and the dates of studies beginnings or completions.
- *Experience:* It may be chronologically or chronologically reverse and also on professional areas. It must be stated the company, the position held, data and the performed tasks.
- *Other information:* This facultative and open paragraph and is used in order to mention other information that may be useful for performing the job, as for example if driving license is owned, availability for traveling... References are not usually included, but one may use the phrase "available on request".

CV models and advice may be found on most of the employment public services in Spain.

- Contacts and personal relations

Very useful for searching for a job. If one has friends or relatives in Spain, it is convenient to tell them that one is looking for a job, because many vacancies are occupied by this type of contacts and references.

## II) EMPLOYMENT

### 1.- SUBORDINATED WORK (EMPLOYMENT)

- **Contracts**

Any national of the member states of the European Economic Space has the same rights as any Spanish nationals as far as salaries, promotion, social insurance, labor conditions and other professional rights. The minimum working age is 16 years, and the parents or custodians' authorization is required, until the age of 18, except when the person is legally emancipated.

**- Duration:**

The labor contract may be on unlimited duration (fixed), or may have a limited duration (temporary). Unless the contract states otherwise, it is assumed that the contract is on unlimited duration and with full working day.

**- Formality:**

The labor contract may be concluded in writing or verbally even if most of the contracts in Spain are written. If it is verbal, the parties may require at any time of the contract validity to be drafted in writing. The following types of contracts must always be concluded in writing:

- Internships – Training – The labor contract on limited duration – Part time work Contract – Discontinuous Employment – Replacement – At home – Workers employed in Spain by Spanish companies abroad – Contracts on limited duration longer than four weeks.

**- Trial period:**

The contract may provide a trial period during which the parties may terminate the contract without producing a reason. Although it is not mandatory to be stipulated, this exists with a maximum duration of six months for qualified technicians and of two months for the rest of the workers. For companies with less than 25 employees, the trial period can not exceed three months, except for qualified technicians.

**- Working day, holidays, leaves**

The maximum duration of common working day is of 40 hours per week, without exceeding 9 hours per day. Individuals under 18 years old are not allowed to work more than 8 hours per day, and in the case of training contracts, the time spent for that training. Holidays will never be shorter than 30 calendar days, Saturdays and Sundays included. There are also 12 days of national holidays and 2 local holidays per year. One has also the right to 15 days in case of marriage, and up to 16 weeks in case of maternity, the father also having the right to this holiday if both parents work.

**- Salary:**

It is determined by collective labor agreement or by individual labor agreement and has the following basic concepts:

- Basic salary– Salary bonuses: length of service, extraordinary payments, participating to benefits, distance and transportation bonuses... – Job bonuses: difficulty, toxicity, danger, shifts, night work, etc. – Production, maintenance, accommodation bonuses etc. The payment must be made without exceeding the month and the employer is the one who retains the due part for taxes and social insurance contributions for the worker's salaries. A particular aspect in Spain is that the worker has annually the right to at least two extraordinary payments; normally these are paid one for Christmas and the other one during summer. They also may be paid monthly if stipulated by the agreement. The minimum professional salary (S.M.I.) is the minimum annual payment established by the government. It is considered illegal the employment of a worker on a lower salary. If a shorter day is performed, the salary is reduced proportionally with the working time. The household workers who provide a service per hour will receive at least 4,01 Euro /working hour, including the proportional ratio of extraordinary rewards and holidays. In 2006 it was of 18,03 Euro/day, 540,90 Euro/month and 7572,60 Euro per year.

**- Termination of working relation:**

Termination of labor contract may be performed by mutual agreement between the parties, termination of labor contract, termination by worker's will, force majeure or demission (collective reasons based on economic causes, disciplinary demission, etc.). When terminating a contract or dismissing, the employer will always give prior notice (notify the worker with regard to termination of contract or demission) and if case may be, prior notice with different periods of time varying between 15 and 30 days in compliance with the working relation type and its duration.

If the cause is a **Dismiss** by decision of the employer, based on the worker's failure to comply with their obligations, it will be notified in writing to the worker, mentioning the reasons and the date it becomes effective. If the worker does not agree with the decision, they must submit the reconciliation petition within 20 days to the Mediation, Arbitration and Reconciliation Unit of its Autonomous Community as a prior step before filing suits with the court.

## 2.- FREELANCING

- **Freelancers**

If you wish to settle as freelancer in Spain, in order to perform an economic activity without being subject to a labor contract, you must be over 18 and perform a number of formalities:

- Submit the Registration Declaration for business commencement to the Tax Office (036 form) [www.aeat.es](http://www.aeat.es), [www.minhac.es](http://www.minhac.es).
- Registration with the Social Insurance by the Social Insurance Delegations [www.seg-social.es](http://www.seg-social.es)
- Registration with that professional association, when the job performance demands so.

The establishment of a company requires formalities with different administration authorities (national, regional and local), which may prove rather complex if one is not familiar with the Spanish administration. Advice or information may be obtained from the sole business offices of the Commerce Chambers. Useful links: [www.vue.es](http://www.vue.es), [www.camaras.org](http://www.camaras.org), [www.ventanillaempresarial.org](http://www.ventanillaempresarial.org).

If one prefers a professional freelancer to carry out all administrative processes, try an AGENCY.

- **Types of unemployment benefits**

The unemployment benefits are the compensations in money to which are entitled the employees, who contribute to the General System of Social Insurance and fully or partially lose their job and are considered legally unemployed. In Spain, the workers who perform a subordinated activity (except for the public officers and those who do not contribute to this concept, as for example the case of household workers) are compulsory assured, covered, when confronted with losing their jobs. The

contributions for this coverage are provided by employers, workers and the state. The Spanish unemployment benefits system has two coverage levels:

- **Benefits at Contribution Level:** All subordinated workers, who have contributed to the general system of Social Insurance for more than 360 days and totally or partially lose their jobs from reasons beyond their will, have the right to receive unemployment benefits at contribution level.

- **Benefits at Assistance Level:** Legally unemployed workers, who are registered to the Employment Public Services and who do not have the right to contributive benefits or who exhausted them may request an assistance unemployment benefit if they comply with one of the conditions provided for certain collective. The Spanish Unemployment Benefits System is managed by the Andalusian Employment Service (SAE). If one remain without a job in Andalusia, contact the local office of SAE, it will provide one information about the application form for the unemployment benefits. If one want to return to one's country and apply there for one's unemployment benefits, one must first ask from SAE the necessary information and the appropriate documents so that the period of time one worked in Spain will be taken into consideration.

- **Exportation of Unemployment Benefits:** If one receives unemployment benefits or subsidies in one's country or any other country pertaining to the European Economic Space, one can export them to another member state in order to look for a job there, for a maximum period of three months; in order to perform this one will be asked to were available for the Public Employment Service from the birth country, during a period of at least 4 weeks, to have announced it the exact date of departure and registration to the Andalusian Employment Service (SAE) within 7 days from leaving the first member state. One should bring with one the additional form which will be sent to the Employment Service which recognized one's right. Consider the fact that formalities may last up to 2 months. Ask the SAE office you belong to for additional information. ([www.inem.es](http://www.inem.es))

## CHAPTER V SOCIAL SERVICES

### The Public System of Social Services

Social Services are structured on two attention levels:

- a – First level or Community Social Services, paying primary social attention and are focused on the entire population.
- b – Second level or Specialized Social Services, paying attention to the groups of individuals derived from the Community Social Services which require a specific intervention.

### Basic Social Services

The Basic Social Services are provided from the first level of attention or basic network of Community Social Services and they are:

**a – Information, evaluation and orientation.**

Pays direct attention to the national regarding, among others, existing social resources, psychological support and specialized counseling with regard to social problems and divides and directs the rest of the specialized social services and social insurance systems.

**b – Support for the cohabitation unit.**

Assures support to families and to individuals with cohabitation difficulties, trying to develop their welfare within the personal, relational and physical environment, assuring them the possibility to continue in their natural environment.

The performance areas of this service are: the social labor and support for the family structure program, social-communitarian aids: phone assistance, old people's homes, social canteens, nurseries and home aid services.

**c – Alternative accommodation.**

Offers the advantage for the individual to rely, when necessary, on a safe environment where they may live, by means of a safe house and a basic connection structure.

Reception centers, host family, protecting houses and residences.

**d – Prevention and social integration.**

Performs objective activities to prevent exclusion or, if case may be, to succeed the family and social integration.

Financial Benefits

- **Minimum Integration Income (I.M.I.):** is a periodical service meant for individuals who need a social intervention for their social and professional integration.
- **Social integration aids:** are periodical financial services, meant for handling the basic needs of cohabitation units which include individuals who are socially excluded and who due to their personal and/or social characteristics, do not have access to the social and labor integration programs and, therefore, they ask for their intervention program to be oriented, in particular, towards social recovery.
- **Social emergency aids:** are permanent financial services, meant for handling situations of imperative and serious needs, which cannot be solved by no other means, in order to prevent, avoid and attenuate social exclusion situations.
- **Other aids:** Aids in books and school materials – Discounts for collecting the garbage.

**Information and requests:** Contact the Social Labor Units of Town Halls and General Directorate of Social Services.

**The Centre of Community Social Services (UTS) from Roquetas de Mar:**

• **Social Labor Units (UTS):**

Each Social Labor Unit has an assigned Social Worker who performs the following functions and activities:

- Receipt of applications to Individuals, Families or Groups Centre. – Study and Assessment of the raised problems. – Information and counseling of individuals, families and groups who require it. – Issuance of Social Reports. – Diagnosis reviews and intervention plans drafting. – Management of the Services provided by the Centre. – Resources generation and /or their derivation towards other Social Insurance Systems in case it is required. – Actions proposal to the Community Intervention Team. – Annual Actions Assessments. – Participation to technical meetings of coordination and consequence.

The municipality is divided into the following UTSs:

**UTS 1 Roquetas-Centre:**

Population core: Roquetas de Mar (urban core). Working hours: Monday, Tuesday and Thursday, from 10.30 to 12.30.

Place: the Community Social Services Centre of the Town Hall from Roquetas de Mar. 1 Constitution Square, Roquetas de Mar. Telephone number: 950 338 584

**UTS 2 Aguadulce**

Population core: Aguadulce and Campillo del Moro. Working hours: Aguadulce: Monday and Thursday from 10.30 to 12.30.

La Gloria: Wednesday, from 10.30 to 12.30. Place: In Aguadulce: The Centre for Various Services of Aguadulce, Isla Izaro Str. In La Gloria: The Centre for Various Services of La Gloria, 79 Los Motores Highway. Telephone numbers: Aguadulce: 950 345 432. Gloria: 950 550 058

#### UTS 3 Cortijos de Marín

Population core: Las Marinas, Urbanizacion de Roquetas, Cortijos de Marín and El Solanillo. Working hours: Las Marinas: Tuesday, from 11.00 to 12.30. Cortijos de Marín: Tuesday, from 10.00 to 11.30. El Solanillo: Thursday, from 10.00 to 11.00. Roquetas: 10.30 – 11.30. Puerto: 11.30 – 12.30. Places: Las Marinas: The Centre for Various Services of Las Marinas 25 Trafalgar Str. phone no.. 950 33 42 75. Cortijos de Marín: The Centre for Various Services of Cortijos de Marín – 32 Cortijos de Marín Blvd., phone no.. 950 32 73 84 El Solanillo: The Centre for Various Services of El Solanillo – 1 Solanillo Square, Phone no.: 647937605 - Puerto Avda. de Roquetas, INEM Building, floor II - Roquetas de Mar: Social Services Centre, Phone no.: 950 33 85 28.

#### UTS 4 El Parador

Working hours: El Parador: Monday - Thursday from 10.30 to 12.30. La Gloria: Tuesday, 10.30 - 12.30. Location: El Parador: The Centre for Various Services of El Parador, Iglesia Square, phone no.: 950 348028. La Gloria: Multiple Building, los Motores la Gloria High Way, phone no.: 950550058.

#### UTS 5 Roquetas – Romanilla:

Working hours: Roquetas: Monday – Wednesday, 10.30 -12.30 – El Puerto: Wednesday from 10.30 to 12.30 – Place: - Roquetas: Social Services Centre – El Puerto: Roquetas Blvd., INEM building – Phone no.: 950338545

### **The Community Intervention Team**

The Community Intervention Team is an interdisciplinary team integrated by the Social Assistance of the Social Labor Unit, psychologist or teacher, being nominated on a certain geographical area which may be the Social Labor Unit or different groups. The Intervention Team is responsible for the Projects of the Centre, drafting and execution of the specific projects from their geographical environment, such as the plan and performance of all individual, homelike and collective interventions necessary to meet the requests and needs of the population. At the Centre there are two Community Intervention Teams: one for the UTS 2 and 4, corresponding to Aguadulce and El Parador, made up of the two Social Assistance departments of the Social Labor Units, psychologist and teacher; and the team made up of the three Social Assistance departments of the Social Labor Units 1, 3 and 5 of the urban core, Puerto and Cortijos de Marín with a psychologist and a teacher. The teams will have another support additional staff to perform different programs and services.

The Procedures Programs of the Municipal Social Services Area are provided in Chapter I.

## **CHAPTER VI HOUSING**

### **HOUSE RENTAL**

**House Rental.** The Urban Rental Law 29/1994, of November 24, considers house rental that house room whose primary destination is to fulfill the tenant's permanent needs.

**The duration of the rent agreement.** The rental duration will be freely established by the landlord and tenant. However, in order to protect the tenant's interests the compulsory extension of the contract on annual terms with up to five years, except for the case when the tenant notifies the landlord (with at least thirty days before conclusion of contract or any other of its extensions), the will to renew it. If the first five years of contract passed and none of the parties parte expressed its wish to renew it, with at least one month in advance, this could be extended on annual terms with at most another three years.

**Rent establishment.** The rent is the price the tenant pays to the landlord for using the house. The rent value will be the one freely agreed by the parties, as the law does not provide limits in this respect. Except for the agreements of the contract, the pay of the rent will be monthly and it will be made within the first seven days of the month. Under no circumstances may the landlord demand the advanced payment for more than a month. The payment will be made at the place and following the procedure agreed by the parties or in cash and at the rented house. The landlord must provide receipt and payment evidence to the tenant.

**Rent Adjustment.** The rent adjustment during the first five years of contract will be made at the end of each year, in compliance with the Consumer Price Index (CPI). However, from the sixth year, it can be adjusted in compliance with the decisions of the parties or, if nothing was agreed in this respect, in compliance with CPI. The adjusted rent may be required to the tenant from the moment in which the interested party notifies it in writing to the other party.

**Guarantee.** At conclusion of contract the request and guarantee payment in cash will be mandatory, in an equivalent quantity of a month-rent when renting the house. The guarantee cannot be adjusted during the first five years of contract. Nevertheless, at conclusion of this period, it could be increased or decreased till it will equal the value of one month rent. The amount of the cash guarantee will be returned to the tenant at conclusion of contract. Other guarantees will be agreed upon in order to ensure the obligations fulfillment by the tenant, besides the cash guarantee.

**General expense and individual services.** As a general rule it may be agreed that general expenses for the house maintenance, such as taxes, charges directly related to the house, to be paid by the landlord, with no right of increasing the rent, except when the financial effort is caused by degradation produced by the tenant. The tenant must support the performance of these maintenance works, when they cannot be carried out at contract conclusion, as well as the they must announce the landlord immediately the need to execute these works in the house. If the execution of these works means that the tenant must dispense himself of a part of the house and these works last for more than twenty days, it must be deducted from the rent in direct ratio with the part of the house they are dispensed with. Where urgent works must be carried out, the tenant can carry them out by prior announcing them to the landlord and asking their value in advance.

**Small reparations.** The small reparations necessary in the house due to daily usage degradation will be performed by the tenant on his own expense.

**Tenant's works.** The tenant cannot perform reparations within the house by which to modify the house configuration or cause a decrease of stability or safety, if it is not based on the landlord's prior written permission.

**Real Estate Agencies.** The Andalusian Autonomous Community founds, by Law 33/2004, the Real Estate Agencies and regulates by Decree 33/2005 of February 15. Real Estate Agencies are those natural or legally established legal individuals, whose main or additional activity is real estate mediation and have one year experience in performing this activity. Among the obligations and functions of the Real Estate Agencies with reference to house landlords and tenants, the following are provided among others: professional counseling and mediation for the entire term duration, mediations between tenants and neighbors in case of conflict, professional mediation between landlords and tenants in order to offer the rent agreements a formal character, negotiation by the said Agencies of the credit and security insurances to ensure the collection of the rents and risk insurances for any damages to the rented house, individual counseling on the existing rental offers and on the house rental and rehabilitation aid programs. The Real Estate Agencies charge for mediation at most a fee equivalent with 3% of the annual rent, which will be paid by the parties that sign the rent agreement (1,5% each), excepting contract provisions stating otherwise.

**Aids for tenants.** (Royal Decree 801/2005 of July 1, by which the 2005 – 2008 State Plan is approved, in order to facilitate the access of nationals to housing (BOE DE 13-07-2005). Conditions to obtain subsidies for tenants:

1. The applicants must be in one of the following situations:
  - Not be over 35 years old.
  - Be a victim of gender discrimination or terrorism.
  - Numerous families and those formed of father or mother and children.
  - Individuals with officially recognized disabilities.
  - Pertain to a collective found under the circumstances or risking to be socially excluded.
  - Pertain to other security favored groups, in compliance with the specific norm of the Autonomous Communities and Ceuta and Melilla towns.
2. The maximum estimable surface for houses will be of 90m<sup>2</sup> of usable surface.
3. The applicant must submit the rent agreement.

Amount and duration of subsidies:

The maximum annual subsidy amount will not be higher than 40% of the annual rent paid by the tenant and could be payable to the tenant or landlord.

The maximum subsidy duration will be of 24 months, provided that the circumstances, for which the aid was provided, are kept.

These subsidies will not be recognized again until at least five years from acknowledgement have passed.

## HOUSE PURCHASE

### 1. NEW HOUSE

**House under construction.** When purchasing a new house under construction, or just planned, the organizer must offer the following information:

- The registering information of the construction company in the Registry of Commerce.
- The general and detailed plans of the house.
- Instructions for use and maintenance of installations.
- Descriptive Guide
- The total price and the method of payment.

In order to buy the house an amount must be paid, as a sign that its reservation is allowed until drafting the sale-purchase contract (money that will be lost if in the end the purchase is canceled). In addition, it is frequently used the regular payment of certain amounts of money during the construction of the house until the sale-purchase contract is signed, amounts which will be subtracted from the total value of the house and which will have to be guaranteed by the organizers by an insurance or guarantee. The individual sale-purchase contract will be signed between the purchaser and the organizing company (seller), and it must provide:

- Information about the purchaser and the seller.
- Legal capacity to sign the contract.
- House identification: surface, limits, possible additional buildings (garage, cellar...), the plan and the descriptive guide.
- The price, purchase conditions and the taxes value.
- The date of handing over and the fine the constructor must pay to the purchaser for each month of delay as from the provided date for handing over.

Generally, the handing over of the keys is performed when signing the official sales document of the house in front of the notary public, following to be registered to the Land Registry.



If the total price of the house is not available, a **mortgage loan** is possible. In this case, good information about loan conditions and characteristics to different financial entities before signing is recommended.

**Taxes** which must be paid when purchasing a house are:

- VAT (value added tax). It will be exclusively paid when purchasing a new build house and its type is decreased with 7%.
- The tax on Patrimonial Assignment and Justified Legal Documents. Its value will depend on the price of the house which will be determined in compliance with the official document.
- The tax on the added value of the urban lands (added value). It is a municipal tax which requires the recapitalization of the house from the last assignment and will be borne by the seller.

Purchase-related **expenses**:

Notary's fees, by drafting the official sales document of the house.

Related to the Land registry for registration of the official sales document.

Defect guarantee:

Once the keys are received, it is recommended to check the house for any defects. In order to submit claims and request the reparations of the defects, the purchaser has different available terms.

Certificate of occupancy

At the end, the organizer must give the purchaser a "Certificate of occupancy" or "First Inhabitant Authorization". It is an administrative document send by the House General Directorate which attests that the house is ready to be inhabited.

**Ready-build new house**

As opposed to the prior case, the purchaser can check by himself the characteristics and attributes of the house, even if they do not offer them his own edification, in which case, if they desires, can take an expert's advice. In order to submit any claim in this regard, the same guarantee terms as the one for houses under construction will be provided.

It is recommended to check with the Land Registry if the house is correctly registered, if the person who sells the house appears as owner or titular and that the house is unencumbered by debt about which they were not prior announced (mortgage, rent...).

The organizer or the purchaser will hand over the First Inhabitant Authorization and the certificates which guarantee that the electrical installations, cables, water, etc., comply with the regulations in force.

## 2. SECOND HAND HOUSING

**Preliminary steps**

In order to avoid any future problems, before acquiring a second hand house, one should:

- Request a simple abstract from the Land Registry specifying a short description of the premises, the owner and possible encumbrances.
- If the house is subject to any encumbrances (mortgages) whatsoever, request the seller the receipts or certificates attesting the installment payment is up to date. Upon the purchase of a home, the bank may subject it to a seizure even if the owners have changed.
- Make sure that the house is not leased, as the law grants certain tenants a prior right-to-buy, in case the owner intends to sell the property to a third party.
- Request from the president or manager of the Owners' Association that the house belongs to, information on the owner's installment payment situation, and, if applicable, the

outstanding amounts because the new owner of such premises will have the obligation to pay such outstanding installments with a maximum period of one year.

- Check with the Town Hall if the seller has paid the Real Estate Tax, as well as other duties to the municipality related to the house.
- Request the seller's accreditation, if that person is a real estate agent– the college registration no, if it is a legal entity, their Tax Number and the Trade Registry recordings, and if the person is a natural entity, their National Identity Document (NID).

### **Deposit**

Prior to the conclusion of the public sale-purchase agreement, the parties usually sign a sale promise agreement, according to which, in exchange for an amount representing a part of the house's price, the seller undertakes not to sell the premises. This agreement establishes that, if the sale-purchase transaction is not performed due to reasons imputable to the buyer, they will lose the entire down payment, and if the transaction fails due to the seller, they will lose an amount double to the value of the deposit

The **taxes** payable are the following:

Tax on Patrimonial Transfers and Documented Legal Acts. Its value depends on the price of the estate arising from the Official Deed.

Tax on Urban Real Estates Value Gains (PlusValue). This is a municipal tax which requires the revalorization of a house since its last transaction; the amount is calculated by applying a percentage to the difference of the estate value between the previous and the current transaction.

### **Purchase expenses:**

- The guarantee for possible expenses incurred in relation to the annulment of certain encumbrances and taxes (for instance, mortgages) falls to, expect otherwise agreed, the seller, since such encumbrances borne prior to the sale. However, in cases of mortgage substitution, they are usually paid by the buyer.
- Notary expenses for the drafting of the public sale-purchase agreement.
- Land Register expenses for registration of the sale-purchase Public Deed.

## **3. TYPES OF HOUSING**

### **Free housing**

The house is free when it can be transferred between the parties without it being necessary to meet any requirements and without sale price limitations.

### **Subsidized housing**

The house is subsidized when the Administration imposes the seller certain limitations on the conditions that the buyer needs to meet, as well as on homes characteristics and their sale prices, in exchange for certain aids and subsidies established on a case by case basis. Thus, the purchase or, in one's case renting price is limited administratively.

If the conditions set for subsidized houses are not met, the relevant Administration can impose penalties which may vary between the suspension of the qualification and the restitution of the aids and subsidies granted.

Subsidized houses may be classified in different ways, for instance, the initiation may public sponsorship, if the Administration is the one sponsoring their construction for a certain segment of the population, or private sponsorship houses, if the initiator is a private company, an owners' association or a cooperative performing construction works under an economic subsidy from a public authority.

Subsidized houses can be classified as follows:

### **State subsidized housing.**

State subsidized houses (SSHs) are expressly classified as such by the relevant Public Administration.

Among its main characteristics it could be mentioned that:

Like in the case of other subsidized houses, there are certain requirements that the applicants must meet in order to purchase such premises.

Their transfer is also limited: these are homes that cannot be sold freely.

Their price is set by the Ministry of Economy and Autonomous Communities.

Special mortgage loans are granted for their financing, with characteristics regulated by the administration, that try to facilitate the purchase of the house. Purchasing aids or subsidies may also be granted.

These are houses serving as habitual and permanent residence of the applicant.

Their surface is also limited, usually varying between 70 and 90 m<sup>2</sup>, depending on the family members.

The requirements that the applicant must observe will be those established on a case by case basis by the relevant bodies of Autonomous Communities and, generally will refer to the following:

Not to own any other subsidized house within the national territory.

Not to own a house in the locality where they have applied for the acquisition of a subsidized house.

Not to exceed the rent limits establish for each class of subsidized houses. Thus, the family income limits cannot surpass the amount of 5.5 times the professional minimum wage, except when the Autonomous Community set other limits, lower than this figure.

The main advantages of this type of homes in the first place, their price, inferior to the one for unsubsidized houses, and secondly, the facilities granted for financing the acquisitions.

Low-income families are thus able to purchase a house.

#### **Special status housing**

These are equally subsidized houses but in this case, the access to them is reserved for people whose annual family income does not exceed the amount of 2,5 the professional minimum wage. In addition to the financing facilities, the buyers can opt apply for a personal subvention or aid of personal.

#### **Self-constructed public sponsorships or self-sponsored housing.**

These are houses sponsored by the beneficiary itself. In order to be eligible for such a subsidy the applicant's annual family income must not exceed the amount of de 2,5 the professional minimum wage. Besides, generally, the beneficiary must be owner of the lot or to have right to build, must not be the owner of another house nor to were during the last two years, must use the building for ordinary and permanent residential purpose and build the construction according to certain established characteristics. The aids usually consist in economic subsidies.

#### **Housing with regulated prices.**

These are used or new houses build at least one year before which, without being qualified as Subsidized Housing (VPO), may have access to aids and subsidies, such as qualified loans.

## **4. MORTGAGE**

### **What is a mortgage?**

It is a bank loan whose objective is to finance the acquisition of a building. In case of houses, the banking entity may grant 80% of the value set by the appraisal of the building to be purchased.

The house itself constitutes the guarantee for the loan reimbursement, and in case one fails to pay the relevant mortgage loan, one may request for the house to be seized and subsequently sold in public auction. The income thus obtained, will be primarily used to settle the debt to the creditor. If the price thus obtained is not sufficient so as to cover the debt, the financial entity may request the seizure and execution of other assets in one's possession.

#### **How is it authenticated?**

The mortgage is always authenticated through public deeds before a Notary Public and must be registered with the Land Registry, by previous payment of corresponding taxes. The mortgage loan beneficiary must be the same person listed as owner or registered holder of the title in the estate. In case the mortgage is requested for purchasing a house, the sale-purchase agreement as well as the mortgage loan documentation will be presented to the Notary public. A second mortgage is also possible without canceling the previous I. In this case, and before submitting its approval the financial entity makes sure that, in case of nonpayment and in case the house is sold by public auction, its value is sufficient to cover the first or previous mortgage as well as the one currently requested.

#### **Renewal and substitution**

When acquiring a house which may were previously mortgaged there is the option to renegotiate the loan conditions with the financial entity (renewal), or to preserve the conditions agreed with the previous owner or to change the financial entity (substitution).

#### **Mortgage loan interests and expenses**

- Those deriving from the loan application, as for instance, expenses incurred in relation to the appraisal of the house and the simple note issued by the Land Registry, in case of second hand housing.
- The commission paid when entering the mortgage: it is paid upon signing and differs from one financial entity to another.
- The amounts are usually destined to cover loan analysis, awarding and formalization expenses. There are entities which do not levy such mortgage entering commissions.
- Tax on Documented Legal Deeds: it is always paid upon signing a recordable notary's document, with economic value.
- Notary and Register-related expenses.
- In order to grant a loan, the banks usually demand the conclusion of an agreement, at least of a fire insurance policy which is normally paid upon signature.
- Life insurance, which is optional.
- Management expenses are also paid upon signing and their nature is optional. They include the registration of the public deed in the Land Registry by the manager designated by the financial entity and the prices vary.
- Once all formalities accomplished, the bank will have to justify, with relevant invoices, the expenses incurred.

#### **Mortgage authentication.**

The public deed is authenticated in a Notary public office, usually designated by the bank, although such designation is not compulsory and may be negotiated. The buyer is entitled to examine the draft public deed at least three days prior to its signing. Upon signing, when all interested parties must be present, the notary public will that they are aware of the document's content and will clarify any possible misunderstandings. The conditions of the mortgage must be carefully verified, especially when the interest chosen is variable and is stipulated below, because this is a good tactic to make attractive an offer with a higher interest. The financial entity will keep an authentic copy of the loan agreement and the buyer will be given an authenticated I.

## CHAPTER VII EDUCATION, LEISURE AND CULTURE IN THE MUNICIPALITY

### EDUCATION

In Spain, the primary and secondary education is compulsory and free of charge, from 6 years to 16 years and in public education centers or inclusive and private (private centers are not free of charge). Competences relating to education are transferred to Autonomous Communities.

- **Child Education:**

Until the age of 6, there are two number, the first one, up to 3 years and the second one, up to six years. This kind of education is not compulsory but the Administration must ensure school places for all the children who apply for it.

- **Primary education:**

It is compulsory and free of charge. It comprises six academic years from the age of 6 to 12 and it is divided in three sessions, each of them comprising two years, the students being registered for Primary Education in the calendar year they are six years old.

- **Secondary compulsory education:**

It is a compulsory and free of charge education stage, it includes four years from the age of 12 to 16. It ensures the necessary background to follow baccalaureate classes as well as Vocational classes of medium level. The student and their parents can choose, when the former is 16 years old, to terminate the compulsory education and in this case the student will receive the corresponding Title as Graduate of the Compulsory Secondary Education.

- **Baccalaureate:**

It is voluntary and it lasts two years, normally between the age of 16 and 18. These classes ensure the general background which favors a greater intellectual and personal maturity, it also ensures the background for further studies, both university and vocational training.

- **Vocational training:**

Vocational Training in the education system environment is intended to prepare students for an activity in a professional field, by ensuring a comprehensive education which allows them to adapt to the changes in the labor environment that might occur in a lifetime. It includes the basic vocational training as well as the specific vocational education of medium and superior level. This comprises 142 official titles. There is also a Special Status education, such as the Artistic one: Plastic arts and drawing; Music; Dance, Art and Design as well as Aliens Languages.

- **Deadline for registration:**

As a rule, the applications are submitted starting with April but there is an exceptional deadline in September for the education classes with medium and high level, before June or July, according to the respective school level, in case of extraordinary applications from September, the registration is during that month.

**School calendar:**

There can be differences from one Autonomous Community to another, however, the begin dates are mid-September and the end date is in June with holidays for Christmas, Easter and in Summer.

- **University Education:**

There is an entrance exam in order to be admitted at the University. University education includes now: Courses (for the diploma) with a duration of 3 years and Bachelor's degree of 4, 5 or 6 years, according to the chosen career and to the study center. Universities are autonomous entities entitled to establish

their own education offer and the students can register for university studies at the Public University regardless of their place of origin (Open District). There are also Private Universities. The university education is undergoing changes in order to adapt it to the process in Bolonia and before October 2007 the new structured university titles will be created in GRADE and POSTGRADE. The Grade studies will include the mastering of a profession. The POSTGRADE studies, on their turn are structured in secondary level where a MASTER degree is granted and a third level, with the PhD degree. Almost all the Spanish Universities offer postgraduate, PhD and master degrees and well as their own titles.

- **Non-regulated education**

**Occupational training:**

Courses for the unemployed registered with employment applications at the Public services for Employment. The information is obtained through the public services for employment. Training is free.

**Adult Continuing education:**

Courses for employed workers which take place by means of companies, employees and trade unions etc. for the improvement of skills and qualifications as well as for re-qualification of workers which increases the company compatibility with the worker's individual training.

- **Workshop Schools and Vocational Centers:**

Workshop schools and Vocational Centers are work and training centers where the young unemployed individuals benefit from professional training, at the same time with practical training (real work), so that, when finishing, they could adequately practice the profession taught and facilitate access to the labor market.

The students must comply with the following requirements:

- They must be registered with the employment office as unemployed.
- They must be younger than 25 but older than 16.

**Workshop Schools:**

The Workshop schools last between one and two years and include two stages:

- During the first stage, of six months, the students benefit from theoretical and practical professional training such as the necessary information to avoid risks at the workplace. During this period, they receive an allowance as training grant.
- During the second stage, which lasts between 6 months and 18 months, students conclude a contract of employment for training purposes with the initiating entity and they receive 75% of the guaranteed minimum wage valid for every year, they perform work in social and public interest and continue the formative process they started in the first stage.

**Vocational Centers:**

Vocational Centers are extended over one year and include two stages:

- During the six months first stage, the students benefit from theoretical and practical professional training such as the necessary information to avoid risks at the workplace. During this period, they receive an allowance as training grant.
- During the second stage, of six months, students conclude a contract of employment for training purposes with the originator and they receive 75% of the guaranteed minimum wage valid for every year, they perform work in social and public interest and continue the formative process they started in the first stage.

- **Workshops for employment**

The Workshops for Employment are included in the support measures in view of creating new jobs and are configured as a mixed employment and training program destined to unemployed people aged over

25. The workers who take part in them benefit from professional and practical training through the accomplishment of works or services in public or social interest relating to new job pools and making possible their subsequent integration as subordinates or through company or social economy projects.

### **Duration and Contents**

The Workshops for Employment have a duration of minimum six months and maximum one year. After the expiry of the term provided by the resolution which approves the project, the Workshop for employment is considered terminated and the concluded contracts cannot exceed the maximum project term. During the Workshop for Employment, the workers involved, besides the conclusion of a contract with the Originating Entity, benefit from adequate professional training as well as from work and practical training. The time devoted to theoretical training is considered, with all its effects, as effective workday.

- **Social Guarantee Programs:**

They are training programs for unskilled young people meant to improve their general education and to train them in carrying out various activities, works and professional profiles. The duration varies normally between 720 and 1800 training classes spread over 26 and 30 hours a week. They are non-regulated education methods. Their purpose is to ease work integration and educational re-integration of young people. Some of the methods are compatible with a contract of employment. They provide the possibility of practical training in companies. They are responsibility of the educational Administration but are open to collaboration with other public and private institutions. They are destined to young people aged between 16 and 21 (according to the Autonomous Community, the maximum age can be 25), who have not achieved the objectives of the Compulsory Secondary Education and do not have any Vocational Training diploma. The duration varies between 720 hours (six months) and 1.800 hours (18 months) of training, in compliance with the provisions of each Autonomous Community for the different methods. When the program ends, the student is granted a certificate which shows the number of hours they took part in and the grades for each training area in order to accredit the acquired skills.

- **Spanish for the Immigrants: Classes of Spanish language and culture**

Spanish language classes are available for the immigrants, organized by Excmo.- the Roquetas de Mar Town Hall, in different centers throughout the municipality, which last 9 months, from 19.00 to 22.00 and start in October. After the course ends, the student is granted a diploma or a certificate.

#### **Centers:**

- Roquetas de Mar: Doctor Martin Square (Trade Unions)
- Roquetas de Mar: Str. Rafael Alberti, 14 (AEMA Association)
- Roquetas de Mar: Str. General San Martin, 12 (ATAESRO Association)
- Cortijos de Marín: Bvd. Cortijo Marín (Socio-cultural Center)
- El Parador: Str. Mayor, 35 (Casa de los Maestros, 2<sup>nd</sup> fl.)
- Las Marinas: Las Marinas Square (Social Center)
- Cortijo Los Olivos: Neighbors Association Salon.

- **Academic recognition:**

(Royal Decree 285/2004, from February 20<sup>th</sup>, which regulates the approval and recognition of foreign higher education diplomas and studies).

**Why should one ask for the approval of the university title?** So that the degree obtained abroad can have in Spain the same effects with a degree granted by the Spanish authorities.

**Where does one ask for the homologation of a university degree with a corresponding Spanish one?**

To the registers of the Ministry of Education, Culture and Sports.

To the registers of any administrative body which pertains to the State General Administration, to any Administration of Autonomous Communities or to one of the institutions which includes the local Administration.

To the post offices.

To the Spanish diplomatic agencies of consular offices abroad (Spanish consulates or embassies).

#### **What documents must be submitted?**

- The official application form (free)
- The original university degree which must be recognized or certification in original which accredits the delivery of the title.
- A copy of the curricula; these certificates will have to include, among other things, the duration in academic years, the schedule for each subject (one will receive it from one's university).
- Transcript of grades of the entire career, in original.
- Legalized copy of the document which proved the identity of the applicant and their naturalization, issued by the authorities in their country. A legalized copy of the passport might be enough or, if they are Spanish, a certified true copy of the national identity card.
- Proof of payment of the corresponding fees.

Additional documents to be submitted:

Academic and scientific Curriculum.

The corresponding attendance schedule, which indicates the contents and class attendance.

Any further documents which are considered appropriate.

In case the studies do not correspond to the Spanish studies, the title validation could depend on the compliance with some formal complementary requests, which could consist in:

- passing a general test;
- accomplishment of an internship;
- accomplishment of a project or labor;
- attendance to classes in order to remedy the lacks.

A two year period of time will be available to get over these formal requests. Once this period expires, the validation will have no effect.

**How long do the validation formalities last?** The validation is a slow procedure. Theoretically, the request should be solved within six months, but in reality this deadline is longer (about one and a half years, even more).

#### **Recognition:**

Generally, the study recognition effects are only academic, which allows to continue education in the Spanish educational system. In this case, these studies could be terminated by getting the corresponding Spanish title.

#### **Assimilating:**

Generally, the assimilating effects are only academic, which allows to continue education in the Spanish educational system. In this case, these studies could be terminated by getting the corresponding Spanish title.

General information relating to the professional and academic acknowledgement could be obtained from:

The Government Sub-Prefecture – Educational Sector – Arapiles street, 19.

### **Municipality Leisure and Culture**



In the Culture Sector one can find out more about the programs and receive information about the University Bus. One can also ask for the culture friends' book at the Sector building, located in the Luis Martin Square, where the City Library is.

#### **The Auditorium Theatre.**

It has representative facilities which can receive 1300 spectators, very comfortable and with wide service coverage. Reception desk, wardrobe, nursery, press room, buffet, 16 cabins, rehearsal room. The locations are divided into three areas from where one can see and enjoy the stage plays.

Location: Bvd. Reino de España, no number, Roquetas de Mar 04740 Almería – phone / fax 950 328 759 / 950 328 760

#### **PROGRAM**

- There are plays every Saturday, at 10.00 pm, from October to June, combining theatre opera with various musical shows (classical music, pop, cant-authors vaudevilles, etc.)
- Every Thursday theatre for children, starting with 06.00 pm, from October to June.

#### **PERFORMANCES**

**Castillo- Museum of Santa Ana –Auditorium Theatre–El Faro Exhibition Room – Socio-cultural center based in El Parador**

#### **UNIVERSITY CINEMA CLUB**

Projections every Wednesday, starting with 08.30 pm, from October to June, combining theatre opera with various musical shows (classical music, pop, cant-authors, vaudevilles, etc.)

#### **PAINTING CONTESTS**

#### **PAINTING, CERAMICS AND GLASSWARE WORKSHOPS**

Start date: beginning of October

Info: House of Culture, Luis Martin Square, no 950 33 86 08.

#### **Ongoing education**

**CLASSES OF ONGOING EDUCATION IN PRIMARY SCHOOLS:** In primary school, classes for all levels are available, as from the pre-school pupils to the 6<sup>th</sup> grade, various sessions are granted according to students' age:

**CLASSES OF THE SECONDARY EDUCATION INSTITUTE (SEI) –** In fact, SEI deals with some classes named DO NOT FALL PREY TO ALCOHOL, which have as discussion theme the young people's appeal to alcohol, its consequences on short and long term, its consequences on driving, etc. There are brought into discussion other subjects such as the accidents, the use of the helmet and safety belt, etc. These classes are for the third grade pupils of the Compulsory Secondary Education (CSE).

**CLASSES FOR ADULTS –** The purpose of these classes is for our adults to be updated with the newest regulations.

**Life Education Classes for those who run a bicycle.** It is worth mentioning the classes recently initiated by the Town Hall of Roquetas del Mar, which, through the Municipal Office for Immigration, began some special classes for the people who run bicycles regularly, an issue that deserves special attention because of the risks involved due to the vulnerability of the vehicle used, as well as for the importance of the basic safety and relevant measures through which a possible accident or injury could be prevented.

**DAY-NURSERY CLASSES –** There are classes in the day-nurseries where it is intended to raise parents' awareness relating to the importance of using safety and protection systems.

## CHAPTER VIII – OTHER SUBJECTS OF INTEREST

### Driving license

#### **CHANGE OF THE DRIVING LICENSES ISSUED BY EU MEMBER STATE AND BY THOSE MEMBERS OF THE EUROPEAN ECONOMIC SPACES (SEE: NORWAY, ICELAND AND LIECHTENSTEIN)**

Driving license issued by the member states of the European Union in accordance with community regulations will preserve their validity in Spain, except for the fact that the legal driving age will be that requested for the equivalent Spanish driving license. The necessary documents are:

- Official request form which can be obtained from the Provincial Traffic Office where the permit is applied for.
- Photocopy of a valid National Identity Document, Passport or Card of Residence, or, if applicable, of the Aliens' passport, identity document (NIE) stating their regular place of residence or the capacity of student in Spain during the minimum required period, together with other original documents which will be restituted once compared.
- Two recent photographs, of 32 x 25 mm.
- A written statement certifying that the applicant was not deprived by a court rule of the right to drive motor vehicles and motorcycles, and that the current permit is not suspended.
- A written statement certifying that the applicant is not the holder of another driving license or permit, issued either in Spain or another community country, equivalent with the one requested.
- The permit intended to be converted, a copy or photocopy of such permit.

#### **CHANGE OF DRIVING LICENSES ISSUED BY NON-EUROPEAN COMMUNITY COUNTRIES**

The following driving licenses are valid in Spain:

- National licenses of other countries issued in accordance with Annex 9 to the Geneva Convention or with Annex 6 to the Vienna Convention, or licenses which differ from the above-mentioned only in adopting or suppressing insignificant paragraphs.
- National licenses of other countries which are formulated in Spanish or provided together with an official translation.
- International aliens licenses issued in accordance with Annex 10 to the Geneva Convention or with Annex model E of the Paris Convention in case of countries which have adhered to this convention and not to the Geneva Convention.
- Licenses recognized in certain international conventions ratified by Spain and under the conditions specified therein.

#### **Conditions:**

The validity of various licenses specified above will depend on whether their validity term is still in force and on the age of the holder which must be at least equal to that requested in Spain for obtaining a driving license, and furthermore, the six months term since the applicant has acquired ordinary residence in Spain must not be exceeded.

Once this term is exceeded, the above-stated licenses will lose their validity in Spain and their owners must obtain the regular Spanish driving license, after previous verifications of requirements and passing the relevant test, except for such case when, under a current convention with they are suing state, the license may be exchanged for its Spanish equivalent. Currently there are conventions concluded with

Andorra, Switzerland, South Korea, Japan, Bulgaria, Argentina, Colombia, Ecuador, Peru, Uruguay, Morocco and Chile.

Documents necessary for the change application:

Official request form which can be obtained from the Provincial Traffic Office where the license is applied for. This request together with the rest of the documents will be submitted to the Traffic Office of the province where the applicant has its place of residence.

Photocopy of a valid National Identity Document, Passport or Card of Residence, or, if applicable, of the Aliens' passport, identity document (NIE) stating their regular place of residence or the capacity of student in Spain during the minimum required period, together with other original documents which will be restituted once compared.

Report on the physical and mental abilities issued by an authorized Driver Evaluation Center, from the applicant's province of residence, plus a recent photo of the applicant.

- Two recent photographs, of 32 x 25 mm.

A written statement certifying that the applicant was not deprived by a court rule of the right to drive motor vehicles and motorcycles, and that the current license is not suspended.

A written statement certifying that the applicant is not the holder of another driving license or permit, issued either in Spain or another community country, equivalent with the one requested.

A written statement of the applicant, undertaking all responsibility for the license's authenticity and validity and, if applicable, a Spanish translation of such statement. This translation must be performed by sworn translators, by Spanish Consulates abroad, by Spanish Consulates in initial country of the license, or by the Royal Automobile Club of Spain.

The license intended to be converted, a copy or photocopy of such license.

In all cases, the Provincial Traffic Office will request initial authorities the verification of the license authenticity.

NOTE: The countries which currently have conventions concluded with Spain in relation to driving license change are: Andorra, Argentina, Bulgaria, Chile, Colombia, South Korea, Ecuador, Japan, Morocco, Peru, Switzerland and Uruguay. In what regards the exchange of professional licenses issued by Bulgaria, Argentina, Columbia, Ecuador, Peru, Uruguay, Morocco and Chile, some additional tests will be required, depending of the country of origin. Licenses issued by Norway, Iceland and Liechtenstein are treated as community driving licenses.

One will be able to request previous appointments by phone 902 300 175, Monday to Friday between 9.00 – 16.00. For additional information please visit the Provincial Traffic Office in one's area.

### **CHANGE OF DRIVING LICENSES ISSUED BY THE KINGDOM OF MOROCCO AND ROMANIA**

Important: All requests related to driving license conversions will be addressed to telephone number 902 300 175 Monday to Friday between 9.00 – 16.00, where one will be answered in Spanish, Arab, French or English, or via internet at [www.dgt.es](http://www.dgt.es).

Remember:

- If all applicants call at the same time, the telephone lines will inevitably block. There are no deadlines for driving license change.
- If, for various reasons, one is not able to keep the appointment, one needn't worry, and just request another appointment to one's Provincial Traffic Office.
- One's license can only be changed at the Provincial Traffic Office in one's area of residence.
- If the license submitted for change pertains to certain professional categories, one will have to pass certain tests.

- The license cannot be changed if one has not been previously requested or invited by telephone or via internet.

TO BEGIN (telephone appointment): Call the number 902 300 175 Monday to Friday between 9.00 – 16.00 and have the following documents at hand:

The residence card or, in case of Spanish nationals, the National Identity Document; Identity Card.

The Romanian or Moroccan driving license.

When contacted telephonically the operator will request:

- the number of one's residence card or of the national identity document or, if one's are Spanish,, - first and last name. – year of birth (all four digits) – the number of one's Identity Card. – the number of the Moroccan or Romanian driving license . – the license's issuing date and place. After providing the above data, the operator will inform one on the documents one will need to submit of the Provincial Traffic Office on one's appointment date:

- Change request form. The form is obtained from the Provincial Traffic Office on one's appointment date.
- The valid residence card in original; this will prove that one's legal residence in Spain. If one is Spanish: the original and a photocopy of the valid national identity card or, if applicable, of the passport.
- In case one's current domicile is not the same specified in the valid residence card or, in case of Spanish nationals, the national identity card, one will have to submit a registration certificate.
- Report on physical and mental abilities issued by an authorized Driver Evaluation Center, from the applicant's province of residence, plus a recent photo of the applicant.
- Two recent photos, identical with that in the physical and mental report.
- The original and photocopy of the driving license submitted for change.
- The receipt justifying the payment of the I.I.3. Tax, which needs to be paid on the same day with the license exchange.

For any information or appointment request one can call the Traffic Office offices in Almeria din 4 Hermanos Machado, P.O. BOX 04071 – phone: 950 242 222 – fax: 950 239 302, or visit the General Traffic Office webpage at: [www.dgt.es](http://www.dgt.es).

## CENSUS: MUNICIPAL POPULATION RECORD

The Municipal Register is an administrative record of all the inhabitants of the municipality. Its data constitute the evidence of the same residence and habitual domicile in the municipality. If one is interested one can consult the most significant data in section "Statistics".\*\* INSERT WEB ADDRESS  
Any person residing in Spain must register with the Municipal Register of their habitual residence. Inhabitants of more than one municipalities must register only in the region where they live the most part of the year.

The registration with the Municipal Population Record is a prerequisite for a great number of administrative procedures, as well as fro the access to a number of municipal services and social aids such as:

- Document issuing such as the national identity document, the passport or the driving license.
- Administrative procedures related to the contracting of electricity, telephony or gas services.
- Address certification for college, school or university enlisting.
- Electoral roll enlisting registration.

- Request for certain social services such as, the access to state subsidized and public sponsorship housing, social wages and subsidies, economic aids for limited resources families or support for Real Estate Tax payment.
- The Roquetas de Mar Town Hall makes available a wide **range of offices** where one can perform any census-related operation:

**The Department of Statistics:**

Plaza De La Constitucion, n/n. – 04740 – Roquetas de Mar

Municipal Offices in:

<b>Aguadulce</b>	<b>La Gloria</b>	<b>El Parador</b>	<b>Las Marinas</b>
Plaza Isla de Ízaro, 1 – 04720 - Aguadulce.	Autostr. los Motores, 179 – 04720 - La Gloria.	Plaza de la Iglesia, n/n. – 04721 – El Parador.	25. Trafalgar Str,– 04740- Las Marinas.

**Formalities performed by the Department of Statistics in relation to the Municipal Population Record:**

- Register subscription– Modification due to relocation– Modification due to Change of Personal Data– Birth registration – Annulment due to death– Annulment due to address or municipality change– Request for Registration certificate.

**Register subscription:** Documents necessary for registering with the Municipal Population Record:

- Census sheet properly filled in and signed for all individuals of legal age enrolled therein, which can be obtained from the Department of Statistics, or the Municipal Offices or downloaded from the Town Hall's webpage .

- Documents attesting the identity of the enrolled individuals (National Identity Document, Aliens' card, residence permit, passport. For nationals of other EU member states, the identity card is valid).

- Documents attesting the legitimate inhabitation of the house (lease agreement or deed, current invoice issued by the water supply or waste disposal company).

- If neither of the applicants holds any of the above-mentioned titles in the place of residence, the owner will have to make such proof with the above-indicated documents and to fill in the authorization form (from the Department of Statistics or Municipal Offices) which they will have to sign, also enclosing a copy of his NID.

**Warning: Enrollment of non European community nationals without permanent residence permit will be subject to periodic renewal every two years.**

The Town Hall is entitled to cancel enrollments subject to periodical renewal, when the applicant has not performed such renewal. In this case, the cancellation may be declared without a hearing of the interested party.

**Modification due to relocation:** When a change of domicile occurs with Roquetas de Mar, the interested party or its representative, must request that such modification be recorded in the Municipal Population Record.

Documents necessary for registering the change of domicile in the Municipal Population Record:

- Census sheet properly filled in and signed for all individuals of legal age enrolled therein, which can be obtained from the Department of Statistics, or the Municipal Offices or downloaded from the Town Hall's webpage .

- Documents attesting the identity of the enrolled individuals (National Identity Document, Aliens' card, residence permit, passport.

- For minors under 15, Official Family Record).

- Evidence of the new place of residence (deed or lease agreement or any other contract, current invoice issued by the water supply or waste disposal company).

If neither of the applicants holds any of the above-mentioned titles in the place of residence, the owner will have to make such proof with the above-indicated documents and to fill in the authorization form (from the Department of Statistics or Municipal Offices) which they will have to sign, also enclosing a copy of his NID.

**Modification due to Change of Personal Data:** When a change of personal data occurs the interested party or its representative, must request that such modification be recorded in the Municipal Population Record by presenting the original identity document.

**Birth registration:** The National Institute of Statistics (NIS) sends demographic bulletins to the Roquetas de Mar Town Hall, with the date collected from the civil registry, bulletins containing data necessary for registering the national's birth in the Municipal Population Record. When requesting a registration, the original Official Family Record and the father's or mother's identity document must be presented to Department of Statistics, or the Municipal Office.

**Annulment due to death:** The National Institute of Statistics (NIS) sends demographic bulletins to the Roquetas de Mar Town Hall, with the date collected from the civil registry, bulletins containing data necessary for cancelling an entry in the Municipal Population Record due to the national's death. . When requesting an annulment, the death certificate must be presented to Department of Statistics, or the Municipal Office.

**Annulment due to change of residence:** The national does not need to perform any operation in this Municipality, just to request for a registration with the new Municipality.

**Request for Certificates or Forms:** In order to obtain a Certificate or a Form, the applicant must submit: the National Identity Document, the Aliens' card, residence permit, passport or identity card if the applicant is a national of an EU member state (if such certificates are requested by a different person than the interested party: a photocopy of the identity document presented and the authorization of the applicant), for Certificates as well as for Forms. As for non emancipated minors, they need to present the NID, the Aliens' card, residence permit, passport or identity card for nationals of an EU member state, of their parents or legal representatives.

For the certificate of a deceased person the NID, the Aliens' card, the residence permit, passport or the identity card for nationals of an EU member state as well as the Death Certificate or Official Family Record will be submitted. The certificate of a deceased person may be requested by any individual proving a legitimate interest (descendants, spouses, ascendants or their authorized representatives). Municipal Register Certificates and Forms may be requested from the Department of Statistics, or any of the Municipal Offices.

**Certificate:** It is a public document attesting administrative information in relation to the place or residence or habitual domicile with the Municipality. This document is required when it must provide official information before judicial or military entities or aliens authorities, in procedures regarding the Civil registry, marriages, nationality, first and/or last name change and adoptions, declarations of heirs, Customs etc.

**Form:** It is an informative document providing information in relation to the place or residence or habitual domicile with the Municipality. It is valid in operations regarding the NID, passport, vehicle registration, municipal sport clubs, Social Services, requests for unemployment benefit, etc., where the certificate is not expressly requested.

#### **Use of Certificates and Forms:**

**Census Form:** Enlisting in universities, high schools or kindergarten – Formalities regarding the Andalusian Employment Service– Obtaining an a new or renewed NID,– Obtaining an a new or renewed passport– Residence card or Work Permit– Social Insurance Card– Traffic Office (listings, transfers, registrations, data changes...) – Operations involving Tax Authorities – National and international adoptions (proceedings initiation) – Professional schools registration – Training courses– Municipal facilities (swimming pools, music schools...) – Civil marriage–Special Agricultural Status– Registration of dangerous goods– Various formalities: credit renewal, first house acquisition.

**Registration certificate:** Non-contributory pensions (10-5 years) (invalidity, retirement, etc.) – Granting of Spanish naturalization– ALIENS' pension– Other court-related formalities– other Notary formalities– International adoptions (when the adoption is already granted, for finalizing the formalities).

## SOCIAL INSURANCE

**The Social Insurance System** is a group of rules for which the state guarantees to individuals within its scope and who perform a business activity or fulfill the necessary requirements for the non-contributory way, such as relatives or the acquaintances, the adequate protection with regard to the activities and situations stipulated by law.

**Scope:** As a result of the contributory services, all Spanish nationals residing in Spain and ALIENS residing or legally living in Spain, regardless of sex, social status or profession, are related to the scope of the Social Insurance System, provided that, in both cases, they perform their activity within the national territory and pertain to one of the following categories:

- Subordinated workers. – Freelancers or independent workers. – Associates that work in co-operative organizations of associate labor. – Students. – Official, civil or military officers.

**Since when must the fees be paid?: Occurrence, duration and extension of liability.**

The tax liability **occurs** from the beginning of labor activity. The simple candidate's application will have in any circumstances the same result. The failure to submit the application/collaboration form will not inhibit the appearance of tax liability as from the moment in which the requirements which determine its inclusion in the corresponding Status are met.

**It is maintained** for the entire period of time during which the worker performs his activity. The tax liability will continue in the following situations: - Temporary disability. – Risk during pregnancy. – Maternity Leave. – Fulfillment of official obligations. – Fulfillment of syndical tasks (as long as it does not cause the temporary interruption of work or termination of activity). – Permissions and approvals which do not cause temporary labor interruption. – Special Conventions. – Contributory unemployment. – Social unemployment, as the case may be. – In the situations stipulated by the regulations of each Status.

It will disappear once with labor cease, as long as the labor termination is announced on the established time and form. When the labor termination is not required or is submitted beyond the term, the tax liability will not cease until the day when the General Treasury of Social Insurance will acknowledge the cease of subordinated labor, freelancing or of the situation which determined the inclusion within such Social Insurance Status.

The right of the Social Insurance Authority to determine the debts towards the same, whose object is set up on quotas, such as the activity to ask for their payment, it will be concluded within four years. The conclusion will be interrupted from common causes and, in any case, by any administrative activity performed with official knowledge of the payment responsible which leads to debt settlement or collecting and, in particular, by its administrative claim by debt claim or settlement act.

## BENEFITS AND PENSIONS

Benefits are a set of measures which commission the Social Insurance in order to foresee, repair and overcome certain misfortune situations or real necessity situations, which cause income losses or expense excess to the individuals who suffer them. As far as their economical majority is concerned, the benefits are the following:

- Sanitary assistance. – Temporary disability. – Risk during pregnancy. – Maternity Leave. – Permanent disability. – Permanent injuries, not disability - Retirement. – Death and survival: (Death benefit, widow's

pension, orphan's pension, relatives benefits, relatives' allowance, special allowance in case of work accidents and professional illness). – Family benefits: (Child benefit, Benefit for the birth of a third or successive child, benefit for multiple-birth, Non-economic aids). – Unemployment benefits (INEM). – Social Services (IMRSO or competent authorities of the Autonomous Communities with transferred competencies). Compulsory insurance benefits for elderly and disabled (SOVI): (SOVI Elderly, SOVI disability, SOVI widowhood.) – School Insurance aids.

## INCOME STATEMENT– INDIVIDUAL INCOME TAX

The Individual Income Tax (IRPF) collects information about income procurement by individuals who during the year had, in general, common residence in Spain, in compliance with the personal and family circumstances. The taxpayer's income is made up of:

a) Income from work (wages, pensions...). b) Investments income: securities (stock dividends, interests resulted from accounts ...) and real estate capital (purchase or rent of houses, locals, etc.). c) Benefits and incomes from business activities (business agent, professionals...). d) Owned properties, others besides the common house.

Value and nature of the achieved earnings during the year determines whether one must submit an Income Statement. Besides these, it will allow one to choose the best aid service for one's needs and situation.

### **Who must declare?**

Generally, all those individuals residing in Spain during the year have to submit the statement, except those pertaining to one of the following situations:

A. Full labor revenues, having the following limits:

1. Generally, the limit is established to € 22.000 gross per year, when it comes from one single labor place. This limit will be applied also if the labor is performed for various companies in the following situations:

The incomes obtained from the second and the other companies must not totalize more than € 1000 gross per year.

The incomes must come from benefits from the Social Insurance, etc. for which there is a special procedure.

2. The limit is established at € 8.000 gross per year when:

It comes from more than just one employer, as long as the lump sum of the incomes from the second and the other companies exceeds € 1000 gross per year. When compensatory benefits for divorce or alimonies were received, except when the latter come from parents by court decision.

B. Additional incomes which do not come from wage and do not exceed € 1.600 gross per year.

The taxpayers whose total income does not exceed € 1.000 gross per year are exempt of the obligation to submit the income statement. Nevertheless, the taxpayers who want to benefit from the application of the following deductions or withholdings must submit the statement: - Deduction for investment in the common house. – Deduction for economic account -firm. – Deduction for the double international taxation. – Deductions for the pension plans, mutual social provision, insurance plans or protected assets of the disabled. The total of these limits is the same if the statement is submitted individually or together with other family members. If one cross one of these limits one must submit the statement. Those who must not submit the statement may request the quick reimbursement.

**Statement model.** The taxpayers who must submit the income statement will be able to request the Tax Office to send them, for information purposes, a statement MODEL when their incomes originate exclusively from the following sources: a) Labor incomes; b) Incomes resulted from investments; c) Incomes resulted from house renting, when speaking about less than two rented houses; d) Incomes resulted both from the owned assets, and from the subsidies for common house purchase.



The following individuals will not be able to use the statement model:

- a) The taxpayers who acquired progressively free rents on the basis of the conventions for avoiding double taxation ratified by Spain.
- b) The taxpayers with due debts for compensation of prior fiscal years.
- c) The taxpayers who want to regulate tax situations coming from prior submitted statements.
- d) The taxpayers who have deduction right for the double international taxation and exercise their rights.

When due to its situation, the Tax Office cannot issue the statement MODEL, it will send one the tax information in order to help one to submit the income statement.

INCOME – ASSISTANCE 901 200 345

In order to receive any management related to one's quick reintegration (those who do not declare) or related to one's statement MODEL.

INCOME – INFORMATION 901 33 55 33

In order to elucidate the doubts raised by the fulfillment of one's statement.

PRIOR MEETING 901 22 33 44

A day and an hour are provided in order to personally help one to fulfill one's income statement or to modify the statement model.

The webpage of the Tax Office [www.agenciatributaria.es](http://www.agenciatributaria.es) provides one information and procedures without a prior schedule (model, prior meeting, regulations...). The available services and useful information on the webpage are more complex if one has a user certificate (electronic signature).

#### RECOMMENDATION ON CIVIL PROTECTION IN CASE OF ...

Floods: Do never try to cross high intensity water streams or if one does not know the depth of. One can be immediately taken away by the water stream. Go through known areas or main ways, adjusting speed to road conditions. If one must stop at a certain point, signal one's position in order to avoid accidents.

Do not park nearby rivers or torrents, in case of possible rains, ask the authorities for the authorized shelter areas. Beware at the landslides warnings, when trying to reach high and deforested areas.

Be cautious to information media news or to the authorities, ignoring the unconfirmed rumors. In case of lightning storm, do not refuge under lonely trees as there is risk of thunder strike.

Strong winds: Make sure one has an appropriate plan of one's house structure, especially the roof and the facades. Make sure of their firmness or carry out the necessary improvements. Make sure of the steady anchoring of the cranes to the scaffold of the advertising ads. Close and secure the doors, the windows and the sunshades. Withdraw the flowerpots and other objects which may fall into the street and cause accidents. Check if the windows are closed and without risk of break-in and falling into the street. If one is close to trees with big branches, keep an appropriate safety distance to prevent possible falls. Get information about weather forecasts and listen to all those recommendations.

Earthquakes: Before the earthquake: Fix the shelves properly against the wall. Place large or heavy objects on the lower side of the shelves. Keep fragile objects (glasses, crystals, porcelain, etc.) in closed and, if possible, low cabinets. Fix the relations of the lamps to the ceiling. Consult an expert about the situation of one's house in case of cracks in the walls or foundation. Keep inflammable or toxic products in locked closets, behind the shelves.

Mark the elevators with labels that indicate the prohibition from being used in case of fire or earthquake. If one rents a house, make sure it complies with the applicable seismic-resistant regulations. Identify the safe places of each room, such as under the table, near a resistance wall away from windows, mirrors, furniture or heavy shelves that could fall and cause injuries. Teach one's family how to react in case of earthquake. Keep basic objects like lanterns, radios with spare batteries in handy. Learn basic first aid and keep an appropriate first aid kit in handy.

Always have an appropriate amount of money, such as credit cards, if one owns such. During the earthquake: If one is inside a building. Stay inside without trying to get out, searching for the closest secure place. If one has to get out, never use the elevator, use the stairs. Stay away from external walls, windows, glass, show-cases of heavy furniture that could fall. If one can, shelter under a table, a bed or a resistant place. Do not light any kind of fire, as it could generate fires in case of broken gas pipes. If one is outside a building, keep calm and pay attention to the running vehicles, as they might do unexpected maneuvers. Do not stay close to buildings, as objects, glass etc might break down. If one drive a vehicle, pay attention to the possible inflow of panicked individuals that might crowd the road. Be careful if driving close to electric poles, degraded buildings, bridges or other kinds of buildings that could collapse. Remain inside the vehicle, as one will be protected by parking it in an open area and paying attention to the other vehicles that could make abnormal maneuvers.

Behavior regulations in case of fire: Always keep calm. Learn the emergency telephone numbers. Check the heat and electricity points inside one's house, in order not to have any lacks. Establish a gathering point for one's family in case one has to leave one's house or one can not get to it. In case of need, leave one's house and announce one's neighbors and emergency services. Do not take any risks if one does not have to. Let the professional teams do their job.

In case one can not leave one's house, take refuge near a window and signal the rescue teams to save I. Never enter a damaged house without the approval of the rescue team. Always listen to the instructions and do not make the salvation tasks more difficult.

Advices on the manipulation of pesticides and phytosanitary products: When working with phytosanitary products one will be in contact with some toxic and poisonous products, therefore it is very important to follow some basic advices. Always use impermeable clothes, such as: gloves, boots and protection breathing masks. Be very careful when preparing the mix of products. Do not eat, drink or smoke when working with such products. Avoid the presence of other people inside the greenhouse when the treatment is applied. When the disinfection is over, wash one's hands and the rest of the exposed body with plenty of soap and water. Remember that the work clothes can retain rests of the used products and that the manipulation of these clothes requires future hygiene measures. In case one feel sick or any kind of pain or any other strange symptoms after applying a treatment or after the manipulation of toxic substances, appeal to an emergency medical center with the prospects of the substances used.

**ANNEXES**

**INDEX OF STREETS IN THE MUNICIPALITY**

**USEFUL ADDRESSES AND PHONE NUMBERS**

**\*\* please use two columns**

**Town Hall of Roquetas** 950 33 85 85  
Municipal Office of Aguadulce 950 34 54 32  
Municipal Office of La Gloria 950348106  
Municipal Tourism Office 950 33 32 03  
Identity Card Office of Roquetas 950 32 52 73  
Land Registry Office 950 32 63 38

#### Emergencies

Serious Medical Emergencies: 061  
Toxicology emergencies (24 hours): 91 562 0420  
Emergencies from the Roquetas Health Center: 950 325 690

Red Cross in Roquetas de Mar: 950 322 912  
Hope Phone: 950 269 999  
Mountain and Sea Life Guard: 900 202 202  
Municipal Police of Aguadulce: 950 345 969  
Civil Protection: 950 321 432  
Environment Fire Fighting Center: 950 237 434  
Western Fire Fighters: 950 580 080 / 950 581 365  
Police: 062  
Roquetas Police Station: 950 320 011  
Aguadulce Police Station: 950 340 194

#### Document Management for Alien status in Almería

Office for Aliens 23 Hermanos Machado Str. Almería Phone no.: 950759310	Government Sub-Prefecture 19 Arapiles Str. Almería Phone no.: 950237755
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#### Authorized Notaries

Luis Enrique Lapiedra Frías 9 Maestro Serrano, 3º 04004 Almería. Phone no. 950.231.295	D. Jesús María Reguero Martín 15 Natalio Rivas Str. - 4º 04770 Adra (Almería). Phone no. 950.401.759
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#### TRANSLATORS AND INTERPRETERS

All languages 8 Marques de Heredia Square Almería Phone no.- 950240671	Translations from French 48 Roquetas Ave., 2ºB Roquetas de Mar-Almería Phone no.- 950324307 / 950320915
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#### Official Interest Centers

#### Treasury and Tax Office

##### Almería Prefecture

Prefecture Code: 04600  
62 Almería Str.  
04001 Almería  
Phone no.: 950 180 400

##### El Ejido Administration

Administration Code: 04104  
172 Bulevar Ave  
04700 El Ejido  
Phone no.: 950 48 33 11

##### Huerca-Overa Administration

Administration Code: 04053  
6 Antonio Beltrán Str.  
04600 Huércal-Overa  
Phone no.: 950 47 10 40

#### Judges / Civil Registry

27 Manuel Machado Square  
Phone no..- 950322408 / 950322408  
Fax: 950325564  
Roquetas de Mar - 04740

#### Social Insurance Offices in Almería

2 Fuente Victoria Str. 04007 ALMERIA (ALMERÍA) Phone no..- 950 180635 Fax: 950 180646	260 Granada Str. 04008 ALMERIA (ALMERÍA) Phone no..- 950 233767 Fax: 950 231395
8 Julio Cesar Str. 04700 EJIDO (EL) (ALMERÍA) Phone no..- 950 489767 Fax: 950 489796	S4. Julián Arcas Lacal Str. 04740 ROQUETAS DE MAR (ALMERÍA) Phone no..- 950 329519 Fax: 950 324993

#### Almería Traffic Office

- 4 Hermanos Machado,  
Almería P.O. Box 04071  
Phone no..- 950 242 222 - Fax: 950 239 302

## Andalusia Council

- Information for citizens  
Phone no.: 902 505 505
- Medicare Emergencies 061  
- Andalusia Equipment Stock. 28 Severo Ochoa Str.  
Postal Code: 29590  
Population: Campanillas (Málaga).  
Phone no.: 061
- Health Answers  
Phone no.: 902 505 060
- Emergencies 112  
Phone no.: 112
- Andalusia Tourist Information  
Phone no.: 901 200 020
- Tourism Information for Youth  
Phone no.: 902 510 000
- Information and Complaints for Women  
Phone no.: 900 200 999
- Environment Council Green Number  
Phone no.: 900 850 500
- Mistreated Adult Number  
Phone no.: 900 858 381
- General Employment Council Information  
Phone no.: 902 501 550
- Information about Contests and Employment of Vacancies in the Social Analysis System - SAS  
Phone no.: 901 400 017
- Consumer Information  
Phone no.: 900 849 090
- Youth Information  
Phone no.: 901 400 040
- Childhood Number  
Phone no.: 900 851 818
- Information on Extraordinary Social Aid  
Phone no.: 900 850 000
- Andalusiajunta Sesentaycinco Card Information  
Phone no.: 900 200 165
- Forest Fire Warnings  
Phone no.: 900 850 500
- Tobacco Information Numbers  
Phone no.: 900 850 300
- AIDS Information  
Phone no.: 900 850 100
- Drug Addiction Information  
Phone no.: 900 845 040

## Departments of the Local Andalusia Council in Almería

- **Employment** – 4, 7ª Hermanos Machado Str. – 04004  
Phone no.: 950011231
- **Justice and Public Administration** – 15 Alcalde Muñoz Str. – 04071  
Phone no.: 950006400
- **Health** - 101 Ronda Route. – 04071.  
Phone no.: 950013600

- **Environment** – 43 Reyes Católicos Str. – 04071  
Phone no.: 950012800

- **Education** – 125 Caridad Alley. Santa Isabel House. - 04071  
Phone no.: 950004500

- **Prefecture** - 68 Almería Alley. - 04071  
Phone no.: 950010100

- **Public Works and Transport** – 4 Hermanos Machado Str. - 04071  
Phone no.: 950011200

- **Social Equality and Welfare** – 12 Tiendas Str. - 04003  
Phone no.: 950006100

- **Tourism, Commerce and Sports** – 18 Gerona Str. - 04071  
Phone no.: 950004000

- **Economy and Finance** – 13 Trajano Str. - 04071  
Phone no.: 950002000

- **Innovation, Science and Enterprise** – 4, 2ª Hermanos Machado Str., -04003  
Phone no.: 950011300

- **Culture** - 125 Caridad Alley. 4 Floor - 04008  
Phone no.: 950011101

- **Agriculture and Fishing** – 4 Hermanos Machado Str., 3 Floor - 04004  
Phone no.: 950011000

#### **Women Counseling Office**

##### **Women Information Municipal Office**

96 Roquetas Ave.  
Phone no.- 950338384

##### **Andalusia Council**

District Prefecture for Social Equality and Welfare  
12 Tiendas Str.. Almería  
Phone no.- 950006100

##### **Other useful telephone numbers**

Sevillana Power Plant: 950 341 146  
Municipal Public Library of Roquetas: 950 324 328  
Municipal Public Library of El Parador: 950 348 024  
Municipal Public Library of Aguadulce: 950 347 896  
Municipal Office of Aguadulce: 950 345 432  
Municipal Tourism Office: 950 333 203  
Butane Gas: Repsol gas: 950 320 380  
Aguadulce Tax: 950 334 000  
Water Supply (Aguagest Roquetas): 950 325 320  
Aguadulce Post: 950 343 205  
Roquetas Post: 950 320 786  
Almería Airport: 950 213 700  
Train Station: 950 251 135  
Almería Harbor: 950 236 033

**INFORMATION CONCERNING LOCAL ENTITIES FOR IMMIGRATION AND NATURALIZATION OF ROQUETAS DE MAR (ALMERÍA),  
SET UP IN JUNE 2002.**

**ROQUETAS SANITARY DISTRICT**

**Social Analysis Systems S.A.S. HEALTH COUNCIL**

Epidemiologic Coordination / Appointment: PILAR BARAZA

Contact: PEPE VAZQUEZ

Phone no.- 950022150 / 65

FAX.- 950-950022157

[malonsoh@apr.sas.junta-Andalusia.es](mailto:malonsoh@apr.sas.junta-Andalusia.es)

Skiner Str., no nr.

El Ejido (Almería)

[pbaraza@apr.sas.junta-Andalusia.es](mailto:pbaraza@apr.sas.junta-Andalusia.es)

**MENTAL HEALTH**

Contact: PILAR VELA CONDOR

FAX.-950324003

Phone no.-950324003

**ASAJA** (Agrarian Association of the Young Farmers)

Officer of the Legal Professional Department: DORI BLANQUE PÉREZ

Phone no.- 950-29 09 56

FAX.- 950-29 24 87

[asaia@cajamar.es](mailto:asaia@cajamar.es)

218 Nijar Route; 2º-A

La Cañada de San Urbano (Almería)

**PARISH HOUSE**

Parish Priest: Manuel Cuadrado Martín

Phone no.- 950-32 06 29 / 950320303

Mª Dolores Duran

[cuadrado2000@teleline.es](mailto:cuadrado2000@teleline.es)

2 Constitución Square

Roquetas de Mar (Almería)

**AFRICA MISSIONARIES**

Parish S. Juan Bautista (200 houses)

Phone no.- 950-32 79 93

Contact: JESUS MARIA SAN JUAN BERASTEGUI

36 Mojonera Route

Roquetas de Mar (Almería)

**Workers' Union Work Boards Confederation CC.OO.**

Representative: Lola Granados

Phone no.- 950280643 / 619076983

FAX.-950263232

Representative in Roquetas: Moussa Diallo

950324736 / 658439682

[agroalimentaria-alm@and.ccoo.es](mailto:agroalimentaria-alm@and.ccoo.es)

Dr Marin Square

Roquetas de Mar

**UAGA-COAG** Farmers Business Administration

Contact:

Phone no.,- 950-553899

FAX.- 950-553823

[marodri@larural.es](mailto:marodri@larural.es)

44 Mojonera Road

04740 Roquetas de Mar (Almería)

**U.G.T. (General Workers' Union) Association**

14 Javier Sanz Str.; 4º

04001 Almería

Marian Alegría / María Valverde

Migration Office

Phone no.- 950-25 12 11

FAX.- 950-27 31 94

**SPANISH RED CROSS**

28 Nicolás Salmerón Park  
Officer in charge with immigrants' appointments: Javier H. Soriano  
Phone no.- 950-25 71 66  
FAX- 950-25 53 25  
[almeria@cruzroja.es](mailto:almeria@cruzroja.es)  
Roquetas Cheirman: Jose Manuel Navarro

**Puerto Parish**

Parish Priest: Ignacio Jimenez Carrasco  
Phone no.- 950320122

**"ALMERÍA PROTECTS"**

ALMERÍA Head office  
11 Padre Luque Str., 1º2  
Manager: JUAN ANTONIO MIRALLES  
Phone no.-950271575  
ROQUETAS DE MAR OFFICE  
7 Luis Martín Square  
Coordinator: DIEGO CAPARROS PEREZ  
Phone no.- 950-32 18 80  
FAX.- 950-32 18 80  
[almeriaacogeroquetas@hotmail.com](mailto:almeriaacogeroquetas@hotmail.com)

**IMMIGRANTS ASSOCIATIONS****Cultural Association for Immigrants GUINEA BISSAU**

Deputy Cheirman: CALILO FOFANA  
Phone no.- 950-32 43 56 / 620-616151  
FAX.- 950-32 43 56  
65 Baños Alley  
04740 Roquetas de Mar (Almería)

**A.M.I.R / A.I.L.A. Association of Immigrant Women of Roquetas**

Cheirman: MASIRE / BERNADETTE  
Phone no.- 950325361 / 686520571  
20 Zurbaran Str.; 1º-2  
Roquetas de Mar (Almería)

**MALI ASSOCIATION**

Contact: BABA DIARA  
Phone No. - 650742510

**MAURITANIA ASSOCIATION**

Contact: SANKARE HADYATOU  
Phone No. – 627234652 / 678336078

**ARGENTINA HOUSE OF ROQUETAS DE MAR**

Contact: MARIO ALBERTO ZARAGOZA  
PHONE NO.-950349185 / 654277306  
PACO CEPERO Str., 2 5ºE  
El Parador- Roquetas de Mar

**NAIPMAP-ROYAL NIGERIAN ASSOCIATION**

Contact Person: JOHNSON UYI EKPEN  
E-mail: [assoniq@yahoo.co.uk](mailto:assoniq@yahoo.co.uk)  
Phone no.: 606051962 / 950319927  
Fax: 950325684  
5 Saturno Str.  
Roquetas de Mar

**IGBO FAMILY ASSOCIATION**

Contact Person: SAM  
Phone no.- 699554755  
FAX.- 950319243  
5 Saturno Str.  
Roquetas de Mar

**USOFORAI**

Cheirman: IBRAHIMA SAGNA



Secretary: KEBA COLY  
Phone no..- 686362298 / 627302422  
9 Andalusia Square, 2º  
Roquetas de Mar

**MANDING KAFOO-UNION MANDINKA ASSOCIATION OF ROQUETAS DE MAR**

Contact: MANE BORAMA  
PHONE NO..- 605542027  
5 Saturno Str.  
Roquetas de Mar

**ATAESRO**

Contact: ANDRÉ MENDY  
Phone no..- 950-349680 / 950582099  
FAX.- 950-553106  
5Melilla Str.  
Roquetas de Mar

**GHANA ROYAL NATIONALS**

Contact: SAMUEL  
Phone no..- 646889120 / 610972104 / 320519  
14 Sorolla Str.  
Roquetas de Mar

**ARAG (GUINEA CONAKRY)**

Contact: MAMADU SAIDOU BAH  
Phone no..- 666926208 / 637982638  
FAX 950321640  
14 Velazquez  
04740 Roquetas de Mar

**ROMANIAN ASSOCIATION IN ROQUETAS DE MAR**

Contact: MARIA ANCUA MURESAN  
PHONE NO.: 610335789  
Roquetas de Mar

**DIANTABY WOMEN'S ASSOCIATION FOR THE DEVELOPMENT OF THE SUB-SAHARA AFRICA**

Contact: ANTA CICKE NGOM  
PHONE NO..- 696610919 / 680119976  
4 Mostoles Str.  
Roquetas de Mar

**EDO UNITED INDEPENDENCE ASSOCIATION**

Contact: JULIET AGHANA  
Phone no..- 630706680  
2 Tierra Str.  
Roquetas de Mar

**ATIME**

Puebla de Vicar Office  
Contact: ALHANNABI HAMZA  
Phone no..- 950555591 / 950554465  
3 Vicasol Str., 2ªA  
Vicar