



INDICATIVE DOCUMENTATION TO BE SUBMITTED FOR THE RENEWAL OF RESIDENCY PERMITS REGULATED BY LAW 14/2013

The initial permit and renewals will be granted for two years or for the duration of the employment or professional relationship if it is not an indefinite contract and its duration is shorter.

The renewal may be applied for 60 calendar days prior to the expiration of the permit. It may also be filed within 90 calendar days after expiration, notwithstanding that a penalty might be applied.

Applications must be submitted by the applicant personally, or through a representative, by filling the eForms on the Ministry of Employment and Social Security website. Access to all applications will be validated, therefore you must be provided with electronic ID.

<https://expinterweb.empleo.gob.es/ley11/inicio/showTramites.action?procedimientoSel=200&p roc=1>

WHICH DOCUMENTS MUST BE SUBMITTED FOR RENEWALS?

1. General documentation to be submitted in all renewal cases

- Completed application form, checking the "Renewal" box. The application will always be submitted by the permit holder except in case of underage children, which will be submitted by either parent or legal representative of the minor.
http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/ley_14_2013/index.html
- Copy of the Foreigners Identity Card – T.I.E. - (if you have been more than 6 months in Spain)
- **Up-to-date** copy of whole valid passport
- Fee payment receipt with each application (to be paid by the holder of the authorization and, in the case of underage children, the parent or legal representative of the child will make the payment on their behalf). You must use 038 form for the residence permit processing fee, available for downloading at :
https://sede.empleoyseguridadsocial.gob.es/es/sede_electronica/tramites/tasa-038/index.htm .

The amount payable will appear when checking the appropriate box in section 7.

2. INVESTORS

- Public or private health insurance arranged with an insurer authorized to operate in Spain.
- Proof of sufficient economic resources for himself and for the members of his family during their period of residence in Spain.
- Evidence that the investment has been maintained to this day.
- In the case of investments, the general interest business project: Report from the General Directorate of Trade and Investment (Ministry of Economy and Competitiveness) showing that the business project is still of general interest.



- In case any of the applicants (permit holder or resident relatives) has been absent from Spain for more than 6 months, a new certificate of criminal record must be submitted with each application.

3. ENTREPRENEURS

- Proof of compliance with the initial business plan, for which a report must be submitted by the General Directorate of International Trade and Investments of the Ministry of Economy and Competitiveness.

4. HIGHLY QUALIFIED WORKERS

- For all renewals of permits of highly qualified workers established in article 71, the maintenance of the employment or professional relationship with the company through the employment contract or accreditation of the professional relationship must be proved.

a. Executive or highly qualified personnel provided for in article 71.a)

1. Proof that the average of the workforce in the three months prior to the renewal is more than 250 workers.
2. Proof that the net annual turnover in Spain is higher than 50 million euros or proof that its volume of own funds or net worth in Spain is higher than 43 million euros in the last registered accounts.
3. Proof that the average gross annual investment, coming from abroad, is not less than 1 million euros in the three years immediately preceding the time of submission of the renewal.
4. The companies with investor stock or position's value must prove that their value is more than 3 million euros by means of a certificate from the Foreign Investments Registry of the Ministry of Economy and Competitiveness at the time of submitting the renewal.
5. In the case of SMEs, affidavit of the company stating that the economic activity that it carries out is still considered a strategic sector.

b. Managerial or highly qualified personnel forming part of a business project considered to be of general interest (71.b).

1. Report from the General Directorate of Trade and Investments of the Ministry of Economy and Competitiveness showing that the business project is still of general interest.

5. RESEARCHERS

- Employment contract or proof of professional relationship.

6. INTRA-COMPANY TRANSFER

- Company letter stating that the transfer is still in force.



- Certificate of Social Security coverage of the country of origin or declaration of the company in charge of the Social Security contributions in Spain.

7. RELATIVES

a. Spouse

- Affidavit from the immigration sponsor that the family bonds and its cohabitation is ongoing.
- Copy of whole valid passport.

b. Children

- Affidavit from the immigration sponsor that the family cohabitation is ongoing.
- Copy of whole valid passport.
- For those over 18 years and disabled, provide updated evidence/certificate of disability.

c. Ascendants

- Affidavit from the immigration sponsor that the family cohabitation is ongoing.
- Copy of whole valid passport.