

VISAS FOR HOLDERS OF VALID FOREIGN IDENTITY CARDS (TIE) THAT HAVE BEEN LOST, STOLEN, DESTROYED, OR UNUSABLE

DOCUMENTATION TO BE PRESENTED

General Considerations

Any foreigner who is not a national of an EU Member State or a Schengen State, residing in Spain and holding a valid Foreigner Identity Card (TIE) issued under the general regime, and who, having temporarily moved to their country of origin or previous residence, has lost or had said TIE stolen, or it has been destroyed or rendered unusable, may apply for authorization to return to Spain if they meet certain requirements.

Applications for return authorizations must always be submitted in person (those corresponding to minor applicants must be submitted by their parents or guardians). Applications may not be submitted through a representative or electronically under any circumstances. The applicant does not need to be a permanent resident in the corresponding consular district, but if they are a third-country national, they must be legally resident or at least provide proof of having no restrictions on leaving the country in which they are located.

The consular office may establish an appointment system for receiving applications for this type of visa. Granting an appointment for submitting a visa application does not automatically imply authorization.

Visa applications will be rejected for processing in the cases provided for in the Fourth Additional Provision of Organic Law 4/2000 of January 11, as well as in Article 26.1 of Royal Decree 1155/2024 of November 19.

In the case of incomplete applications or if any document submitted does not meet the legal requirements, the applicant will be required to correct them.

The issuance of a visa due to the loss/theft of a TIE (Spanish Visa Identification Number) by the Consular Office requires prior authorization from the corresponding Immigration Office, a process that takes 15 days from receipt.

If the visa is authorized, the deadline for collecting it is one month from its authorization. It may be collected in person or through a duly accredited representative (those issued to minors must be collected by their parents or guardians); after this period has elapsed without collecting it, the Consular Office will issue a resolution to file it due to renunciation. It may not be collected at a Consular Office other than the one that processed the application.

The visa holder has a maximum period of three months to enter Spain and must, in all cases, travel to Spain and present to the border authorities the same travel document used to process their visa, which includes the visa.

Possession of a valid visa of this type does not guarantee automatic entry to Spain. The holder must prove to the border authorities that they meet the requirements for issuing it. Nor does it, on its own, allow the holder to leave their country of origin, nationality, or residence, which may impose regulations in this regard.

Once entry into Spain has been authorized by the border authorities, the visa holder must ensure that their passport is stamped by them. If entering Spain from a Schengen State and therefore without crossing external borders, they must, within a maximum of three business days, go to a police station or an Immigration Office to sign an entry declaration.

The interested party (or their representative in the case of minors) has a maximum period of one month, starting from the day following the date of the entry stamp or from the date of signing the entry declaration, to request a duplicate of their Foreigner's Identity Card (TIE) from the corresponding Immigration Office.

If the visa is denied, the consular office will issue a decision rejecting the application, which will be communicated in writing to the interested party. This decision will include information on the legal basis for the denial, the available appeals, and the appropriate bodies to which they must be submitted.

¹ The application and documentation must be submitted in person at this Consulate General during business hours, Monday to Friday, from 9 a.m. to 1 p.m. Appointments are required at cog.melbourne.visappt@maec.es

Documentation to be submitted

All applicants must always present:

1. Original passport or travel document.
2. National visa application form (1 copy).
3. 1 photograph.
4. Alternatively:
 - 4a. In case of loss/theft of the TIE, a report must be filed with the local police.
 - 4b. In case of destruction of the TIE, a declaration of compliance.
 - 4c. If it has become unusable, the original TIE.
5. Any document that proves legal residence in Spain at the time of submitting the return authorization application: photocopy of the lost, stolen or destroyed TIE, certificate of registration in a Spanish municipality, pay slips, income tax return, school enrolment certificate in the case of minors, etc. NO

A notarial deed of statements WILL be valid.

6. Amount of the corresponding consular fee; if claiming free of charge, supporting documents.

In the case of minors, the following must also be presented:

7. Civil Registry certifications or documentation proving the minor's family relationship with the person representing them.
8. If these certifications cannot prove the relationship with the family member requesting reunification, any public document that allows determining or confirming the relationship (a simple declaration or notarial deed of statements is not valid) or, alternatively, DNA or densitometry tests.

If the applicant is a national of a third country, they must also present:

9. Any document that proves their legal residence in the country where they are submitting the application (visa, electronic residence authorization, entry stamp in the passport that verifies this circumstance, etc.). Alternatively, if the applicant is not legally resident, they must present a document issued by the local authorities authorizing their departure from the country.
10. If their legal status in the country of residence does not permit return authorization, a plane ticket from the intended point of entry into Spain to the country of their nationality must be presented. A ticket issued and paid for must be presented; a simple reservation is not sufficient.

General rules regarding the documentation to be presented

The passport or travel document must be recognized by Spain, must be valid for at least 4 months after the visa expiration date, and must have at least two blank pages. It must also allow return to the country of issue. **A photocopy of all pages, including blank ones, must be presented.**

The visa application form must be completed in all sections and signed by the applicant or, if the applicant is a minor, by both parents or guardians. Applications with unsigned forms will be deemed inadmissible. The residence or postal address (which must always be within the consular district), telephone number, and an email address must be clearly stated for communication purposes. This form is free of charge.

The photograph must comply with the technical requirements of ICAO Document 9303 (close-up of the head and shoulders, taken frontally, with eyes open, against a plain, light background, without glare, dark glasses, hats, or clothing obscuring the face, which must be visible from the hairline to the chin, taken within the six months prior to the visa application).

Civil Registry certificates and other Spanish and foreign documentation must not be older than three (3) months, and exceptionally (6) months. This Consular Office reserves the right to request apostilled² or, where appropriate, legalized foreign official documentation (except for a current bilateral or multilateral agreement³), as well as a translation into Spanish (documentation in English or French⁴ is accepted). The obligation to provide apostilled/legalized documents translated into Spanish falls on the applicant, who must assume the cost of these procedures.

The visa fee⁵ is also paid in advance and is not refunded to the applicant in the event of a visa denial.

An **original and a copy of all documents** must be submitted. Submitted documentation will not be returned (unless specifically and substantiated).

THIS CONSULAR OFFICE RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION OR CARRY OUT NECESSARY CHECKS IF IT DEEMS IT NECESSARY TO RESOLVE THE CASE. DOCUMENTATION PROVIDED THAT HAS NOT BEEN EXPRESSLY REQUESTED WILL NOT BE TAKEN INTO ACCOUNT WHEN RESOLVING THE CASE.

COMPLIANCE WITH THESE INSTRUCTIONS IS STRONGLY ENCOURAGED, AND INTERESTED PARTIES ARE KINDLY REQUESTED TO SUBMIT ALL REQUIRED DOCUMENTATION AT THE SAME TIME TO AVOID DELAYS IN VISA PROCESSING.

THIS CONSULAR OFFICE DOES NOT OFFER PHOTOCOPYING SERVICES TO THE PUBLIC.

² The updated list of member states of the Hague Convention of 5.10.1961, which abolishes the requirement for legalization of foreign public documents (Apostille Convention), can be consulted at the following link: <https://www.hcch.net/es/instruments/conventions/status-table/?cid=41>

³ Consult the list of current Conventions at this Consular Office.

⁴ For documents drawn up in other languages, please consult this Consular Office.

⁵ Please check the current fee for this type of visa at this consular office at the following link: <https://exterioresedicion.maec.es/Consulados/melbourne/es/Comunicacion/Noticias/Paginas/Precios-Recaudaci%C3%B3n-Consular-a-1012024.aspx> Please note that payment will only be accepted by money order or cash.