

Free Handbook. Not for sale.

# first steps guide for immigrants

All the basic  
information to live  
your Community  
[www.madrid.org](http://www.madrid.org)



La Suma de Todos

 CONSEJERÍA DE INMIGRACIÓN  
**Comunidad de Madrid**

guide **first steps** for immigrants

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**Comunidad de Madrid**

  
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Dear friend,

As the President of the Autonomous Community of Madrid and on behalf of its people, I would like to welcome you to Madrid.

Nowadays, Madrid is one of the most prosperous and dynamic regions in Europe. It faces the future with optimism and has the best future prospects for those persons willing to make an effort.

In Madrid no one is asked where they have come from, but instead where they are going. The key to success lies in the thousands of people like you that left their birthplace one day and came to Madrid to make their dreams come true and build a better future.

Thus, today's Madrid can be heralded the sum of all those people, their cultures, their traditions and their will. The result is a warm, friendly place, always grateful to all those people coming to work, live in harmony and give their best.

For these reasons, we want to help you in your hardest moments, which normally are the first days in a host society. This is why we have published this Guide.

This is a simple handbook aiming to answer the logical questions a newly-arrived person in Madrid may ask. I hope you will find this first steps guide of use in finding the support of the institutions on your arrival.

This Guide hopes to fulfil its expectations – to keep making Madrid, thanks to your contribution, the sum of us all.

Welcome!

Esperanza Aguirre Gil de Biedma  
President of the Autonomous Community of Madrid



Dear friend,

You are holding in your hands the second edition of the **First Steps Guide for Immigrants**. In it, you will find the necessary information to successfully start and get your new life and that of your family's under way in the Autonomous Community of Madrid.

These pages contain information and assessment about your legal rights and duties. You will learn the relevant proceedings in order to register yourself, claim health care, apply for residence and work permits, gain access to housing, the education system, social services and much more.

As the Councillor for Immigration, I aim to provide you with all the possible tools, to help you feel as Madrilenian as possible. This guide is an example of our common contribution to keep Madrid an open and welcoming region, full of opportunities and gratefulness to every one contributing to its progress and welfare, regardless of their origin.

With your help, we will continue to make Madrid an open and understanding region, together in respect and freedom, where diversity is an asset that makes us discover new cultural horizons and allows us to progress. I have every faith that you will find your place and be happy here. I hope this Guide will contribute decisively to making this happen.

Lucía Figar de Lacalle  
Councillor for Immigration



**GUIDE**  
**FIRST**  
**STEPS**  
**FOR**  
**IMMIGRANTS**

- First steps.....5
- Documentation, Residence and Work in Spain ...12
- Registration and Housing.....22
- Social Services .....26
- Public Health.....50
- Education .....52
- Employment.....64
- Women .....68
- Young people.....70
- Family .....72
- Transfer of funds and Finances.....76
- Nationality .....80
- Transport .....84
- List of Embassies and Consulates.....90
- Frequently Asked Questions .....104



# FIRST STEPS

## Where are you?

Spain is one of the European Union Member States. The Community of Madrid is one of the so-called Autonomous Communities into which Spain is divided. It is situated in the centre of Spain. Madrid is capital both of the Community and of Spain.

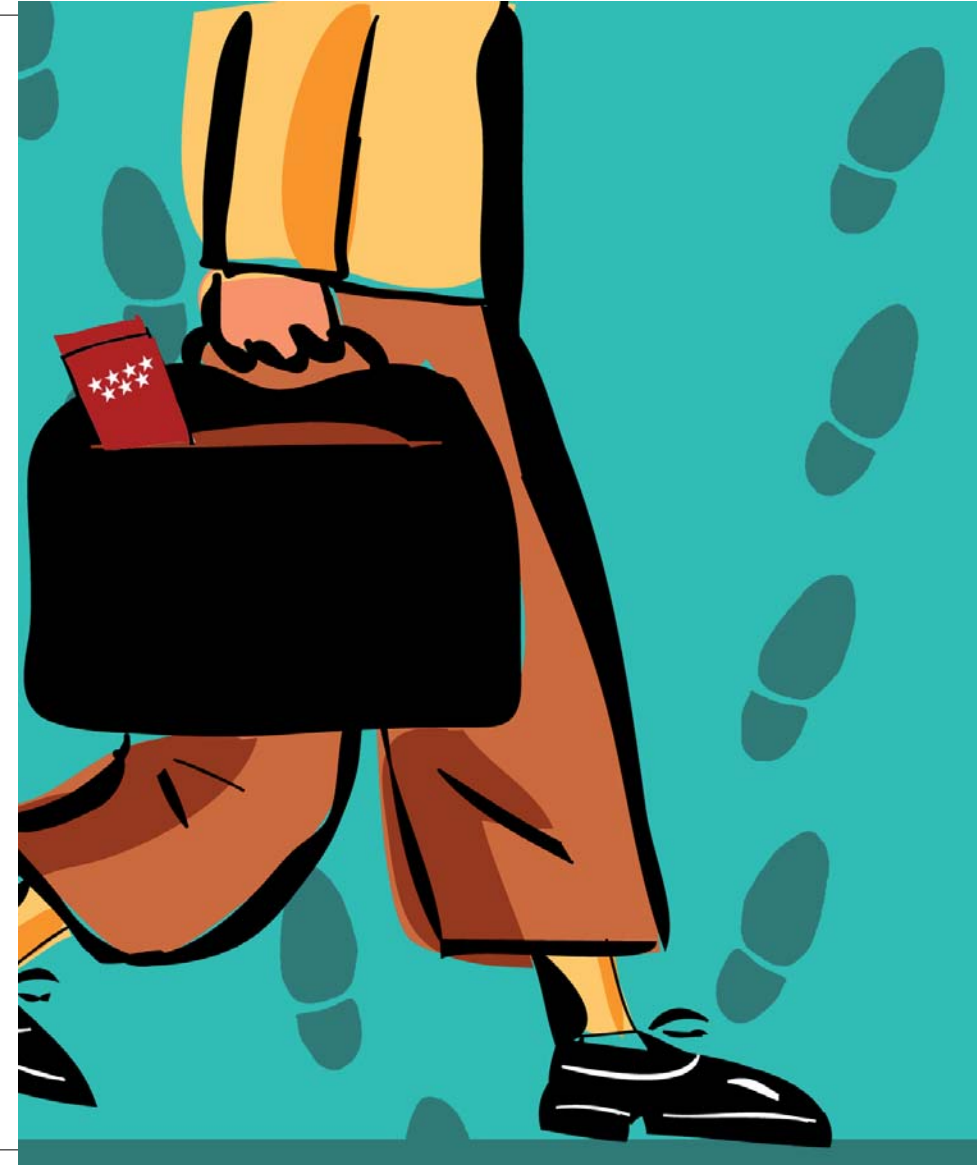
The Community of Madrid is made up of 179 municipalities. Each of these has a Town Hall in charge of organising its local services.

## Language

Spanish is the official language of Spain. The other languages of Spain (such as Catalan, Basque or Galician) are also official in their respective Autonomous Communities according to their statutes.

## Currency

The Euro is the official currency of Spain. One US Dollar is approximately 1.23 Euro (rate as at January 2006).



## Immigration

You can ask for information about your rights or immigration proceedings from the administration services at:

### - Citizen Information Line 012

Monday to Friday from 8 am to 10 pm

Weekends from 10 am to 10 pm

[www.madrid.org](http://www.madrid.org)

[www.inmigramadrid.org](http://www.inmigramadrid.org)

You can also have a look at these web sites and download the forms you need for free:

- Ministerio de Trabajo y Asuntos Sociales (Ministry of Employment and Social Affairs): [www.mtas.es](http://www.mtas.es)

- Ministerio del Interior (Ministry of Home Affairs): [www.mir.es](http://www.mir.es)

There are also many NGOs and charities that will be only too happy to offer you free guidance in your procedures regarding work permits, residence, family reunification, etc. If you want to learn who they are, contact:

### - Citizen Information Line 012

Monday to Friday from 8 am to 10 pm

Weekends from 10 am to 10 pm

[www.madrid.org](http://www.madrid.org)

[www.inmigramadrid.org](http://www.inmigramadrid.org)

## REMEMBER!



Should you enlist the aid of a private service, you are strongly advised to always ask for the invoice prior to payment.

## Security

According to Spanish law, every person having had an accident or been victim of an attack should report it immediately to the Police.

 Information phone number 900 150 000.

In most cases you can make a formal complaint by filling out a form available in several languages. However, if the situation calls for it, the Police will be pleased to hire the services of an interpreter.


If your passport has been stolen, you must certainly report it to the Police as well as to your country's embassy in Spain.

In such cases, foreigners in Spain are entitled to free legal assistance, should they lack financial resources.

### PLEASE NOTE!



### - Servicio de Atención a Víctimas de Delitos (SAV) (Crime Victim Support Service)

 C/ Julián Camarillo, 11-3ª planta, 28071 Madrid.

 García Noblejas

(Social workers)

 : 900 150 909 (Free call from a landline phone)

## Driving license



### Tourists in Spain

They can drive if they have a:

- Valid driving license
- International Driving License, issued in their home country of origin their national license translated into Spanish. This requirement does not apply to licenses issued within the European Union

### Spanish residents

People with a residence permit in Spain can only drive with the previously mentioned documents during their first six months after obtaining the permit. After that, they will need a Spanish driving license in order to drive.

### Converting your driving license

There are agreements to convert national driving licenses to Spanish license with the following countries: Andorra, Algeria, Argentina, Bulgaria, Chile, Colombia, South Korea, Croatia, Equador, Japan, Morocco, Peru, the Bolivarian Republic of Venezuela, Switzerland, Uruguay and Romania.

Driving licenses issued in Norway, Iceland and Liechtenstein are processed as EU licenses.

For further information and/or to make an appointment:

#### - Jefatura Provincial de Tráfico (Madrid's Traffic Department)

✉ C/ Arturo Soria, 143. 28043 Madrid.

📍 Arturo Soria

☎ : 91 301 85 00

Fax: 91 301 84 84

To arrange a meeting: 902 300 175

[www.dgt.es](http://www.dgt.es)

## PLEASE NOTE!



### Other procedures

There are other public services in the Community of Madrid you can use to enquire about several procedures:

#### - Community of Madrid Information Line:

☎ : 012

[www.madrid.org](http://www.madrid.org)

Monday to Friday from 8 am to 10 pm

Saturdays from 10 am to 10 pm

Sundays and bank holidays from 10 am to 2 pm

If you are calling from outside of Madrid:

☎ : 91 580 42 60

Monday to Friday from 9 am to 6 pm

Saturdays from 9 am to 1 pm

24 hour Information Line ☎ : 91 580 42 55

#### Madrid's City Hall Information Line:

☎ : 010

[www.munimadrid.es](http://www.munimadrid.es)

If you are calling from outside of Madrid:

☎ : 91 540 40 40 and 91 540 40 10

Monday to Friday from 8 am to 9 pm

Saturdays from 9 am to 2 pm (except August)

#### - Community of Madrid Social Services Information

✉ C/ Alcalá, 63. 28014 Madrid

☎ : 91 420 69 04

📍 Banco de España, Retiro





## Documentation, Residence and Work in Spain

It is important to know that if you are on Spanish territory, you have both the right and the duty to keep all documentation certifying your identity and/or your situation in Spain.

### European Union, European Economic Area and Swiss citizens

If you are a citizens of any of the States listed below, you have the right to enter, leave, circulate and stay freely on Spanish territory, as well as participating in professional work or leisure activities of any kind, on somebody else's behalf or your own, and to offer and receive services: Germany, Austria, Belgium, Denmark, Finland, France, Greece, Great Britain, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Norway, the Netherlands, Portugal, Sweden and Switzerland.

### Can my family live with me in Spain?

Yes. Your relatives, regardless of their nationality, have the right to live in Spain and are entitled to a residence card, on a relative of resident basis, with exactly the same validity as your own. Your relatives must apply for the corresponding card in case they are not nationals of any State where the community arrangement is applicable.

## Nationals of the States having joined the European Union on May 1, 2004

If you are a citizen of any of the States that joined the EU on May 1, 2004, such as Cyprus, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania, Malta, Poland and the Czech Republic, you will only need a valid passport or ID card to enter and stay in Spain as a tourist, a student, a self-employed person or non-lucrative resident.

To undertake any **activity as a self-employed person** you will share the same conditions as regular Spanish citizens.

In order to enter and stay in Spain as a **worker** (except for Cyprus and Malta, which have no restrictions) you must note the following:

- You will not need a visa, if your contract does not exceed 180 days.
- In case your residence in Spain (as a worker) does exceed 180 days:
- Prior to your arrival in Spain, you must obtain a residence and work visa from the Spanish Consular Office in the country of your nationality or residence.
- This type of visa will be issued once your employer has received the corresponding authorization in Spain.
- You must hand in your visa application in the Spanish Consular Office within 30 days after your employer has been granted the said authorization.

## Non European Union nationals

You are legally in Spain on a “stay” or Spain is your country of “residence”.

### What does “Stay” mean?

Stay means temporary residence in Spain throughout a period of less than 3 months. After that you must leave the country unless you apply for an extension or a residence permit, which you can do in a Police Station. (See address list on section “Alien Registration Card”).

### What does “Residence” mean?

Your situation is that of residence if you are the titleholder of a residence permit either temporary or permanent. In order to obtain one, you will need the corresponding visa, issued by the Consular Office or a Spanish Diplomatic Mission in your country of origin or residence.

Once you have entered Spain, you must personally apply for the Alien Registration Card within one month’s time.

The initial residence permit has a validity of one month and may be renewed. The legislation establishes a number of **exceptional** circumstances, where a temporary residence permit may be issued to foreign citizens in Spain, even though they do not comply with the requirements mentioned in the previous paragraph.

### PLEASE NOTE!



You can apply to:

#### - Ministry of Public Administration. Madrid's Local Office.

The organisation that deals with residence permits in exceptional circumstances, as well as family reunification.

 C/ García de Paredes, 65. 28010 Madrid

 : 91 272 90 00 / 44

 Rubén Darío

### Do I need a permit to work?

Yes. You need a permit to undertake any work or professional activity, either as a self-employed person or as a worker.

There are different types of permits, depending on whether you are self-employed or not, or if it is the first time you apply for one.

### What types of work permit can I get?

These are the main types you should know about:

#### If you want to undertake any lucrative activity, you can apply for an initial temporary residence and salaried work permit.

However, you should note that:

- It must be requested personally by your employer or the common representative (if it is a company).
- You must not be in an illegal situation in Spain when applying for the permit.
- It will be restricted to a specific sector, activity and geographical area.
- It will only be valid for one year and may be renewed.

#### If you want to be self-employed, you can apply for an initial temporary residence and self-employed work permit.

However, you should note that:

- You must not be in an illegal situation in Spain when applying for the permit.
- It will only be valid for one year and may be renewed.

## Where can I apply for the Work Permit?



### PLEASE NOTE!




#### - Ministry of Public Administration. Madrid's Local Office. Social Affairs and Work Area.

Application and renewal of work permits processed under the General Regime. Issue of Certificate for returning emigrants.

 C/ Bretón de los Herreros, 41. 28003 Madrid.

 : 91 272 94 00.  : 91 272 96 79 (Work information)

Queries on record procedure process  : 91 272 96 00 or [www.map.es](http://www.map.es)

Arrangement for appointment to hand in application  : 902 11 11 44

 Alonso Cano or Ríos Rosas

#### - Government's Local Office in Madrid

It is a body that deals with the temporary residence permits due to exceptional or humanitarian reasons, governmental reports for family reunification visas and minors' stay visas and the procedure and revocation of expulsion orders.

 C/ García de Paredes, 65. 28010 Madrid.

 : 91 272 90 00

## Students

To stay in Spain for study reasons:

- You must have a study visa issued by the Spanish Embassy or Consular Office in your country prior to your arrival in Spain.

In order to obtain this visa, you must show proof of admission in a scientific or teaching institution, either public or private, officially acknowledged. This institution must have financial resources to pay for your tuition fees, maintenance and travel expenses.

- Once in Spain, you must apply for the Alien Registration Card within a month of your arrival.

## Where can I request my Alien Registration Card?


You can ask request your Foreign ID Card at the Alien Department Offices or Police stations based on the province where you wish to settle down. You will need to show:

- Proof of identity.
- Receipt of fee payment.
- The corresponding visa, obtained prior to your arrival in Spain, if applicable.

**REMEMBER!**


The application for the Alien Registration Card must be submitted within one month of your arrival in Spain.


**PLEASE NOTE!****Alien Department Offices. Information. Ministry of Home Affairs:**

 : 900 150 000 (Free call from a landline phone).

**- Alien and Documentation Provincial Office**

Temporary and permanent residence permits, stay permit extensions, duplicates, address changes, certificates, inscription certificates and travel titles.

 Avda. de los Poblados, s/n. (Former Carabanchel Prison Hospital).  
28024 Madrid.

 : 91 322 85 67 / 68 / 69

Fax: 91 322 85 29

 Aluche

**- Alienage and Documentation Central Department**

EU citizen card, student card, return permits, residence certificates and non-resident certificates.

 C/ General Pardiñas, 90 duplicado. 28006 Madrid

 : 91 322 34 00

 : 900 150 000


Fax: 91 322 68 42 / 44

 Diego de León

**- Foreign Service Offices**


They deal with applications and queries about: Community cards. Student cards. Roots in Spain. Alien Registration Cards. Fingerprints. Stay permit extension. Card issue and delivery. Card duplicates because of theft, loss or deterioration. Return permit.

**PLEASE NOTE!****Alcalá de Henares**

 C/ Cid Campeador, 1. 28801 Alcalá de Henares

 : 91 879 63 90

**Alcobendas-San Sebastián de los Reyes**

 Avda. de España, 52. 28100 Alcobendas


 : 91 659 20 59

**Alcorcón**

 C/ Zamora, 10. 28922 Alcorcón


 : 91 486 15 92

**Aranjuez**

 C/ San Antonio, 41. 28300 Aranjuez


 : 91 891 03 77

**Coslada**

 C/ Guadalquivir, 16. 28820 Coslada


 : 91 674 67 50

**Fuenlabrada**

 Av. de los Ángeles, 9. 28940 Fuenlabrada

 : 91 492 08 21

**Getafe**

 C/ Churruca, 6. 28902 Getafe

 : 91 695 76 39

**Leganés**

 Av. de la Universidad, 27. 28911 Leganés

 : 91 481 10 09

**Móstoles**

✉ C/ Huesca, 13. 28934 Móstoles

☎ : 91 648 00 00

**Parla**

✉ C/ Juan Carlos I, 2. 28980 Parla

☎ : 91 699 09 12. Fax: 91 699 09 12

**Pozuelo de Alarcón**

✉ C/ Camino de las Huertas, 36. 28224 Pozuelo de Alarcón

☎ : 91 799 06 26

**Torrejón de Ardoz**

✉ C/ Hilados, 15 (Parque Cataluña). 28850 Torrejón de Ardoz

☎ : 91 678 17 98

**If you don't have a work and/or residence permit, you need to regularize your situation. Get legal advice:**

**Citizen Information Line 012**

[www.madrid.org](http://www.madrid.org)

[www.inmigramadrid.org](http://www.inmigramadrid.org)

**PLEASE NOTE!****- Ombudsman**

The Ombudsman is an institution aimed at defending the citizens' rights and liberties from the actuation of any Administrative body.

All the procedures carried out by the Ombudsman are completely free and no lawyer's assistance is needed.

✉ Zurbano, 42. 28010 Madrid.

Complaints:

☎ : 900 101 025 (24 hours)

Queries about complaints: ☎ : 91 432 79 00

Deaf and Heard of Hearing: ☎ : 91 432 79 75

For Immigration and Foreign Affairs: ☎ : 91 432 79 00

♠ Rubén Darío

[www.defensordelpueblo.es](http://www.defensordelpueblo.es)

✉ [registro@defensordelpueblo.es](mailto:registro@defensordelpueblo.es)



## Registration and Housing

### Registration

By “registration” we mean enrolling in the “Municipal Register”, where all the inhabitants of a city or village are listed. Both Spanish nationals and foreigners can register, irrespective of their legal status.

To register you need to provide your home details as well as a proof of residence (such as a tenancy agreement, a gas, electricity or telephone bill, etc.) If there is already a person of legal age registered in the same household, this person must also authorize the registration.

#### REMEMBER!



This procedure is undertaken in the City Hall.

If you are moving out, you must register in the new Municipality.

If you are a foreigner from outside the EU and have no permanent residence permit, your registration must be renewed every two years.

The municipality you are registered in is important, since all public and social services, as well as schooling and health centres, to name but a few, are organised according to geographical areas. You will gain access to the services offered by your municipality.

If you are moving to a new house, you must register in the new Municipality. You will also have to renew the registration every two years if you are a non-EU national and have no permanent residence permit.

Always ask for and keep the registration receipt, since it will be required for further procedures.

### Housing

In the Community of Madrid you can gain access to housing both by buying or renting a property.

You must know that there are regulations stating rights and duties of landlords and tenants alike. It is important that you know the regulations.

#### REMEMBER!



It is advisable that you carefully read all conditions in the agreement and not sign if you have any doubt, in which case you may seek for assistance in your City Hall or customer support organizations.

Resident foreigners are entitled to benefits from the State housing system on the same conditions as Spanish nationals.

The Community of Madrid has several services aiming at making the first access to housing easier: promotion of State-subsidized apartments (for rent and sale) and apartments for social integration (for rent), economic help to buy or rent a subsidized apartment, purchase or rent of public promotion houses.

**Should you have any queries regarding the conditions of the agreement get advice before signing:**

**Citizen Information Line 012**

**[www.madrid.org](http://www.madrid.org)**

**[www.inmigramadrid.org](http://www.inmigramadrid.org)**

**PLEASE NOTE!****- Community of Madrid General Architecture and Housing Office**

- Information and Demand service

✉ C/ Braganza, s/n. 28025 Madrid.

☎ : 91 580 47 69.

🚇 M Opañel

Monday to Friday from 9 am to 2 pm.

**- Community of Madrid Housing Planning Information Office**

✉ C/ Marcelina, 12. 28029 Madrid.

☎ : 91 315 55 88.

☎ : 91 315 74 86.

🚇 M Ventilla, Valdeacederas

**- Community of Madrid Housing Office**

✉ Avda. de Asturias, 28. 28029 Madrid.

☎ : 012.

**- Immigrants' Access to Housing Mediation Programme**

A mediation service for people that encounter problems renting a property (due to the lack of an employment contract or payslip).

They work on a two-way basis: both with tenants (who are assessed about anything regarding rent in Spain: rights and duties, procedures... 'c9) and with landlords (bringing them closer to the tenants, as well as making sure they know and comply with their duties as landlord/landlady).

This service is available at the Asociación Provienda:

✉ Avda. de Oporto, 8. 28025 Madrid.

☎ : 91 560 45 59.

☎ : 91 569 84 20.

Fax: 91 560 83 95

🚇 M Oporto

**REMEMBER!**

Should you have any problem regarding housing or accommodation, do not hesitate to visit the nearest Social Service Centre and ask for information and assessment. Many City Halls have their own plans and offer help in terms of housing (see addresses in the next chapter).



## Social Services

These centres come under their corresponding City Hall and will inform, assess and help you solve any single problem you may have (such as home-help service, assistance to children, etc.). Should you have a personal, family or social problem of any kind, your nearest centre should be your first port of call.

They will be happy to give you information about resources in your area as well as immigrants' associations.

You can go straight away to the Social Services Centre in the Municipality you are registered in. If you are not registered, you can go to the centre closest to your place and ask for information.

### PLEASE NOTE!



#### Community of Madrid Social Services Centres

##### Ayuntamiento de Alcalá de Henares

- Centro de Servicios Sociales "Pza. de Navarra"

✉ C/ Sigüenza, s/n. 28804 ALCALÁ DE HENARES

☎ : 91 879 69 78

##### Ayuntamiento de Alcobendas

- Centro de Servicios Sociales

✉ Libertad, 6. 28100 ALCOBENDAS

☎ : 91 663 70 01

##### Ayuntamiento de Alcorcón

- Centro de Servicios Sociales

✉ C/ General Dávila, 1-3. 28924 ALCORCÓN

☎ : 91 610 66 11

- Centros de Servicios Sociales: "El Tejar"

✉ Pza. del Tejar, 4. 28921 ALCORCÓN

☎ : 91 664 85 03 / 04

##### Ayuntamiento de Algete

- Centro de Servicios Sociales

✉ C/ Limón Verde, 2. 28110 ALGETE

☎ : 91 620 49 18

##### Ayuntamiento de Aranjuez

- Centro de Servicios Sociales

✉ C/ Primero de Mayo, 1. 28300 ARANJUEZ

☎ : 91 892 15 46

- Centro Social "Las Aves"

✉ C/ Zorzales, 17. 28300 ARANJUEZ

☎ 91 871 67 64.

##### Ayuntamiento de Arganda del Rey

- Centro de Servicios Sociales

✉ C/ Virgen del Pilar, 1. 28500 ARGANDA DEL REY

☎ : 91 871 13 44

- Centro de Servicios Sociales "La Poveda"

✉ C/ Monte Alegre, 11. 28500 ARGANDA DEL REY

☎ : 91 870 20 95

**Ayuntamiento de Boadilla del Monte**

- Centro de Servicios Sociales

✉ C/ Arco, 4. 28660 BOADILLA DEL MONTE

☎ : 91 632 49 10 / 11

**Ayuntamiento de Colmenar Viejo**

- Centro de Servicios Sociales

✉ Ctra. de Hoyo de Manzanares, 20. 28770 COLMENAR VIEJO

☎ : 91 846 12 10

**Ayuntamiento de Collado Villalba**

- Centro de Servicios Sociales

✉ Pza. del Príncipe de España, s/n. 28400 COLLADO-VILLALBA

☎ : 91 850 69 61

**Ayuntamiento de Coslada**

- Centro de Servicios Sociales

✉ Pza. Mayor, 35. 28820 COSLADA

☎ : 91 627 82 98

- Centro de Servicios Sociales

✉ Avda. Madrid, s/n. 28820 COSLADA

☎ : 91 671 63 28

- Servicio de Orientación para Personas Inmigrantes

✉ C/ Pablo Picasso, 8. 28820 COSLADA

☎ : 91 594 38 03

**Ayuntamiento de Fuenlabrada**

- Centro de Servicios Sociales

✉ Avda. de la Hispanidad, 1 Bis. 28940 FUENLABRADA

☎ : 91 492 28 00

- Centro de Servicios Sociales

✉ Avda. de Europa, 7. 28943 FUENLABRADA

☎ : 91 690 75 46

- Centro de Servicios Sociales

✉ C/ Pinto, 10 28944 FUENLABRADA

☎ : 91 697 64 00 / 04

- Centro de Servicios Sociales

✉ Pza. de las Artes, 1. 28942 FUENLABRADA

☎ : 91 604 50 58 / 50

**Ayuntamiento de Galapagar**

- Centro de Servicios Sociales

✉ C/ Juan Fraile 1, 2º. 28260 GALAPAGAR

☎ : 91 858 57 28. RENFE Station: La Navata

**Ayuntamiento de Getafe**

- Centro de Servicios Sociales

✉ C/ Hospital de San José, 4. 28901 GETAFE

☎ : 91 202 73 67. RENFE Station: Getafe Centro

- Centro Cívico Las Margaritas

✉ Avda. de las Ciudades, 11. 28903 GETAFE

☎ : 91 682 33 57

- Centro Cívico Juan de la Cierva

✉ Pza. de las Provincias, s/n. 28903 GETAFE

☎ : 91 681 25 10

- Centro de Servicios Sociales Sector III

✉ Avda. Arcas del Agua, 1. 28905 GETAFE

☎ : 91 682 61 11

- Centro de Servicios Sociales San Isidro

✉ C/ Leoncio Rojas, 18. 28901 GETAFE

☎ : 91 683 33 00

- Centro de Servicios Sociales Barrio de la Alhóndiga

✉ Pza. Pazos Pría, s/n. 28904 GETAFE

☎ : 91 682 00 12

- Centro Cívico Perales del Río

✉ Avda. Francisco Chico Méndes, s/n. 28909 GETAFE

☎ : 91 684 70 60

- Getafe Norte. Centro de Promoción Comunitaria

✉ Avda. Rigoberta Menchú, s/n. 28903 GETAFE

☎ : 91 601 73 90

- Centro Cívico el Bercial

✉ Avda. de Buenos Aires, 2. 28905 GETAFE

☎ : 91 681 76 90

### Ayuntamiento de La Cabrera

- Centro de Servicios Sociales

✉ Pza. de la Concepción, 1. 28751 LA CABRERA

☎ : 91 868 81 54

### Ayuntamiento de Las Rozas de Madrid

- Centro de Servicios Sociales

✉ C/ Comunidad de la Rioja, 2. 28230 LAS ROZAS DE MADRID

☎ : 91 637 72 63

### Ayuntamiento de Leganés

- Centro de Servicios Sociales

✉ C/ Juan Muñoz, 9. 28911 LEGANÉS

☎ : 91 248 90 00 / 92 90

- Centros de Servicios Sociales Zona La Fortuna

✉ C/ San Amado, 20 esquina C/ Santo Domingo. 28917 LEGANES

☎ : 91 248 95 21

- Centro de Servicios Sociales "Ramiro de Maeztu"

(Zona Zarzauquemada, Carrascal and Leganés-Norte area)

✉ C/ Mayorazgo, 25. 28915 LEGANES

☎ : 91 248 92 10

## Ayuntamiento de Madrid

**SAMUR SOCIAL.** Social Phone assistance, information, support, referral and link to other specific centres and coordination with mobile medical units.

☎ : 900 100 333 (Free call from a landline phone).

### Distrito de Arganzuela.

- Centro de Servicios Sociales "Casa del Reloj"

✉ Pº Chopera, 10. 28045 MADRID

☎ : 91 588 62 65

### Distrito de Barajas.

- Centro de Servicios Sociales "Teresa de Calcuta"

✉ Pza. del Navío, 4. 28042 MADRID

☎ : 91 329 59 20

### Distrito de Carabanchel.

- Centro de Servicios Sociales "Monseñor Oscar Romero"

✉ C/ Monseñor Oscar Romero, 42. 28025 MADRID

☎ : 91 360 29 81

### Distrito de Centro.

- Centro de Servicios Sociales "Puerta de Toledo"

✉ C/ La Paloma, 39. 28005 MADRID

☎ : 91 588 50 67 / 68

### Distrito de Ciudad Lineal.

- Centro de Servicios Sociales "Luis Vives"

✉ C/ Hermanos García Noblejas, 160. 28037 MADRID

☎ : 91 440 23 60

### Distrito de Chamartín.

- Centro de Servicios Sociales "Santa Hortensia"

✉ C/ Santa Hortensia, 15. 28002 MADRID

☎ : 91 510 68 50

**Distrito de Chamberí.**

- Centro de Servicios Sociales "Galileo"

✉ C/ Luchana, 23 - 2º. 28010 MADRID

☎ : 91 591 51 20

**Distrito de Fuencarral-El Pardo.**

- Centro de Servicios Sociales

✉ C/ Badalona, 122. 28034 MADRID

☎ : 91 735 55 10 (Centralita)

**Distrito de Hortaleza.**

- Centro de Servicios Sociales "Concepción Arenal"

✉ C/ Javier del Quinto c.v Torquemada. 28043 MADRID

☎ : 91 382 15 63

**Distrito de Latina.**

- Centro de Servicios Sociales "Camarena"

✉ C/ Los Yebenes, 241 (Bis). 28047 MADRID

☎ : 91 719 65 00

- Centro de Servicios Sociales "Gallur"

✉ C/ Gallur, s/n. 28047 MADRID

☎ : 91 422 03 40

**Distrito de Moncloa-Aravaca.**

- Centro de Servicios Sociales "Dehesa de la Villa"

✉ C/ Antonio Machado, 22. 28035 MADRID

☎ : 91 373 02 24

**Distrito de Moratalaz.**

- Centro de Servicios Sociales "Fuente Carrantona"

✉ C/ Fuente Carrantona, 8. 28030 MADRID

☎ : 91 588 74 62. (Special Assistance)

☎ : 91 588 04 62. (First Assistance)

**Distrito de Puente de Vallecas.**

- Centro de Servicios Sociales "San Diego"

✉ C/ Javier de Miguel, 10, c.v. a Carlos Martín Alvarez. 28018 MADRID

☎ : 91 757 19 00

- Centro de Servicios Sociales "Entrevías"

✉ C/ Yuste, 8. 28053 MADRID

☎ : 91 507 92 70

- Centro de Servicios Sociales "Pablo Neruda"

✉ C/ Gerardo Diego 8. 28018 MADRID

☎ : 91 380 68 40

- Centro de Servicios Sociales "Ramón Pérez de Ayala"

✉ C/ Ramón Pérez de Ayala, s/n. 28038 MADRID

☎ : 91 502 19 11

**Distrito de Retiro.**

- Centro de Servicios Sociales

✉ C/ José Martínez de Velasco, 22. 28007 MADRID

☎ : 91 557 13 00

**Distrito de Salamanca.**

Centro de Servicios Sociales "Guindalera"

✉ C/ Pilar de Zaragoza, 28. 28028 MADRID

☎ : 91 713 07 01

**Distrito de San Blas.**

- Centro de Servicios Sociales "San Blas"

✉ C/ San Faustino, s/n. 28022 MADRID

☎ : 91 371 73 84

**Distrito de Tetuán.**

Centro de Servicios Sociales "María Zayas"

✉ Travesía María Zayas, s/n. 28039 MADRID

☎ : 91 449 21 40

**Distrito de Usera.**

Centro de Servicios Sociales "San Filiberto"

✉ C/ San Filiberto, 7. 28026 MADRID

☎ : 91 565 60 21

**Distrito de Vicálvaro.**

- Centro de Servicios Sociales

✉ Avda. Real, 36. 28032 MADRID

☎ : 91 775 31 50

**Distrito de Vallecas Villa.**

- Centro de Servicios Sociales

✉ C/ Peña Veiga, s/n. 28031 MADRID

☎ : 91 380 79 46

**Distrito de Villaverde.**

- Centro de Servicios Sociales "Villalonso"

✉ C/ Villalonso, 12. 28021 MADRID

☎ : 91 588 89 21. RENFE Station: Puente Alcocer

**Ayuntamiento de Majadahonda.**

- Centro de Servicios Sociales

✉ C/ Mieses, 16. 28220 MAJADAHONDA

☎ : 91 634 91 29

**Ayuntamiento de Meco.**

- Centro de Servicios Sociales

✉ Pza. de la Constitución, 1. 28880 MECO

☎ : 91 886 00 03

**Ayuntamiento de Móstoles.**

- Centro de Servicios Sociales

✉ Avda. Juan XXIII, 6. 28934 MÓSTOLES

☎ : 91 618 51 51

**Ayuntamiento de Nuevo Baztán.**

- Centro de Servicios Sociales

✉ C/ Del Prado 9. 28514 NUEVO BAZTÁN

☎ : 91 872 54 48

**Ayuntamiento de Parla.**

- Centro de Servicios Sociales

✉ C/ Ramón y Cajal, 5 posterior. 28980 PARLA

☎ : 91 698 02 61

- Centro de Servicios Sociales Zona A

✉ C/ Pablo Casal, s/n (MERCA II). 28980 PARLA

☎ : 91 605 25 61.

- Centro de Servicios Sociales Zona B

✉ C/ Purísima Concepción, 1. 28980 PARLA

☎ : 91 605 14 74.

**Ayuntamiento de Pinto.**

- Centro de Servicios Sociales

✉ C/ Federico García Lorca, 12 (Centro Municipal). 28320 PINTO

☎ : 91 248 38 00

**Ayuntamiento de Pozuelo de Alarcón.**

- Centro de Servicios Sociales

✉ Pza. Padre Vallet, s/n (Ayuntamiento Viejo). 28223 POZUELO DE ALARCÓN

☎ : 91 452 27 24 / 25

**Ayuntamiento de Rivas-Vaciamadrid.**

- Centro de Servicios Sociales

✉ C/ Acacias, 122. 28529 RIVAS-VACIAMADRID

☎ : 91 666 60 49

**Ayuntamiento de San Fernando de Henares.**

- Centro de Servicios Sociales

✉ Avda. de Irún, s/n. 28830 SAN FERNANDO DE HENARES

☎ : 91 674 00 14

**Ayuntamiento de San Sebastián de los Reyes.**

- Centro de Servicios Sociales

✉ C/ Federico García Lorca, s/n - Urbaniz. Rosa de Luxemburgo  
28700 SAN SEBASTIAN DE LOS REYES

☎ : 91 654 08 22

**Ayuntamiento de Torrejón de Ardoz.**

- Centro de Servicios Sociales

✉ Avda. Virgen Loreto, 2. 28850 TORREJÓN DE ARDOZ

☎ : 91 656 69 12

**Ayuntamiento de Tres Cantos.**

- Centro de Servicios Sociales

✉ Pza. de la Estación, 4. 28760 TRES CANTOS

☎ : 91 293 81 91

**Ayuntamiento de Valdemoro.**

- Centro de Servicios Sociales

✉ C/ Eloy López de Lerena, 20. 28340 VALDEMORO

☎ : 91 809 96 39

**Ayuntamiento de Valdetorres del Jarama.**

- Centro de Servicios Sociales

✉ Pza. de la Constitución, 1. 28150 VALDETORRES DEL JARAMA

☎ : 91 841 51 64

**Ayuntamiento de Villaviciosa de Odón.**

- Centro de Servicios Sociales

✉ Avda. Príncipe de Asturias, 199. 28670 VILLAVICIOSA DE ODÓN

☎ : 91 616 38 02

**Demarcación (Zona Básica) de El Molar.**

Practice area: El Molar, Guadalix de la Sierra, Pedrezuela, S. Agustín de Guadalix.

- Centro de Servicios Sociales

✉ Pza. Mayor, 1. 28710 EL MOLAR

☎ : 91 841 10 65

**Demarcación (Zona Básica) de Navalcarnero.**

Practice area: Navalcarnero, El Álamo, Sevilla la Nueva, Villamanta, Villamantilla, Villanueva de Perales.

- Centro de Servicios Sociales

✉ C/ Libertad, 6. 28600 NAVALCARNERO

☎ : 91 810 12 51 / 56

**Demarcación (Zona Básica) Torres de la Alameda.**

Practice area: Torres de la Alameda, Anchuelo, Corpa, Pezuela de las Torres, Santorcaz, Valverde de Alcalá, Villalbilla.

- Centro de Servicios Sociales

✉ C/ Mayor, 42. 28813 TORRES DE LA ALAMEDA

☎ : 91 886 82 59

**Mancomunidad "Las Cañadas".**

Practice area: Miraflores de la Sierra, El Boalo, Manzanares el Real, Soto del Real.

- Centro de Servicios Sociales

✉ C/ Paloma 1. 28791 SOTO DEL REAL

☎ : 91 847 60 04. Fax: 91 847 86 55

**Mancomunidad "Los Pinares".**

Practice area: Aldea del Fresno, Cadalso de los Vidrios, Cenicientos, Colmenar de Arroyo, Chapinería, Navas del Rey, Pelayos de la Presa, Rozas de Puerto Real, San Martín de Valdeiglesias, Villa del Prado.

- Centro de Servicios Sociales

✉ Ctra. de Avila, 1. 28680 SAN MARTIN DE VALDEIGLESIAS

☎ : 91 861 09 61 / 28 85

**Mancomunidad "Sierra Oeste".**

Practice area: Colmenarejo, El Escorial, Fresnedillas de la Oliva, Navalagamella, Robledo de Chavela, San Lorenzo de El Escorial, Sta. M<sup>a</sup> de la Alameda, Valdemaqueda, Valdemorillo y Zarzalejo.

- Centro de Servicios Sociales

✉ C/ Juan de Toledo, 27 - planta baja. 28200 SAN LORENZO DE EL ESCORIAL

☎ : 91 896 04 15

**Mancomunidad de Servicios Sociales 2016.**

Practice area: Ajalvir, Camarma de Esteruelas, Cobeña, Daganzo, Fresno de Torote, Fuente El Saz, Paracuellos del Jarama, Ribatejada, Los Santos de la Humosa, Talamanca de Jarama, Valdeavero, Valdeolmos-Alalpardo, Valdepiélagos.

- Centro de Servicios Sociales

✉ C/ San Juan, 15. 28814 DAGANZO DE ARRIBA

☎ : 91 884 53 31

**Mancomunidad de Servicios Sociales Sierra Norte.**

Practice area: La Acebeda, Alameda del Valle, El Atazar, El Berrueco, Berzosa del Lozoya, Braojos, Buitrago de Lozoya, Bustarviejo, Cabanillas de la Sierra, Canencia, Cervera de Buitrago, Garganta de los Montes, Gargantilla de Lozoya, Gascones, La Hiruela, Horcajo de la Sierra, Horcajuelo, Lozoya, Lozoyuela, Madarcos, Montejo de la Sierra, Navalafuente, Navarredonda, Patones, Pinilla del Valle, Piñuécar, Prádena del Rincón, Puebla de la Sierra, Puentes Viejas, Rascafría, Redueña, Robledillo de la Jara, Robregordo, La Serna del Monte, Somosierra, Torrelaguna, Torremocha del Jarama, Valdemanco, El Vellón, Venturada, Villavieja de Lozoya.

- Centro de Servicios Sociales

✉ Avda. de Madrid, 32. 28752 LOZOYUELA

☎ : 91 869 43 37

**Mancomunidad de Servicios Sociales THAM.**

Practice area: Torrelozones, Alpedrete, Hoyo de Manzanares, Moralzarzal.

- Centro de Servicios Sociales

✉ C/ Carlos Picabea, 1 - 3<sup>a</sup> planta. 28250 TORRELOZONES

☎ : 91 856 21 50 / 51

**Mancomunidad de Servicios Sociales y Consumo "La Maliciosa".**

Practice area: Guadarrama, Becerril de la Sierra, Cercedilla, Collado Mediano, Los Molinos y Navacerrada.

- Centro de Servicios Sociales

✉ C/ Recaredo Collar, 6. 28440 GUADARRAMA

☎ : 91 854 84 41 / 12 17

**Mancomunidad Este de Madrid MISSEM.**

Practice area: Ambite, Campo Real, Loeches, Nuevo Baztán, Olmeda de las Fuentes, Pozuelo del Rey, Villar del Olmo.

- Centro de Servicios Sociales

✉ C/ El Moral, 25. 28510 CAMPO REAL

☎ : 91 873 34 14 / 33 38

**Mancomunidad Intermunicipal "Las Vegas".**

Practice area: Colmenar de Oreja, Chinchón, Ciempozuelos, Morata de Tajuña, San Martín de la Vega, Titulcia, Villaconejos.

- Centro de Servicios Sociales

✉ Avda. Generalísimo, 24 - 2<sup>a</sup> planta. 28370 CHINCHÓN

☎ : 91 893 50 51

**Mancomunidad Intermunicipal del Sudeste MISECAM.**

Practice area: Belmonte de Tajo, Brea de Tajo, Carabaña, Estremera, Fuentidueña de Tajo, Orusco de Tajuña, Perales de Tajuña, Tielmes, Valdaracete, Valdelaguna, Valdilecha, Villamanrique de Tajo, Villarejo de Salvanés.

- Centro de Servicios Sociales

✉ C/ Luis Requesens, 2. 28590 VILLAREJO DE SALVANÉS

☎ : 91 874 48 41

**Mancomunidad Intermunicipal La Encina.**

Practice area: Brunete, Quijorna, Villanueva de la Cañada y Villanueva del Pardillo.

- Centro de Servicios Sociales

✉ C/ Molino, 2. 28691 VILLANUEVA DE LA CAÑADA

☎ : 91 811 76 50

**Mancomunidad Mejorada/Velilla.**

Practice area: Mejorada del Campo y Velilla de San Antonio.

- Centro de Servicios Sociales

✉ Pza. España, 1 (Antiguo Edif. Ayuntamiento). 28840 MEJORADA DEL CAMPO

☎ : 91 679 33 56

**Mancomunidad Suroeste.**

Practice area: Arroyomolinos, Batres, Casarrubuelos, Cubas de la Sagra, Griñón, Humanes de Madrid, Moraleja de Enmedio, Serranillos del Valle, Torrejón de la Calzada, Torrejón de Velasco.

- Centro de Servicios Sociales

✉ C/ Miguel Hernández, 8. 28971 GRIÑÓN

☎ : 91 814 16 22

**OTHER CENTRES:**

There are other centres offering several services in matter of immigration. They depend on the Regional Bureau for Immigration and Cooperation, which is a division of the Community of Madrid Council for Immigration.

**PLEASE NOTE!****OFRIM. Regional Immigration Office.**

It is a division of the Directorate for Immigration, which belongs to the Regional Bureau for Immigration and Cooperation..

If you wish to contact this Centre, call the Citizen Information Line 012 and you will be informed about rights, duties, social services, associations, resources, procedures and so on.

**EMSI. School of Social Mediators for Immigration.**

A public service, whose main goal is contributing to the full integration of foreign and local people into our society. They train on immigration matters, intercultural mediation and organise campaigns to raise awareness and positive attitudes and values towards intercultural coexistence.

✉ C/ Jardines, 4. 28013 Madrid

☎ : 91 701 13 45

Fax. 91 701 13 44

📍 Sol, Gran Vía

**CASI. Centre for Immigrant Social Assistance.**

There are 19 CASI centres in the Community of Madrid. They will offer you social, psychological, legal and work counselling. They also carry out several education and intercultural activities and may offer temporary accommodation for emergency reasons.

If necessary, your Social Service Centre will issue a social report and you will be referred to a CASI centre. You cannot report to a CASI centre directly.

**CASI Collado Villalba**

Practice area: Collado Villalba, Colmenar Viejo, Tres Cantos, Demarcación de Guadarrama (Guadarrama, Beceril de la Sierra, Cercedilla, Collado Mediano, Los Molinos, Navacerrada) Demarcación de Torreloz (Alpedrete, Hoyo de Manzanares, Moralzarzal, Torreloz), Demarcación Miraflores de la Sierra (Miraflores de la Sierra, El Boalo, Manzanares el Real, Soto del Real)

✉ C/ Marqués de Valdeavía, 2 semiesquina C/ Juan XXIII  
28400 Collado Villalba

☎ : 91 840 61 14

Fax: 91 840 60 99

Association: Madrid's Red Cross

**CASI Fuenlabrada**

Practice area: Fuenlabrada, Leganés, Parla y Demarcación de Griñón (Arroyomolinos, Batres, Casarrubuelos, Cubas de la Sagra, Griñón, Humanes de Madrid, Moraleja de Enmedio, Serranillos del Valle, Torrejón de la Calzada, Torrejón de Velasco)

✉ C/ Extremadura, 8  
28944 Fuenlabrada

☎ : 91 685 61 11

Fax: 91 615 81 50

Association: Spanish Commission for Refugee Assistance

**CASI Galapagar**

Practice area: Zona Galapagar (Galapagar, Colmenarejo), Zona San Lorenzo de El Escorial (El Escorial, San Lorenzo de El Escorial, Valdemorillo, Zarzalejo), Zona Robledo de Chavela (Fresnedillas de la Oliva, Santa María de la Alameda, Valdemaqueda, Navalagamella, Robledo de Chavela)

✉ C/ Mercado, 10

28260 Galapagar

☎ : 91 858 71 58

Fax: 91 859 78 37

Association: Movement for Peace, Demilitarisation and Freedom

**CASI Getafe**

Practice area: Getafe, Pinto, Aranjuez, Valdemoro y Demarcación Las Vegas (Colmenar de Oreja, Chinchón, Ciempozuelos, Morata de Tajuña, San Martín de la Vega, Titulcia, Villaconejos)

✉ C/ Madrid, 71 - 3º D

28902 Getafe

☎ : 91 683 53 17

Fax: 91 683 49 64

Association: Spanish Commission for Refugee Assistance

**CASI Madrid - Centro**

Practice area: Centro

✉ C/ Casino, 5

28005 Madrid

☎ : 91 539 63 48

Fax: 91 539 63 42

Association: Fundación CIPIE

**CASI Madrid - Tetuán**

Practice area: Chamartín, Tetuán y Hortaleza

✉ C/ Santa Juliana, 7

28039 Madrid

☎ : 91 398 05 75

Fax: 91 398 05 76

Association: Madrid's Red Cross

**CASI Madrid - Ciudad Lineal**

Practice area: Ciudad Lineal, San Blas, Barajas

✉ C/ Vital Aza, 83

28017 Madrid

☎ : 91 367 99 35

Fax: 91 367 95 61

Association: La Rueca

**CASI Madrid - Chamberí**

Practice area: Chamberí, Fuencarral-El Pardo, Moncloa-Aravaca y Salamanca

✉ C/ Santa Engracia, 151

28003 Madrid

☎ : 91 535 83 70

Fax: 91 533 86 12

Association: Fundación CIPIE

**CASI Madrid - Carabanchel**

Practice area: Latina y Carabanchel

✉ C/ Juanita, 6 - Bajo

28025 Madrid

☎ : 91 428 44 94

Fax: 91 465 62 70

Association: AICODE

**CASI Madrid - Puente de Vallecas**

Practice area: Puente de Vallecas, Villa Vallecas y Vicálvaro

✉ C/ Martínez de la Riva, 59

28018 Madrid

☎ : 91 478 42 10

Fax: 91 478 41 78

Association: Asociación Provivienda

**CASI Madrid - Usera**

Practice area: Usera

✉ C/ Manuel Noya, 10

28026 Madrid

☎ : 91 565 53 73

Fax: 91 469 10 78

Association: AICODE

**CASI Madrid - Villaverde**

Practice area: Villaverde

✉ C/ Francisco del Pino, 19

28021 Madrid

☎ : 91 797 06 99

Fax: 91 505 04 90

Association: Asociación Provivienda

**CASI Majadahonda**

Practice area: Majadahonda, Pozuelo de Alarcón, Boadilla del Monte, Demarcación Las Rozas (Las Rozas, Las Matas), Mancomunidad de la Encina (Brunete, Quijorna, Villanueva de la Cañada, Villanueva del Pardillo)

✉ C/ Santa Ana, 17

28220 Majadahonda

☎ : 91 639 93 39

Fax: 91 639 25 88

Association: Grupo 5

**CASI Móstoles**

Practice area: Alcorcón, Móstoles, Villaviciosa de Odón, Zona de Navalcarnero (Navalcarnero, El Álamo, Sevilla la Nueva, Villamanta, Villamantilla, Villanueva de los Perales) Demarcación San Martín de Valdeiglesias (Aldea del Fresno, Cadalso de los Vidrios, Cenicientos, Colmenar del Arroyo, Chapinería, Navas del Rey, Pelayos de la Presa, Rozas de Puerto Real, San Martín de Valdeiglesias, Villa del Prado)

✉ Avda. Alfonso XII, 95, local 3  
28938 Móstoles

☎ : 91 685 23 68

Fax: 91 685 24 05

Association: Madrid's Red Cross

**CASI San Sebastián de los Reyes**

Practice area: San Sebastián de los Reyes, Alcobendas, Algete, La Cabrera, Zona El Molar (El Molar, Guadalix de la Sierra, Pedrezuela, San Agustín de Guadalix) Demarcación Sierra Norte (La Acebeda, Alameda del Valle, El Atazar, El Berrueco, Berzosa del Lozoya, Braojos, Buitrago de Lozoya, Bustarviejo, Cabanillas de la Sierra, Canencia, Cervera de Buitrago, Garganta de los Montes, Gargantilla de Lozoya y Pinilla de Buitrago, Gascones, La Hiruela, Horacajo de la Sierra, Horcajuela de la Sierra, Lozoya, Lozoyuela – Navas- Sieteiglesias, Nadarcos, Montejo de la Sierra, Navalafuente, Navarredonda y San Manés, Patones, Pinilla del Valle, Piñuecar-Gandullas, Prádena del Rincón, Puebla de la Sierra, Puentes Viejas, Rascafría, Redueña, Robledillo de la Jara, Robregordo, La Serna del Monte, Somosierra, Torrelaguna, Torremocha de Jarama, Valdemanco, El Vellón, Venturada, Villavieja del Lozoya)

✉ Avda. Somosierra, 12 - Edf.de Cristal-Of.H, 2ª Pl.  
28700 San Sebastián de los Reyes

☎ : 91 659 02 46

Fax: 91 653 47 91

Association: Migration Catholic Commission

**CASI Coslada**

Practice area: Coslada, San Fernando de Henares, Torrejón de Ardoz, Zona Paracuellos del Jarama (Paracuellos del Jarama, Ribatejada, Ajalvir, Daganzo de Arriba, Fresno del Torote), Zona Camarma de Esteruelas (Carmarma de Esteruelas, Valdeavero, Los Santos de la Humosa, Fuente el Saz de Jarama (Cobeña, Talamanca de Jarama, Valdeolmos-Alalpardo, Valdepiélagos, Valdetorres de Jarama)

**CASI Arganda**

Practice area: Arganda del Rey, Rivas-Vaciamadrid, Zona Villarejo de Salvanés (Villarejo de Salvanés, Belmonte de tajo, Villamanrique de Tajo, Estremera, Valdaracete, Brea de Tajo, Zona Perales de Tajuña (Perales de Tajuña, Tielmes, Valdelicha, Orusco de Tajuña, Carabaña, Valdelaguna)

**CASI Arganzuela**

Practice area: Arganzuela, Retiro, Moratalaz

**CASI Vallecas Villa**

✉ C/ Manuel Vélez, 9 - Bajo. Madrid

☎ : 91 380 31 62

Fax: 91 777 15 11

Association: Movement for Peace, Demilitarization and Freedom

**CEPI. Immigrant Participation and Integration Centres**

CEPI centres are public open-access resources that represent several nationalities and aim to be a cultural and dynamizing reference for both native and immigrant population, especially for those represented nationalities.

CEPI centres are another step ahead to promote participation and encounter of people living in the Community of Madrid, irrespective of their place of origin.

**Centro Hispano-Boliviano**

✉ C/ Marcelino Álvarez, 14 - Bajo  
28017 Madrid

☎ : 91 240 44 20 / 22

Fax: 91 240 44 24

Association: ACOBE Association for Bolivia-Spain Cooperation

**Centro Hispano-Ecuatoriano**

✉ Pº Castellana, 161  
28046 Madrid

☎ : 91 567 17 21

Association: Cooperación Internacional

**Centro Hispano-Peruano**

✉ Travesía Cervantes, Plaza Pizarro, 3 - Bajo  
29834 Majadahonda

☎ : 91 639 12 50

Fax: 91 639 11 50

Association: Fundación Social Universidad Francisco de Vitoria

**Centro Hispano-Rumano**

✉ C/ Goya, 5 - Bajo

28007 Alcalá de Henares

☎ : 91 883 66 69

Fax: 91 882 38 70

Association: Fundación Iberoamérica Europa

**Centro Hispano-Colombiano**

✉ Ronda de Segovia, 34  
28005 Madrid

☎ : 91 366 73 62

Fax: 91 366 30 64

Association: Fundación Social Universidad Francisco de Vitoria



# Public Health

All foreigners in Spain have the right to emergency health care in case of serious illness or accident, whatever the cause, as well as the necessary treatment until they are discharged.

The foreign people registered in the local register of the Municipality where they live have a right to health care on the same conditions as Spanish nationals.

Foreign people under the age of eighteen have the same rights, when in Spain, to health care as do Spanish nationals. Foreign pregnant women in Spain are entitled to health care during pregnancy, labour and the postpartum period.

## Procedure

The applicant (or an authorised person) must apply for the Personal Health Card (TIS: Tarjeta Individual Sanitaria) in the nearest health centre or in your district's health division office in order to gain access to primary health care. Once you have the TIS card, you will be assigned a GP and a paediatrician (if needed), in the health centre closest to your area.

### PLEASE NOTE!



For further information, visit your closest Health Centre or call 012.

## Spanish Health System Framework

The Spanish Health System is structured in the following way:

### Primary health care.

It is the gateway to the Health Care System, ranging from activities to promote health awareness through education to prevention of illnesses.

### Casualty department - care in case of emergency.

Emergencies may be seen both at the Health Centre and at home. Call 061 or 112.

### Secondary health care.

Your GP will send you to a specialist secondary health care professional, such as a gynaecologist, a cardiologist, etc.

### PLEASE NOTE!




#### - SUMMA. Madrid's Medical Emergency Service

 : 112

#### - Patient Information and Assistance Service


Citizen Information  : 91 446 91 27

 : 91 447 02 79. Fax: 91 446 22 06

 : [cci@salud.madrid.org](mailto:cci@salud.madrid.org)

 Alonso Martínez

#### - Suggestions and complaints

 Pº de Recoletos, 14. 28071 MADRID

 : 91 426 90 73 / 72. Fax: 91 446 22 06

 : [reclamaciones@salud.madrid.org](mailto:reclamaciones@salud.madrid.org)

 Banco de España, Colón

**In Spain, all citizens are entitled to health care.**



# Education

All foreign persons under the age of eighteen have the same right and the obligation to education as Spanish nationals. That is to say, they are entitled to free, compulsory basic education in order to obtain the corresponding academic certificate. They are also entitled to State grants and scholarships. Basic Education comprises Primary Education (between 6 and 12) and the compulsory Secondary Education (up to 16 years old).

Pupils that come from a foreign education system and are of compulsory education age will be integrated to school according to their age and their academic competence. Pupils beyond 15 with serious adaptation problems to the Secondary Education may be allowed to vocational initiation programmes. Those beyond 16 will pursue studies according to the modalities offered to the adult population.

For further information about registration, simply visit your closest school or the Town Hall of your municipality within the Community of Madrid.

Residents are entitled to non-compulsory education on the same conditions as Spanish nationals. They are entitled to education levels not enlisted above and the corresponding certificates. They are also entitled to State grants and scholarships.

## Adult Education

This is comprised of several training programmes aimed at people over 16 that were unable to complete their basic education, have no certification or wish to update their vocational knowledge.

There are two modalities: education by attendance and distance learning. Adult Education includes basic education, preparation for access exams to several education levels and Spanish for immigrants.

**All foreign persons under the age of eighteen have the same right and the obligation to education as Spanish nationals.**

### PLEASE NOTE!



#### Alcalá de Henares

"Don Juan I". C/ Daoiz y Velarde, 28. Alcalá de Henares.

☎ : 91 881 51 56

"Escuela Municipal de Adultos de Alcalá de Henares".

C/ Arcipreste de Hita. Alcalá de Henares. ☎ : 91 881 96 63

IES "Cardenal Cisneros". C/ Cardenal Sandoval y Rojas, 1. Alcalá de Henares.

☎ : 91 881 72 63

#### Alcobendas

"Universidad Popular de Alcobendas - CEA". Avda. de España, 8. Alcobendas.

☎ : 91 661 31 79

IES "Francisco Giner de los Ríos". Ctra. de Barajas, 1, 2. Alcobendas.

☎ : 91 652 62 16

**Alcorcón**

"Alfar" C/ del Cabo San Vicente, 10. Alcorcón. ☎ : 91 610 29 17

"Escuela Municipal Ramón María del Valle Inclán".

C/ del Olímpico Francisco Fernández Ochoa, 4. Alcorcón.

☎ : 91 643 02 45

IES "El Pinar". Avda. del Oeste, s/n. Alcorcón. ☎ : 91 643 96 44

**Aranjuez**

"Jose Luis Sampedro". Avda. de Loyola, 23. Aranjuez.

☎ : 91 892 45 85

IES "Domenico Scarlatti". C/ de Valeras, 22. Aranjuez.

☎ : 91 891 00 57

**Arganda del Rey**

"Enrique Tierno Galván". C/ Real, 94. Arganda del Rey.

☎ : 91 871 66 68

**Buitrago de Lozoya**

Pza. de los Hornos. Buitrago de Lozoya.

☎ : 91 868 04 87

**Collado Mediano**

"Sierra de Guadarrama". Pza Mayor, 6. Collado Mediano

**Collado Villalba**

"El Ponton" C/ Asturias, 3. Collado Villalba.

☎ : 91 851 77 49

IES "Jaime Ferrán". C/ Matalpino, 22. Collado Villalba.

☎ : 91 850 15 71

**Colmenar Viejo**

Pza. de Eulogio Carrasco. Colmenar viejo.

☎ : 91 845 86 20

IES "Marqués de Santillana" C/ de la Isla del Rey, 5. Colmenar Viejo.

☎ : 91 845 21 14

**Coslada**

Avda. de los Príncipes de España. Coslada.

☎ : 91 672 62 26

**El Molar**

C/ de la Macarena, 13. El Molar.

☎ : 91 841 20 95

**Fuenlabrada**

"Paulo Freire". C/ de Holanda, 2. Fuenlabrada.

☎ : 91 608 24 44

**Galapagar**

"La Oreja Verde". C/ Guadarrama, 68. Galapagar

**Getafe**

"Casa de la Cultura ". C/ Guadalajara, 3. Getafe.

☎ : 91 695 97 98

IES "Altair". Ctra. de Getafe-Leganés, s/n. Getafe.

☎ : 91 683 16 21

**Griñón**

"Mancomunidad del Suroeste". C/ Miguel Hernández. Griñón.

☎ : 91 814 16 09

**Las Rozas**

Avda. Polideportivo, 18. Las Rozas de Madrid.

☎ : 91 640 98 80

**Leganés**

"Rosalía de Castro". C/ Roncal. Leganés. ☎ : 91 688 08 85

IES "Isaac Albéniz". C/ Maestro, 14. Leganés. ☎ : 91 680 04 43

**Madrid****Arganzuela**

"Arganzuela". Pº de las Acacias, 2. Madrid.

☎ : 91 539 53 95

"Escuela de Adultos de Arganzuela". C/ de Alicante, 5. Madrid.

☎ : 91 588 85 28

**Barajas**

"Escuela de Adultos de Barajas". C/ de Plus Ultra, 3. Madrid.

☎ : 91 588 81 09

**Carabanchel**

"Oporto". Avda. de Oporto, 46. Madrid.

☎ : 91 560 84 02

"Pan Bendito". C/ del Camino Viejo de Leganés, 188. Madrid.

☎ : 91 560 05 90

"Vista Alegre". C/ del General Ricardos, 179. Madrid.

☎ : 91 461 88 17

IES "Calderón de la Barca". C/ de Antonio de Leyva, 84. Madrid.

☎ : 91 560 83 00

**Centro**

"Distrito Centro". C/ de la Beneficencia, 4. Madrid.

IES "Cardenal Cisneros". C/ de los Reyes, 4. Madrid.

☎ : 91 522 48 69

IES "Cervantes". C/ de Embajadores, 70. Madrid.

☎ : 91 528 50 61

IES "Lope de Vega". C/ de San Bernardo, 70. Madrid.

☎ : 91 532 13 62

IES "San Isidro". C/ de Toledo, 39. Madrid.

☎ : 91 365 12 71

**Chamartín**

IES "Ramiro de Maeztu". C/ de Serrano, 127. Madrid.

☎ : 91 561 78 38

**Ciudad Lineal**

"Miguel Blasco Vilatela". C/ de los Hermanos García Noblejas, 70. Madrid.

☎ : 91 754 52 06

**Fuencarral-El Pardo**

"Fuencarral". C/ de Braille, 10. ☎ : 91 734 14 40

"Jose Luis Sampedro". C/ de Celanova, 2. ☎ : 91 378 19 49

IES "Gregorio Marañón". Avda. de El Ferrol, 43. ☎ : 91 731 04 21

**Hortaleza**

"Dulce Chacón. C/ de la Abertura. ☎ : 91 763 09 31

"Hortaleza-Mar Amarillo". C/ del Mar Amarillo, 21. ☎ : 91 763 77 90

"Pablo Guzmán". C/ de Andorra, 19. ☎ : 91 300 37 25

**Latina**

"Nazaret". C/ de Cuart De Poblet, 6. Madrid.

"Escuela Politécnica Giner". C/ de Maqueda, 8. Madrid.

☎ : 91 518 13 77

"Divino Maestro". Pº de Extremadura, 165. Madrid.

"Aluche" C/ Ocaña, 35. Madrid.

☎ : 91 717 91 00

"Cid Campeador" C/ General García Escámez, 12. Madrid.

☎ : 91 705 84 02

**Moncloa-Aravaca**

"Vicente Alexandre". C/ de Martín de los Heros, 68

"Escuela de Adultos de Moncloa". Pza. de La Moncloa, 1.

☎ : 91 588 69 30

"Moncloa". C/ de Juan Álvarez Mendizábal, 20. ☎ : 91 559 73 97

**Moratalaz**

"Cultural Moratalaz".

C/ del Corregidor Alonso de Tobar, 7. ☎ : 91 437 02 19

**Puente De Vallecas**

"Entrevías". C/ de la Serena, 26. ☎ : 91 786 16 72

"La Albufera". C/ de Nuestra Señora del Perpetuo Socorro, 23.

☎ : 91 478 93 25

IES "Arcipreste de Hita". Ronda Sur, 6. ☎ : 91 785 85 10

**Retiro**

IES "Isabel La Católica". C/ de Alfonso XII, 3. Madrid.

☎ : 91 527 78 78

**Salamanca**

"Joaquín Sorolla". C/ de Alonso Heredia, 16. Madrid.

☎ : 91 725 60 32

IES "Beatriz Galindo". C/ de Goya, 10. Madrid. ☎ : 91 431 48 14

**San Blas**

"López Vicuña". C/ de Hinojal. ☎ : 91 320 29 69

"Canillejas". C/ de las Musas, 11. ☎ : 91 741 18 60

"Las Rosas". C/ de Arcos de Jalón, 9. ☎ : 91 306 58 16

IES "Carlos III". C/ de Arcos de Jalón, S/N. ☎ : 91 306 38 65

IES "Francisco de Quevedo". C/ de San Román del Valle, S/N. ☎ : 91 306 56 04

**Tetuán**

"Tetuán". C/ de Pinos Alta, 63. ☎ : 91 579 14 38

IES "Ntra. Sra. de la Almudena".

Pza. de la Remonta, 17. ☎ : 91 571 28 57

**Usera**

"Daoiz y Velarde". C/ de San Magín, 20. ☎ : 91 565 10 55

"Escuela Municipal de Adultos Usera".

C/ de la Estafeta, 33. ☎ : 91 588 72 83

"Orcasitas". C/ de la Oreja, 186. ☎ : 91 341 32 51

IES "Pío Baroja". C/ del General Marvá, 24. ☎ : 91 569 92 36

**Vicálvaro**

"Vicalvaro". C/ del Lago Como, 4. ☎ : 91 371 84 92

**Villa De Vallecas**

"Vallecas". Pza. de Antonio María Segovia. ☎ : 91 331 14 33

**Villaverde**

"Los Rosales". C/ de Concepción de la Oliva, 17. ☎ : 91 505 20 34

"Villaverde". C/ Villalonso, 10. ☎ : 91 796 28 20

IES "San Cristóbal De Los Ángeles".

Pza. de Los Pinazo, 7. ☎ : 91 797 25 84

**Majadahonda**

C/ Norias, 29. Majadahonda.

☎ : 91 634 91 32

**Móstoles**

"Agustina de Aragón". C/ Camino de Humanes, 63. Móstoles.

☎ : 91 685 24 66

**Navalcarnero**

C/ de la Constitución, 38. Navalcarnero.

☎ : 91 811 05 60

**Paracuellos de Jarama**

C/ de Santa Ana, 27. Paracuellos de Jarama.

☎ : 91 658 22 53

**Parla**

"Ramón y Cajal". C/ Galilea, 11. Parla.

☎ : 91 698 64 30

**Pinto**

"Mariano José de Larra". Pza. del Raso Rodela, 6. Pinto. ☎ : 91 691 56 06

IES "Vicente Aleixandre". C/ Asturias, 20. Pinto. ☎ : 91 691 00 12

**Pozuelo de Alarcón**

Avda. Juan XXII, 4. Pozuelo de Alarcón. ☎ : 91 351 22 69

IES "Gerardo Diego".

C/ Irlanda, s/n. Pozuelo de Alarcón. ☎ : 91 352 10 03

**Rivas-Vaciamadrid**

C/ de los Picos de Urbión, s/n. Rivas-Vaciamadrid. ☎ : 91 499 05 35

**San Fernando de Henares**

C/ de la Presa, 2. San Fernando de Henares. ☎ : 91 674 16 34

**San Lorenzo de El Escorial**

"Pedro Martínez Gavito". C/ Presilla, 11. San Lorenzo de El Escorial.

☎ : 91 890 73 05

IES "Juan de Herrera". Ctra. de Guadarrama, s/n. San Lorenzo de El Escorial.

☎ : 91 890 24 70

**San Martín de la Vega**

C/ del Maestro Rodrigo, 2. San Martín de la Vega.

☎ : 91 894 73 66

**San Martín de Valdeiglesias**

C/ de la Fuente, 4. San Martín de Valdeiglesias.

☎ : 91 861 27 92

**San Sebastián de los Reyes**

Universidad Popular. S.S. de los Reyes - CEA. Avda. de Baunatal, 18.

San Sebastián de los Reyes. ☎ : 91 658 89 92

**Torrelaguna**

"Sierra Norte" C/ Doctor Manuel Hidalgo Huerta, 2. Torrelaguna.

☎ : 91 869 45 00

**Torrelodones**

"Almaján". Ctra. de Galapagar, 37. Torrelodones

**Torrejón de Ardoz**

"El Buen Gobernador". C/ San Fernando. Torrejón de Ardoz.

☎ : 91 678 00 48

"Universidad Popular de Torrejón de Ardoz". C/ Londres, 3. Torrejón de Ardoz.

☎ : 91 656 34 11

IES "Las Veredillas". C/ Lisboa, 53. Torrejón de Ardoz.

☎ : 91 675 30 49

**Torres de la Alameda**

C/ Mayor, 36. Torres de la Alameda. ☎ : 91 885 81 78

**Valdemoro**

"Hermanos Correa". C/ de Cuba. Valdemoro.

☎ : 91 895 64 88





# Employment

If you are beyond 16, you need administrative authorization to start working, or undertake a professional or gainful activity of any kind.

## REMEMBER!



It is a serious infringement to work in Spain without having obtained a work permit or prior administrative authorization if you do not have a valid residence permit.

Should your employer has no such authorization, your work agreement continues to be valid and this will not affect the benefits you may be entitled to.

## REMEMBER!



You need a special authorization for street peddling and food handling. There are hygiene regulations in place for the cooking, packaging, storing, transportation, distribution, sale, supply and delivery service of cooked meals.

There are public services for job finding and training aimed at unemployed people who meet the requirements to sign an agreement.

In order to apply for job vacancies you must specify the job you are qualified for. Call the Work Intermediation Support Centres (CAIL) on 900 702 207 and ask about the requirements to register as work applicant and which is your closest labour office.

## PLEASE NOTE!



### Regional Work Service Citizen Assistance and Information Point.

They provide information on training and employment and deal with the submission of applications, suggestions, complaints, etc., made either on site or by telephone.

✉ Vía Lusitana, 21 Planta baja. 28025 MADRID

☎ : 900 702 207

☎ : 91 580 54 54 / 91 580 54 00

✉ : [informacion.sre@madrid.org](mailto:informacion.sre@madrid.org)

♻ Opañel

**You can register as a job seeker in the Community of Madrid Employment Service if you are a resident in the Community of Madrid, you are of working age and you are:**

- Either a Spanish national or a national of any of the European Union countries or those having signed the Agreement for the Common European Economic Space: Norway, Liechtenstein and Iceland.

- A non EU-national worker with valid work and residence permits.

To register, you need to report at the Employment Office in the area where you live.

**For further information call: 012**

[www.madrid.org](http://www.madrid.org)

[www.inmigramadrid.org](http://www.inmigramadrid.org)

## IMMIGRANT QUOTA

There are also bilateral agreements with several countries in order to regulate migrant flow in which the Spanish government establishes a number of job vacancies in a given sector available for hiring staff in their own countries of origin.

These are the competent organizations in the countries which have signed agreements to regulate migrant flow to work in Spain:

<b>ROMANIA</b>	Workforce Migration Office. Ministry of Work and Social Solidarity
<b>COLOMBIA</b>	(SENA) Service for Learning. Ministry of Social Protection
<b>MOROCCO</b>	Directorate for Employment. Ministry of Work, Vocational Training, Social Development and Solidarity. (ANAPEC)
<b>POLAND</b>	International Cooperation Department. Ministry of Work and Social Policy
<b>ECUADOR</b>	Directorate-General for Support to Ecuadorians Abroad. Ministry of External Relations
<b>DOMINICAN REP.</b>	State Secretary for Work
<b>BULGARIA</b>	Agency for Employment. Ministry of Work and Social Policy

## REMEMBER!



**To work in Spain you need an authorization.  
If you do not have an authorization, get advice! Call:  
Citizen Information Line 012  
[www.madrid.org](http://www.madrid.org)  
[www.inmigramadrid.org](http://www.inmigramadrid.org)**

## PLEASE NOTE!



For further information go to your country's embassy or consulate or visit the **Immigration and Emigration Department of the Ministry of Work and Social Affairs.**

✉ José Abascal, 39. 28071 Madrid

☎ : 91 363 70 22



# Women

All the Public Administrative bodies (Central, Regional and Local) are developing several services aimed at advising and supporting women on any matter that may concern them.

## PLEASE NOTE!



### Women's Rights Information Centre

They will tell you where you have to go and what you have to do regarding legal issues, careers guidance, finding a job, social services, health, family planning, joining associations, etc.

☎ : 91 700 19 10

[www.mtas.es/mujer/cidem](http://www.mtas.es/mujer/cidem)

### Women's Institute

24 hour Information Service.

☎ : 900 19 10 10

☎ : 900 15 21 52 (Deaf and heard-of-hearing)

### Directorate-General for Women

#### Social Assistance and Cooperation for Women

✉ Gran Vía, 12 - 1ª planta. 28013 Madrid.

☎ : 91 420 86 20 (Atención Social)

☎ : 91 420 85 93 (Atención Jurídica)

Fax: 91 420 86 23

◀ M ▶ Gran Vía

### "Ayna Hirsi" Centre for Women

An open, dynamic, integrating space that promotes general autonomy of women and creates intercultural coexistence spaces from a gender perspective. A meeting point where social, work and legal advice is given. They organise a number of cultural activities and workshops on one's capabilities and attitudes, rights and duties, health, children's schooling, discovery of Spanish culture (language, food, customs), etc. It also has a play area for children.

✉ C/ Aduana, 9. Madrid.

◀ M ▶ Sol / Gran Vía

☎ : 91 523 06 44

### "Pachamama" Day Center for Latin American Women

An open, dynamic, integrating space that promotes general autonomy of women and creates intercultural coexistence spaces from a gender perspective.

✉ C/ Lérida, 70. 28020 Madrid.

◀ M ▶ Estrecho

☎ : 91 571 05 12

### Criminal Investigation Police Department Provincial Unit

Offers police assistance and support to victims of physical and sexual abuse. It is a round-the-clock service provided by specialised Spanish Police officers.

✉ Avda. Doctor Federico Rubio y Gali, 55. Madrid.

◀ M ▶ Francos Rodríguez

☎ : 91 322 35 55 - 24 hour service -



## Young people

If you are aged between 14 and 30, there are several public services available to you:

### PLEASE NOTE!



#### Directorate-General-Youth (Youth Documentation and Information Centre)

Free information on all topics of interest for young people: education, employment, spare time activities, culture, travelling.

✉ Gran Vía, 10 - planta baja. 28013 Madrid

[www.madrid.org/inforjoven](http://www.madrid.org/inforjoven)

📍 Gran Vía

In addition to this centre, you can also gain access to a widespread network of Youth Information Centres (**Centros de Información Juvenil**). There is no need to make an appointment and the service is completely free. There are centres throughout the Community of Madrid. Here you will find up-to-date information on employment, housing, courses, scholarships, leisure time activities... both in your town and in the rest of Spain. Don't hesitate to contact your Youth Centre, your Town Hall or your closest youth association.

#### Legal Advice (Youth Documentation and Information Centre)

✉ Gran Vía, 10 - planta baja. 28013 Madrid

☎ : 91 720 11 30

[www.madrid.org/inforjoven](http://www.madrid.org/inforjoven)

📍 Gran Vía

## LEISURE AND ACTIVISM

### Centro Integral de Juventud. Espacio joven 14-30

It is an open space for everyone wishing to develop democratic values in order to promote coexistence, tolerance and solidarity. They try to mix training, information and leisure needs by means of innovative, up-to-date activities.

✉ Ronda del Sur, 143. 28053 Madrid

☎ : 91 507 72 07

Fax: 91 785 02 49

## HOUSING

### Properties to let for young people / Youth Mortgages

✉ C/ Braganza, s/n. 28025 Madrid

📍 Opañel, Plaza Elíptica

☎ (Assistance for young people): 91 580 47 56

☎ (Assistance for owners): 91 580 47 57

Fax: 91 580 47 53

### Community of Madrid Housing Office

✉ Avda. de Asturias, 28. 28029 Madrid

☎ : 012



# Family

## Civil Marriage

In order to contract a civil marriage in the Community of Madrid, at least one of the spouses must be registered in the town where the wedding is to be registered.

The application form will be supplied by the Civil Registry, where you will be informed of all the information required.

### REMEMBER!



All the documents required written in a language other than Spanish need to be translated by a sworn translator in order to be legally recognised. For further information, visit your Town Hall or Civil Register.

## Common-Law Partnerships ("De facto" Unions)

Common-law partnerships refer to those couples publicly living together for a minimum period of 12 consecutive months who do not wish to get married. They benefit from rights in terms of inheritance, pensions, housing assignment in case of separation, etc. There is an administrative register where these couples may appear if they voluntarily decide to abide by the regulatory Act.

The union need only be registered in the Community of Madrid and at least one spouse must be registered and reside in one of its Municipalities, among other requirements.

## RUHE (Common-Law Partnership Register)

✉ Gran Vía, 18 - planta baja. 28013 Madrid

📍 Gran Vía

☎ : 91 720 92 99 (general information)

☎ : 91 720 92 98 (for appointments only)

www.madrid.org

## Births

Deadline for birth registration ranges from 24 hours up to 8 days after labour.

### REMEMBER!



Neither birth from foreign parents in Spain nor the child's registration in Spain imply the acquisition of Spanish nationality.

### PLEASE NOTE!



#### - Madrid's Civil Register

✉ C/ Pradillo, 66. 28002 Madrid

📍 Alfonso XIII

☎ : 91 397 37 00

www.mju.es

#### - Central Civil Register

All facts concerning Spanish citizens and having occurred out of Spain are registered here. Naturalized people's births are registered here.

✉ C/ Montera, 18

📍 Sol, Gran Vía

☎ : 91 701 43 00

www.mju.es

**Local Civil Registers:****Alcalá de Henares:**

☎ : 91 880 12 99

**Alcobendas:**

☎ : 91 653 93 99

**Alcorcón:**

☎ : 91 612 95 61

**Aranjuez:**

☎ : 91 891 18 84

**Arganda del Rey:**

☎ : 91 871 02 14

**Collado-Villalba:**

☎ : 91 850 01 26

**Colmenar Viejo:**

☎ : 91 845 02 56

**Coslada:**

☎ : 91 669 50 07

**Fuenlabrada:**

☎ : 91 558 01 43

**Getafe:**

☎ : 91 649 94 33

**Leganés:**

☎ : 91 330 75 22

**Majadahonda:**

☎ : 91 634 26 88

**Móstoles:**

☎ : 91 664 72 99 / 73 00

**Navalcarnero:**

☎ : 91 811 37 24 / 01 52

**Parla:**

☎ : 91 699 94 38

**S. Lorenzo del Escorial:**

☎ : 91 890 27 13

**Torrejón de Ardoz:**

☎ : 91 656 13 65

**Torrelaguna:**

☎ : 91 843 01 61

**Valdemoro:**

☎ : 91 895 52 63

**Ministry of Foreign Affairs****Directorate-General for Consular Affairs and Spanish Citizen Protection Abroad. Authentication of Documents**

✉ C/ Serrano Galvache, 26. 28033 Madrid

☎ : 91 379 16 05 / 07 (Information)

☎ : 91 379 17 00 (switchboard)

www.mae.es

**PLEASE NOTE!****For further information:****- Citizen Information Line 012**

Monday to Friday from 8 am to 10 pm

Weekends from 10 am to 10 pm

www.madrid.org



## Transfer of Funds and Finances

### How to make a transfer

Any person can make a transfer from Spain by money orders or via transfer networks. You may also do it via transfers or other bank services as long as you have a bank account.

One of the first things the immigrant is advised to do is open a bank account. If you have a bank account you can save money safely and make transfers abroad, pay the rent or water and energy bills by direct debit.

In order to make a transfer you need to fill in a form carefully with all possible identification details of both the transferor and the beneficiary.

You also need to pay the transfer network for the service provided: normally this is divided by the commission and the difference between the operation exchange rate and the market exchange rate. To calculate this yourself, you can always ask for the exchange rate and commission table. However, it is much simpler to just ask: how much money will they get if I send €200? This price is paid in Spain and the money gets to its destination free of charge.

It is advisable to ask in several places before making the transfer, as there are over 40 authorized companies in Spain to make transfers and there is a lot of competition between them.

Prices are changing everyday, following the exchange market and the price policies of each company. This means today's most cost-efficient company may not hold the lead tomorrow.

The last step to make the transfer is giving the money to the transfer company, which in turn needs to give you a receipt stating the company's name, the amount of money paid and the terms of condition of the transaction.

Transfer company's activity is regulated and guaranteed by the Banco de España (Bank of Spain), which has the power to resolve any conflict between the transfer company and the client, irrespective of their nationality or administrative situation.

Occasionally, emigrants use informal systems such as sending money by post or with friends or acquaintances. These systems may seem cheaper but they do not guarantee the money in case of loss.

Furthermore, even if they were free, only one in ten letters has to fail to get to destination and the global cost of these would be 10%, much more expensive altogether than a formal remittance.

## How to open a bank account in Spain?

These are the basic rules by the Banco de España, which are applied by every financial institution according to the services it provides.

Immigrants from outside the European Union not having the residence card may open a bank account for "non-residents" by showing a proof of identity valid in their country of origin or the passport (with the holder's picture) and a certificate stating the residence has been rejected by the Ministry of Home Affairs no more than two months ago.

Also, banks may require the account holder to confirm its situation of non-resident at least every two years by providing a negative residence certification within the following three months.

Should the account holder become a resident, he must let the bank know and show his Residence Card to modify his account conditions, that will automatically become a resident account.

Holders of any kind of account will have also access to the bank services provided by the bank, such as debit cards with an annual fee or the possibility to make wire transfers, as long as the beneficiary has a destination account.





# Nationality

Nationality is the status a person has by the bond or relationship existing between them and a certain State. In the case of Spanish nationality, it refers to the relationship with Spain.

## Types of Spanish Nationality

There are different types of nationality relative to how it is acquired:

### Nationality by means of origin

Who is Spanish by birth?

- Those born to a Spanish father or mother.
- Those born in Spain to foreign parents, if one of them was also born in Spain (except Diplomats' children)
- Those born in Spain to foreign parents that have no nationality (ie, they are stateless) or if their legislation does not grant the newly born a nationality.
- Those born in Spain to unidentified parents. In the case of minors whose first known place of stay is Spain they will be considered to be born on Spanish territory.

### Nationality by means of residence

It is a way to acquire Spanish nationality.

### Who is eligible?

Any foreign citizen having resided in Spain for a certain period of time.

### How can I apply?

Residence in Spain needs to be legal and continuous for at least 10 years. In case of people under asylum or refuge 5 years is enough. In case of nationals from Latin America, Andorra, Philippines, Equatorial Guinea and Portugal, as well as Sephardic people, the required residence will be 2 years only.

In the following cases the period of residence may be reduced up to...

- One year, for people born in Spain.
- One year for people under guardianship, custody or being fostered by of a Spanish person or institution during two consecutive years, even if s/he continues to be in this situation at the moment of application.
- One year of legal continuous residence for Spanish nationals' spouses, provided they were not legally or de facto separated.
- One year for those who did not exercise their right to acquire by choice Spanish nationality in due time.
- One year for those people having widowed to a Spanish national, provided they were not legally or de facto separated at the moment of decease.
- One year, for people born abroad to a parent or grandparent who had originally been Spanish.

Nationals from Latin American countries need not resign their original nationality in order to acquire the Spanish one, since they are granted the right to have dual nationality.

**Nationality by choice:**

It is another way to acquire the Spanish nationality. The following people are eligible:

- People having been subject (or still being subject) to the legal authority of Spanish parents.
- People whose parents were originally been Spanish or had been born in Spain.
- People whose birth is registered in Spain after becoming of legal age.
- People adopted before reaching their legal age.

There is a set deadline for application.

**Nationality by means of naturalization certificate:**

An exceptional way to acquire Spanish nationality that must be requested to the Ministry of Justice, provided there are humanitarian reasons or reasons of public interest.

**Nationality by means of consolidation:**

Possession and use of Spanish nationality for at least 10 consecutive years, in good faith and based on a title at the Civil Registry can be a reason for consolidation of nationality, even though this will cancel the original title.


**Nationality by means of origin:**

It is also a possibility for people born in Spain to foreign parents whose countries of origin do not transfer their nationality to their children. Spanish law allows them to adopt Spanish nationality to prevent them from becoming stateless.

**How to apply:**

Applications must be made on an official form handed in at the Civil Registry of the corresponding town either on site or by post.

**- Ministry of Justice. Directorate-General for Register Affairs.  
Local Civil Registers**

 C/ Pradillo, 66 (Madrid's Civil Register). 28002 Madrid

 : 91 397 37 00

Fax. 91 397 37 79

 Alfonso XIII

web site: [www.mju.es](http://www.mju.es)



# Transport

You can travel throughout the municipalities of Madrid using public transport: underground, trains and buses. You may want to buy a travelcard, consisting of a personal photocard and a ticket, valid for one month or one year, depending on its price and your age. Travelcards entitle you to an unlimited number of journeys within the Community of Madrid and certain zones of Castilla-La Mancha.

## REMEMBER!



This travelcard is not transferable (ie, it is valid for use only by the person shown on the photocard).

If you do not wish to buy a travelcard, you may buy single tickets or 10-journey tickets.

## For information on timetables and routes:

### PLEASE NOTE!



#### Trains: RENFE

☎ : 902 240 202

Web site: [www.renfe.es](http://www.renfe.es)

#### Buses:

- **EMT (Empresa Municipal de Transportes de Madrid)**

☎ : 902 507 850

Web site: [www.emtmadrid.es](http://www.emtmadrid.es)

- **Community of Madrid Information** ☎ : 012

## UNDERGROUND

As you may have already noticed, the underground is the fastest and most comfortable way to travel within the city of Madrid. Its constantly growing network is made up of 12 lines connecting Madrid from north to south.

Underground working hours are from 6 am to 1.30 am all year.

You can freely move throughout the underground network as long as you stay no longer than 3 hours.



**COMMUTERS TRAINS (CERCANÍAS)**

Madrid also has a commuters train network called “Cercanías” which permits you to travel easily and comfortably to other towns and cities of the Community of Madrid.

**BUSES**

The Bus Service in Madrid consists of two types of buses: city buses and intercity buses.

To travel within Madrid city you may use **CITY BUSES** (aka EMT buses).

Buses operate from 6 am to 11.30 pm. City buses are a good alternative to reach many zones not connected via underground.

A night bus service (the so-called “búho”, night owl) also exists, consisting of 24 lines. Night buses (or búhos) depart from several points in the City centre (Plaza Cibeles, Plaza Castilla, Moncloa, Príncipe Pío, Legazpi...) towards various destinations.

Night bus prices are the same as those of city buses.

The **INTERCITY BUS NETWORK** connects Madrid to its other municipalities. They work in a similar way to city buses, although their frequency tends to be lower. A night intercity bus service also works through the night.

COMMUTERS TRAINS MAP (CERCANÍAS)





## List of Embassies and Consulates

Here you have a list of Embassies and Consulates, where you will find information about health assistance and legal and notary matters: passports, ID cards, certificate of criminal records, and so on).

### ALBANIA

✉ C/ María de Molina, 64, 5.º B.  
28006 MADRID  
☎ : 91 562 69 85 / 91 561 21 18  
Fax: 91 561 37 75  
M Avenida de América

### GERMANY

✉ C/ Fortuny, 8. 28010 MADRID  
☎ : 91 557 90 00  
Fax: 91 310 21 04  
M Rubén Darío

### ANDORRA

✉ C/ Alcalá, 73. 28009 MADRID  
☎ : 91 431 74 53  
Fax: 91 577 63 41  
M Retiro

### ANGOLA

✉ C/ Serrano 64. 28001 MADRID  
☎ : 91 435 61 66 / 64 30  
Fax: 91 577 90 10  
M Nuñez de Balboa

### SAUDI ARABIA

✉ Dr. Álvarez Sierra, 3. 28033 MADRID  
☎ : 91 383 43 00 / 22 29  
Fax: 91 302 11 45  
Consular Section: Fax: 91 766 73 38

### ALGERIA

✉ C/ General Oraá, 12. 28006 MADRID  
☎ : 91 562 97 05  
Fax: 91 562 98 77  
M Gregorio Marañón

### ARGENTINA

✉ C/ Pedro de Valdivia, 21.  
28006 MADRID  
☎ : 91 771 05 00. Fax: 91 771 05 26

### AUSTRALIA

✉ Pza. del Descubridor Diego de Ordás, 3.  
28003 MADRID  
☎ : 91 353 66 00. Fax: 91 353 66 92  
M Río Rosas

Consular Affairs

☎ : 91 353 66 90

### AUSTRIA

✉ Pº de la Castellana, 91 - 9º.  
28046 MADRID  
☎ : 91 556 53 15 / 54 03  
Fax: 91 597 35 79  
M Santiago Bernabeu

### AZERBAIJAN

✉ C/ Ronda de Avutarda, 38  
28043 MADRID  
☎ : 91 759 60 10. Fax: 91 759 70 56  
M Esperanza

### BANGLADESH

✉ C/ Diego de León, 69 - 2º D.  
28006 MADRID  
☎ : 91 401 99 32 91 / 91 309 27 35  
Fax: 91 402 95 64

Honorary General Consulate

✉ Pº Infanta Isabel, 5-7º. 28014 MADRID  
☎ : 91 528 40 47  
M Atocha-Renfe

**BELGICA, KINGDOM OF**

✉ Pº de la Castellana, 18-6º.

28046 MADRID

☎ : 91 577 63 00

Fax: 91 431 81 66

📍 Colón

**BELIZE**

Honorary Consulate

✉ C/ Talavera nº 9. 28223 MADRID

☎ : 91 352 04 19

Fax: 91 715 76 38

📍 Concha Espina

**BENIN**

Honorary Consulate

✉ C/ Tranversal, 1-7. (Urbanización Montealina). 28223 MADRID

☎ : 91 352 92 25

Fax: 91 352 92 25

**BHUTAN**

Honorary Consulate

✉ C/ Buenavista, 18 (Urbanización Santo Domingo). 28120 ALGETE-MADRID

☎ : 91 622 18 59. Fax: 91 622 18 60

**BOLIVIA**

✉ C/ Velázquez, 26 - 3ºA.

28001 MADRID

☎ : 91 578 08 35. Fax: 91 577 39 46

General Consulate

✉ C/ San Lamberto, 5. 28017 MADRID

☎ : 91 578 11 43

📍 Velázquez

**BRAZIL**

✉ C/ Fernando el Santo, 6.

28010 MADRID

☎ : 91 700 46 50

Fax: 91 700 46 60

📍 Alonso Martínez

Consular Affairs

✉ C/ Almagro, 28 - 6º. 28010 MADRID

☎ : 91 702 12 20

Fax: 91 700 46 60

📍 Alonso Martínez

**BULGARIA**

✉ Travesía de Santa María Magdalena, 15.

28016 MADRID

☎ : 91 345 57 61 / 66 51

Fax: 91 359 12 01

📍 Pio XII

**CAPE VERDE**

General Consulate

✉ C/ Capitán Haya, 51 - 4. Hab. 8.

28020 MADRID

☎ : 91 570 25 68

📍 Valdeacederas

**CAMEROON, REPUBLIC OF**

✉ C/ Rosario Pino, 3. 28020 MADRID

☎ : 91 571 11 60

Fax: 91 571 25 04

**CANADA**

✉ C/ Núñez de Balboa, 35.

28001 MADRID

☎ : 91 423 32 50. Fax: 91 423 32 51

📍 Velázquez

**CHILE**

✉ C/ Lagasca, 88, 6º. 28001 MADRID

☎ : 91 431 91 60

Fax: 91 577 55 60

General Consulate

✉ C/ Rafael Calvo, 18 - 5º

28010 MADRID

☎ : 91 319 07 63 / 95 59

Fax: 91 319 32 78

📍 Arturo Soria

**CHINA**

✉ C/ Arturo Soria, 113. 28043 MADRID

☎ : 91 741 47 28

Fax: 91 519 20 35

📍 Arturo Soria

Consular Affairs

✉ C/ Josefa Valcárcel, 40 - 1º.

28027 MADRID

☎ : 91 721 47 28. Fax 91 741 47 93

**CYPRUS**

✉ C/ Serrano, 23 - 2º-D. 28001 MADRID

☎ : 91 578 31 14 / 31 17

Fax: 91 578 21 89

📍 Colón

Chancery

✉ Pº de la Castellana, 45 - 4-5.

28046 MADRID

☎ : 91 578 31 14 / 17

☎ : 91 575 11 10

Fax: 91 578 21 89

📍 Gregorio Marañón / Rubén Darío

**COLOMBIA**

✉ C/ General Martínez Campos, 48.

28010 MADRID

☎ : 91 700 47 70

Fax: 91 310 28 69

General Consulate

✉ C/ Carbonero y Sol, 15.

28006 MADRID

☎ : 91 745 25 90

Fax: 91 745 04 71

📍 Nuevos Ministerios

**CONGO**

✉ Pº de la Castellana, 255 - 1ºC.

28046 MADRID

☎ : 91 733 26 47

Fax: 91 323 15 75

📍 Chamartín

Honorary Consulate

✉ C/ Juan Bravo, 42 - 5º Izquierda.

28006 MADRID

☎ : 91 309 56 18

Fax: 91 401 01 51

Mobile phone: 639 73 08 11

📍 Diego de León

**KOREA**

✉ C/ González Amigó, 15.

28033 MADRID

☎ : 91 353 20 00

Fax: 91 353 20 01

**CÔTE D'IVOIRE (IVORY COAST)**

✉ C/ Serrano, 154.  
28006 MADRID  
☎ : 91 562 69 16 / 91 561 27 99  
Fax: 91 562 21 93  
🇲 República Argentina

**COSTA RICA**

✉ Pº de la Castellana, 164-17 A.  
28046 MADRID  
☎ : 91 345 96 22  
Fax: 91 353 37 09  
🇲 Cuzco

General Consulate  
☎ : 91 345 96 22 / 95 21

**CROATIA**

✉ C/ Claudio Coello, 78-2.  
28001 MADRID  
☎ : 91 577 68 81 / 69 01  
Fax: 91 577 69 05  
🇲 Rubén Darío

**CUBA**

✉ Pº de la Habana, 194. 28036 MADRID  
☎ : 91 359 25 00  
Fax: 91 359 61 45  
🇲 Pío XII

General Consulate  
✉ C/ Conde de Peñalver, 38 - 6º  
28006 MADRID  
☎ : 91 401 05 79  
🇲 Lista

**DENMARK**

✉ C/ Claudio Coello, 91-4º.  
28006 MADRID  
☎ : 91 431 84 45. Fax: 91 431 91 68  
🇲 Nuñez de Balboa

Honorary Consulate  
✉ Carretera de La Coruña, Km. 17,5  
Edificio «F. L. Smidth». Las Rozas.  
28230 MADRID  
☎ : 91 634 90 00

**ECUADOR**

✉ C/ Velázquez, 114- 2º Dcha.  
28006 MADRID  
☎ : 91 562 72 15 / 16  
Fax: 91 745 02 44

General Consulate  
✉ C/ General Oraá, 64. 28006 MADRID  
☎ : 91 562 22 82. Fax: 91 564 17 44

**EGYPT**

✉ C/ Velázquez, 69. 28006 MADRID  
☎ : 91 577 63 08 / 09  
Fax: 91 578 17 32  
🇲 Nuñez de Balboa

Consular Affairs  
✉ C/ Velázquez, 69. 28006 MADRID  
☎ : 91 577 63 10. Fax: 91 578 17 32

**EL SALVADOR**

✉ C/ General Oraá, 9 - 5º dcha.  
28006 MADRID  
☎ : 91 562 80 02 / 68 02  
Fax: 91 563 05 84  
🇲 Gregorio Marañón

General Consulate  
✉ C/ Serrano, 114-3º. 28006 MADRID  
☎ : 91 561 25 24  
Fax: 91 564 42 56  
🇲 Gregorio Marañón

**UNITED ARAB EMIRATES**

✉ C/ Capitán Haya, 40. 28020 MADRID  
☎ : 91 570 10 03 / 02 / 01  
Fax: 91 571 51 76

**SLOVAKIA**

✉ C/ Pinar nº 20. 28006 MADRID  
☎ : 91 590 38 61  
Fax: 91 590 38 68  
🇲 Gregorio Marañón

Consular Affairs  
☎ : 91 590 38 67. Fax: 91 590 38 68

**SLOVENIA**

✉ C/ Hermanos Bécquer, 7-2º.  
28006 MADRID  
☎ : 91 411 68 93 / 67 24  
Fax: 91 564 60 57  
🇲 Gregorio Marañón

**UNITED STATES OF AMERICA**

✉ C/ Serrano, 75. 28006 MADRID  
☎ : 91 587 22 00. Fax: 91 587 23 03  
🇲 Rubén Darío

**ESTONIA**

✉ C/ Claudio Coello, 91-1º dcha.  
28006 MADRID  
☎ : 91 426 16 71  
Fax: 426 16 72  
🇲 Nuñez de Balboa

**PHILIPPINES**

✉ Eresma, 2. 28002 MADRID  
☎ : 91 782 38 30  
Fax: 91 411 66 06  
🇲 República Argentina

Consular Affairs  
✉ C/ Guadalquivir, 6. 28002 MADRID  
☎ : 91 782 38 30  
Fax: 91 411 66 06  
🇲 República Argentina

**FINLAND**

✉ Pº de la Castellana, 15 - 4º.  
28046 MADRID  
☎ : 91 319 61 72  
Fax: 91 308 39 01  
🇲 Colón

**FRANCE**

✉ C/ Salustiano Olózaga, 9.  
28001 MADRID  
☎ : 91 423 89 00  
Fax: 91 423 89 01  
🇲 Retiro

General Consulate  
✉ C/ Marqués de la Ensenada, 10.  
28004 MADRID  
☎ : 91 700 78 00. Fax: 91 700 78 01  
🇲 Colón

**GABON**

✉ C/ General Arrando, 19 - Local A.  
28010 MADRID  
☎ : 91 413 82 11 / 82 94  
Fax: 91 413 11 53  
🇲 Rubén Darío

**Chancellery**

✉ C/ Francisco Alcántara, 3  
280002 MADRID

📍 Nuevos Ministerios

**GAMBIA**

Honorary Consulate

✉ C/ Alfonso XII, 46-6º Izqda.  
28014 MADRID

☎ : 91 420 35 17

**GEORGIA**

Honorary Consulate

✉ C/ Fuentemilanos 2. 28035 MADRID

☎ : 91 373 00 17

**Chancellery**

✉ C/ Carrera de San Jerónimo, 15 - 2º.  
Despacho 28 (Palacio de Miraflores)  
28014 MADRID

☎ : 91 454 72 61 / 62  
Fax: 91 454 70 01

📍 Sevilla

**GHANA**

Chancellery

✉ C/ Capitán Haya, 38 - 10 A.  
28020 MADRID

☎ : 91 567 03 90 / 04 40  
Fax: 91 567 03 93

📍 Cuzco

**GREECE**

✉ Avda. Doctor Arce, 24.  
28002 MADRID

☎ : 91 564 46 53. Fax: 91 564 46 68

📍 Concha Espina

**Consular Affairs**

☎ : 91 564 46 66 / 67  
Fax: 91 564 46 97

**GUATEMALA**

✉ C/ Rafael Salgado, 3-10º dcha.  
28036 MADRID

☎ : 91 344 03 47 / 14 17  
Fax: 91 458 78 94

📍 Santiago Bernabeu

**EQUATORIAL GUINEA**

✉ C/ Claudio Coello, 91 - 5º.  
28006 MADRID

☎ : 91 781 04 72  
Fax: 91 578 22 63 / 91 577 13 44

📍 Nuñez de Balboa

**HAITI**

✉ C/ Marqués del Duero, 3 - 1º izda.  
28001 MADRID

☎ : 91 575 26 24  
Fax: 91 431 46 00 / 91 578 31 04

📍 Banco de España

**HONDURAS**

✉ Pº de la Castellana, 164 - 2º dcha.  
28046 MADRID

☎ : 91 579 02 51  
Fax: 91 345 06 65

📍 Cuzco

**Consular Affairs**

☎ : 91 359 55 02  
Fax: 91 345 05 13

**HUNGARY**

✉ C/ Fortuny, 6 - 4º  
28010 MADRID

☎ : 91 413 70 11  
Fax: 91 413 41 38

📍 Alonso Martínez

**Consular Section**

✉ C/ Ángel de Diego Roldán, 21.  
28016 MADRID

☎ : 91 413 98 50  
Fax: 91 416 44 54

**INDIA**

✉ Avda. Pío XII, 30-32. 28016 MADRID  
☎ : 902 90 10 10 / 91 131 51 00

Fax: 91 345 11 12

📍 Pío XII

**Consular Section**

☎ : 91 131 51 30 / 32 / 33  
Fax: 91 345 19 00

**INDONESIA, REPUBLIC OF**

✉ C/ Agastia, 65. 28043 MADRID  
☎ : 91 413 02 94 / 05 94

Fax: 91 413 89 94

**IRAN**

✉ C/ Jerez, 5, Villa "El Altozano"  
(Chamartín). 28016 MADRID

☎ : 91 345 01 12 / 01 16  
Fax: 91 345 11 90

📍 Pío XII

**IRAQ**

✉ Ronda de Sobradiel, 67  
(Parque Conde de Orgaz)

28043 MADRID  
☎ : 91 759 12 82

Fax: 91 759 31 80

**IRELAND**

✉ Pº de la Castellana, 46 - 4º  
28046 MADRID

☎ : 91 436 40 93  
Fax: 91 435 16 77

📍 Rubén Darío

**ICELAND**

Honorary General Consulate

✉ C/ Peguerinos, 5. 28035 MADRID  
☎ : 91 375 15 06

Fax: 91 373 92 65

**ISRAEL**

✉ C/ Velázquez, 150 - 7º. 28002 MADRID  
☎ : 91 782 95 00

Fax: 91 782 95 55

📍 República Argentina

**ITALY**

✉ C/ Lagasca, 98. 28006 MADRID  
☎ : 91 423 33 00

Fax: 91 575 77 76

📍 Nuñez de Balboa

**Cultural Matters**

✉ C/ Mayor, 86  
28013 MADRID

☎ : 91 547 86 03

**General Consulate**

✉ C/ Agustín de Bethencourt, 3  
28003 MADRID

☎ : 91 534 69 09

📍 Nuevos Ministerios

**JAMAICA**

Honorary General Consulate

✉ C/ Claudio Coello 37 - 2º  
28001 MADRID

☎ : 91 426 44 70

Fax: 91 577 37 74

📍 Serrano

**JAPAN**

✉ C/ Serrano, 109. 28006 MADRID

☎ : 91 590 76 00

Fax: 91 590 13 21

Cultural Matters

☎ : 91 590 76 12

📍 Gregorio Marañón

Consular Matters

☎ : 91 590 76 14

www.embjapon.es

**JORDAN**

✉ Pº General Martínez Campos, 41 - 5º  
28010 MADRID

☎ : 91 319 11 00 / 04

Fax: 91 308 25 36

**KAZAKHSTAN**

✉ C/ Cascanueces, 25. 28043 MADRID

☎ : 91 721 62 90

Fax: 91 721 93 74

**Consular Section**

☎ : 91 721 62 94

Fax: 91 300 19 81

**KENYA**

Honorary Consulate

✉ C/ Alberto Alcocer, 26 - 3  
28036 MADRID

☎ : 91 458 51 71

Fax: 91 458 51 72

**KUWAIT**

✉ Pº de la Castellana, 141 - 16 B.  
28046 MADRID

☎ : 91 579 24 67

Fax: 91 570 21 09

📍 Cuzco

**LESOTHO**

Honorary Consulate

✉ Avda. Pesadilla, 42 - Fuente del Fresno  
28708 SAN SEBASTIÁN DE LOS REYES

☎ : 91 623 60 67

Fax: 91 623 75 61

**LATVIA**

✉ C/ Alfonso XII, 52 - 1º.  
28014 MADRID

☎ : 91 369 13 62 / 13 83

Fax: 91 369 00 20

**LEBANON**

✉ Pº de la Castellana, 178 - 3º Izda.  
28046 MADRID

☎ : 91 345 13 68 / 69

Fax: 91 345 56 31

📍 Cuzco

**LIBERIA**

Honorary General Consulate

✉ C/ Orense, 18 - 1º H. 28020 MADRID

☎ : 91 556 42 88

📍 Santiago Bernabeu

**LIBYA**

✉ C/ Pisuerga, 12. 28002 MADRID

☎ : 91 563 57 53 / 19 29

Fax: 91 564 39 86

Cultural Matters

✉ C/ Rodríguez Marín, 7. 28002 MADRID

**LITHUANIA**

✉ C/ Fortuny, 19 - 1º izqda.  
28010 MADRID

☎ : 91 702 21 16. Fax: 91 310 40 18

Chancellery

✉ C/ Pisuerga, 5. 28002 MADRID

☎ : 91 702 21 16. Fax: 91 310 40 18

📍 Nuevos Ministerios

Consular Affairs:

☎ : 91 310 20 75 / 91 702 21 18

**LUXEMBOURG**

✉ C/ Claudio Coello, 78 - 1º

28001 MADRID

☎ : 91 435 91 64. Fax: 91 577 48 26

**MACEDONIA**

Chancellery

✉ C/ Don Ramón de la Cruz, 167 - 2ºB  
28006 MADRID

☎ : 91 571 72 98. Fax: 91 571 34 81

📍 Nuñez de Balboa

email: rep.mac.madrid@terra.es

**Honorary General Consulate**

✉ C/ Capitán Haya, 60 - 6º  
28020 MADRID

☎ : 91 570 66 41

📍 Valdeacederas

**MALAYSIA**

✉ Pº de la Castellana, 91 - 10º  
(Edf. Centro 23). 28046 MADRID

☎ : 91 555 06 84 / 07 37

Fax: 91 555 52 08

📍 Santiago Bernabeu

**MALI**

Honorary Consulate

✉ C/ Zurbano, 29 - 2º Izda  
28010 MADRID

☎ : 91 310 52 30

Fax: 91 310 52 56

📍 Rubén Darío

**MALTA**

✉ Pº de la Castellana, 45 - 6º dcha.  
28046 MADRID

☎ : 91 391 30 61

Fax: 91 391 30 66

📍 Gregorio Marañón

**MOROCCO**

✉ C/ Serrano, 179. 28002 MADRID

☎ : 91 563 10 90

Fax: 91 561 78 87

General Consulate

✉ C/ Leizarán, 31. 28002 MADRID

☎ : 91 561 21 45

📍 Concha Espina

**MAURITANIA**

✉ C/ Velázquez, 90-3º. 28006 MADRID

☎ : 91 575 70 06 / 07

Fax: 91 435 95 31

🇲 Nuñez de Balboa

**MEXICO**

✉ Carrera de San Jerónimo, 46

28014 MADRID

☎ : 91 369 28 14. Fax: 91 420 22 92

Consular Section

☎ : 91 369 30 21. Fax: 91 369 45 23

🇲 Sevilla

**MOLDOVA**

Honorary Consulate

✉ C/ San Pedro, 5. 28043 MADRID

☎ : 91 388 48 33. Fax: 91 429 33 18

**MONACO**

✉ C/ Villanueva, 12 - Entreplanta A

28001 MADRID

☎ : 91 578 20 48 / 91 576 89 58

Fax: 91 435 71 32

🇲 Retiro

Honorary General Consulate

✉ C/ Miguel Angel, 19. 28010 MADRID

☎ : 91 319 93 17

🇲 Gregorio Marañón

**MONGOLIA**

Consulado Honorario

✉ C/ Marqués de Villamejor. 6 1º

28006 MADRID

☎ : 91 435 85 59. Fax: 91 577 58 90

🇲 Rubén Darío

**MOZAMBIQUE**

✉ C/ Goya, 67 -1º Izda. 28001 MADRID

☎ : 91 577 63 82 / 28 23

Fax: 91 577 67 05

🇲 Goya

**NEPAL**

Honorary Consulate

✉ Pza Mostenses, 13. 28015 MADRID

☎ : 91 541 87 87

Fax: 91 542 99 49

🇲 Plaza de España

**NICARAGUA**

✉ Pº de la Castellana, 127 - 1º B

28046 MADRID

☎ : 91 555 55 10 / 13

Fax: 91 555 57 37

🇲 Cuzco

**NIGER**

Honorary Consulate

✉ C/ Villanueva 35-37. 28001 MADRID

☎ : 91 426 29 99

Fax: 91 577 02 09

🇲 Retiro

**NIGERIA, FEDERAL REPUBLIC OF**

✉ C/ Segre, 23. 28002 MADRID

☎ : 91 563 09 11 / 31 44

Fax: 91 411 67 00 / 91 563 31 44

**NORWAY**

✉ Pº de la Castellana, 31 - 9º

28046 MADRID

☎ : 91 310 31 16. Fax: 91 319 09 69

🇲 Rubén Darío

**NEW ZEALAND**

✉ Pza. de la Lealtad, 2 - 3º

28014 MADRID

☎ : 91 523 02 26

Fax: 91 523 01 71

**OMAN**

Honorary Consulate

✉ C/ Lígula, 6-2º H. 28036 MADRID

☎ : 91 458 62 61 / 60 81

**MALTA**

✉ C/ del Prado, 26. 28014 MADRID

☎ : 91 420 18 57

Fax: 91 420 19 42

🇲 Antón Martín

**NETHERLANDS**

✉ Avda. Comandante Franco, 32.

28016 MADRID

☎ : 91 353 75 00 / 73 39

Fax: 91 359 21 50 / 91 353 71 95

🇲 Pío XII

Chancellery

☎ : 91 353 75 00 / 39

Fax: 91 353 75 65 / 76

**PAKISTAN**

✉ Avda. Pío XII, 11. 28016 MADRID

☎ : 91 345 89 95 / 89 86

Fax: 91 345 81 58

🇲 Pío XII

**PANAMA**

✉ C/ Claudio Coello, 86 - 1º Dcha

28006 MADRID

☎ : 91 576 76 68 / 50 01

Fax: 91 576 71 61

🇲 Nuñez de Balboa

Honorary General Consulate

✉ C/ Claudio Coello, 86 - Bajo

28006 Madrid

☎ : 91 576 50 01 / 76 68

🇲 Nuñez de Balboa

**PARAGUAY**

✉ Pº Eduardo Dato, 21 - 4º Izda.

28010 MADRID

☎ : 91 308 27 46 / 53 19

Fax: 91 308 49 05

Fax Consular Section: 91 308 38 36

🇲 Rubén Darío

**PERU**

✉ C/ Príncipe de Vergara, 36 - 5º Dcha

28001 MADRID

☎ : 91 562 90 22 / 43 15

Fax: 91 577 68 61

🇲 Velázquez

General Consulate

✉ C/ Cristóbal Bordiú, 49.

28003 MADRID

☎ : 91 562 56 09 / 91 561 01 76

Fax: 91 562 91 11

**POLAND**

✉ C/ Guisando, 23 bis. 28035 MADRID  
 ☎ : 91 316 13 65 / 91 373 66 05  
 Fax: 91 373 66 24

Consular Affairs  
 ☎ : 91 373 60 49  
 Fax: 91 373 66 24

Chancellery  
 ☎ : 91 373 66 05 / 06 / 95 30

**PORTUGAL**

✉ C/ Pinar, 1. 28006 MADRID  
 ☎ : 91 782 49 60  
 Fax: 91 782 49 72  
 🇲🇵 Gregorio Marañón

General Consulate  
 ✉ C/ Lagasca, 88 - 4º  
 28001 MADRID  
 ☎ : 91 577 35 85  
 Fax: 91 577 68 02

**QATAR**

✉ Pº de la Castellana , 15. 5º  
 28046 MADRID  
 ☎ : 91 310 69 26  
 Fax: 91 310 48 51  
 🇲🇵 Alonso Martínez

**UNITED KINGDOM OF GREAT BRITAIN  
AND NORTHERN IRELAND**

✉ C/ Fernando el Santo, 16.  
 28010 MADRID  
 ☎ : 91 700 82 00  
 Fax: 91 700 82 10  
 🇲🇵 Alonso Martínez

General Consulate  
 ✉ Pº de Recoletos, 7-9 - 4º.  
 28004 MADRID  
 ☎ : 91 524 97 00  
 Fax: 91 524 97 30  
 🇲🇵 Retiro

**CZECH REPUBLIC**

✉ Avda. Pío XII, 22-24. 28016 MADRID  
 ☎ : 91 353 18 80  
 Fax: 91 353 18 85  
 🇲🇵 Pío XII

Consular Affairs  
 ☎ : 91 353 18 96 / 97  
 Fax: 91 353 18 98

**DOMINICAN REPUBLIC**

✉ Pº de la Castellana, 30 - 1º Dcha.  
 28046 MADRID  
 ☎ : 91 431 53 95  
 Fax: 91 435 81 39  
 🇲🇵 Rubén Darío

General Consulate  
 ✉ C/ Castelló, 25 - 2º E. 28001 MADRID  
 ☎ : 91 431 53 21  
 Fax: 91 576 11 68  
 🇲🇵 Velázquez

**RWANDA**

Honorary Consulate  
 ✉ C/ Infantas, 19 - 3º Dcha. F.  
 28004 MADRID  
 ☎ : 91 522 57 17  
 🇲🇵 Gran Vía

**RUMANIA**

✉ C/ Ángel de Diego Roldán, 14-16.  
 28006 MADRID  
 ☎ : 91 359 78 95 - 91 345 12 44  
 Fax: 91 416 50 25  
 🇲🇵 Avda. de la Paz

Consular Affairs  
 ☎ : 91 359 78 95  
 Fax: 91 345 29 17

**RUSSIA**

✉ C/ Velázquez, 155. 28002 MADRID  
 ☎ : 91 562 22 64 / 91 411 08 07  
 Fax: 91 562 97 12  
 🇲🇵 República Argentina

Consular Affairs  
 ✉ C/ Joaquín Costa, 33. 28002 MADRID  
 ☎ : 91 411 29 57  
 Fax: 91 562 78 30  
 🇲🇵 República Argentina

**SOLOMON ISLANDS**

Honorary Consulate  
 ✉ C/ Pedro de Valdivia, 19 H.  
 28006 MADRID  
 ☎ : 91 782 33 01  
 Fax: 91 561 53 04

**SAN MARINO**

✉ C/ Padre de Jesús Ordóñez, 18 - 3º Izda.  
 28002 MADRID  
 ☎ : 91 563 90 00  
 Fax: 91 563 19 31  
 🇲🇵 Cruz del Rayo

Honorary General Consulate  
 ✉ Pº de la Castellana, 13-3º.  
 28046 MADRID  
 ☎ : 91 319 35 62

**HOLY SEE**

✉ Avda. Pío XII, 46. 28016 MADRID  
 ☎ : 91 766 83 11  
 Fax: 91 766 70 85  
 🇲🇵 Pío XII

**SÃO TOMÉ AND PRÍNCIPE**

Honorary Consulate  
 ✉ C/ Cea Bermúdez 66 - 2º E .  
 28003 MADRID  
 ☎ : 91 399 00 71. Fax: 91 577 79 89  
 Mobile phone: 676 633 697  
 🇲🇵 Islas Filipinas

**SENEGAL**

✉ C/ Príncipe de Vergara, 90-1º A y B.  
 28001 MADRID  
 ☎ : 91 745 10 03 / 91 564 28 48  
 🇲🇵 Avenida de América

General Consulate  
 ✉ C/ Ayala nº 99 - 1º D. 28006 MADRID  
 ☎ : 91 745 10 03 / 91 564 28 48  
 🇲🇵 Manuel Becerra

**SERBIA AND MONTENEGRO**

✉ C/ Velázquez, 162. 28002 MADRID  
 ☎ : 91 563 50 45. Fax: 91 563 04 40  
 🇲🇵 República Argentina

Consular Affairs  
 ☎ : 91 562 60 40 / 91 563 50 45

**SEYCHELLES**

Honorary Consulate

✉ C/ Monte Esquinza, 30.  
28016 MADRID

☎ : 91 319 51 89

📍 Alonso Martínez

**SYRIA**

✉ Pza. Platerías Martínez, 1-1º  
28014 MADRID

☎ : 91 420 39 46 / 16 02

Fax: 91 420 26 81

📍 Antón Martín

**SRI LANKA**

Honorary General Consulate

✉ C/ Alonso Cano, 93 - 5º G  
28003 MADRID

☎ : 91 553 18 32 Móvil: 670 84 39 69

📍 Nuevos Ministerios

**SOUTH AFRICA**

✉ C/ Claudio Coello, 91-6º y 7º  
28006 MADRID

☎ : 91 436 37 80

Fax: 91 577 74 14

📍 Nuñez de Balboa

**SUDAN**

✉ Pº de la Castellana, 115 - 11º Izda  
28046 MADRID

☎ : 91 597 25 16 / 91 417 49 04

Fax: 91 417 49 03

📍 Cuzco

**SWEDEN**

✉ C/ Caracas, 25. 28010 MADRID

☎ : 91 702 20 00

Fax: 91 702 20 40

Consular Section:

Fax: 91 702 20 38

📍 Rubén Darío

**SWITZERLAND**

✉ C/ Núñez de Balboa, 35ª-7º  
28001 MADRID

☎ : 91 436 39 60

Fax: 91 436 39 80

📍 Velázquez

**THAILAND**

✉ C/ Joaquín Costa, 29. 28002 MADRID

☎ : 91 563 29 03 / 79 59

Fax: 91 564 00 33 / 91 562 41 82

📍 República Argentina

**TOGO**

Honorary Consulate

✉ Centro Comercial «Costa Blanca»,  
local 10. N-I, Km. 14. 28001 ALCOBENDAS

☎ : 91 650 61 96

**TUNIS**

✉ Avda. Alfonso XIII, 64-68  
28016 MADRID

☎ : 91 447 35 08 / 35 12

Fax: 91 593 84 16

📍 Avenida de la Paz

**TURKEY**

✉ C/ Rafael Calvo, 18 - 2º A-B.  
28010 MADRID

☎ : 91 319 81 11 / 82 97

Fax: 91 308 66 02

**UKRAINE**

✉ C/ Ronda de la Abubilla, 52.  
28043 MADRID

☎ : 91 748 93 60

Fax: 91 388 71 78

Consular Section.

☎ : 91 748 93 78 - Fax: 91 759 03 28

**UGANDA**

Honorary Consulate

✉ C/ Villanueva, 35 -37 - Planta Baja  
28001 MADRID

☎ : 91 426 29 99

Fax: 91 577 02 09

📍 Príncipe de Vergara

**URUGUAY**

✉ Pº Pintor Rosales, 32 - 1º D.  
28008 MADRID

☎ : 91 758 04 75

Fax: 91 542 81 77

General Consulate

✉ Pº Pintor Rosales, 32, 8º.  
20008 MADRID

☎ : 91 548 22 82

📍 Ventura Rodríguez

**UZBEKISTAN**

Honorary General Consulate

✉ Pº de la Rinconada, 13.  
28023 MADRID

☎ : 91 307 81 91

**VENEZUELA**

✉ C/ Capitán Haya, 1  
(Edif. Eurocentro, pl. 13). 28020 MADRID

☎ : 91 598 12 00

Fax: 91 597 15 83

📍 Santiago Bernabeu

General Consulate

✉ C/ General Perón, 26-1º.  
28020 MADRID

☎ : 91 417 50 53

📍 Santiago Bernabeu

**VIETNAM**

✉ C/ Arturo Soria, 201 - 1º A  
28043 MADRID

☎ : 91 510 28 67

Fax: 91 415 70 67

📍 Arturo Soria

**YEMEN**

✉ Pº de la Castellana, 114 -  
3º esc.1- nº 1. 28046 MADRID

☎ : 91 411 99 50

Fax: 91 562 38 65

📍 Nuevos Ministerios





## Frequently Asked Questions

Is there any phone where I can get information about immigration matters? **pag.6**

Where can I get advice on procedures regarding immigration? **pag.6**

Is there any information phone about the Community of Madrid? **pag.9**

How can I obtain my documentation? **pag.12**

Where should I apply for a Stay permit extension or my Alien Registration Card? **pag.14-17**

Where should I apply for my Alien Registration Card? **pag.17**

Do I need authorization to work? **pag.15**

Can I be a self-employed worker? **pag.13**

How can I obtain information about employment? **pag.65**

Can I drive in Spain? **pag.8**

Where can I go if I encounter problems renting a flat? **pag.25**

Where should I register? **pag.22**

Am I entitled to Health Assistance? **pag.50**

Where can I phone if I need emergency health care? **pag.51**

Are my children entitled to education? **pag.52**

Where can I learn Spanish? **pag.53**

Is there anywhere I can have free access to the Internet? **pag.62**

Can I have my studies recognised or validated in Spain? **pag.62**

Can I get married in Spain? **pag.72**

What should I do if my child is born in Spain? **pag.73**

Can I request Spanish nationality? **pag.80**

Can I report an aggression to the Police? **pag.6**

Where should I call if I have been victim of a crime? **pag.7**

Where can I go if I have been victim of home violence? **pag.69**

Where in Madrid is my country's Embassy? **pag.90**

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