



MINISTERIO
DEL INTERIOR



DUPLICATES AND RENEWALS OF REGISTRATION

IMPORTANT: You must book an appointment before conducting any formalities at any Provincial Traffic Department. Only for citizens and their representatives. Companies and groups obliged to interact electronically with the Administration, as well as their representatives, must make the request by electronic means.

GENERAL REQUIREMENTS

- **Official application form.** (Available on www.dgt.es)
- **Identification of the applicant:**
 - Natural persons: official document accrediting his/her identity and address (valid ID card, Spanish driving licence, residence card, passport plus Foreigner Identification Number).
 - Legal persons: tax identification card of the company accrediting the representation and identity of the person signing. (Model available on www.dgt.es)
 - Minors or disabled persons: data and signature of the father, mother or guardian, his/her ID card and document accrediting their relationship.

DUPLICATE REGISTRATION CERTIFICATE IF DAMAGED, LOST OR STOLEN

- **Fee** of €20.60 (IV.4). (Payment in cash is not accepted).

RENEWALS DUE TO CHANGE IN DETAILS: NAME, SURNAME, BUSINESS NAME

- **Fee** of €20.60 (IV.4). The administrative procedure is free of charge in the case of change in the data appearing on the identification documents of natural persons. (Payment in cash is not accepted).
- Document certifying the change: original ID card / tax identification card of the company which already contains the change made.
- In case of special agricultural vehicles, document certifying that the change has been previously communicated to the ROMA (Official Register of Agricultural Machinery).

RENEWALS DUE TO CHANGE OF ADDRESS

You can process the change of address via some Town Halls. For the Town Halls available, please refer to www.dgt.es

- This procedure is **free of charge**.
- Proof of the change in address: valid ID card, certificate as a local resident (empadronamiento), census card. If there is no change of municipality a water, electricity or gas bill shall suffice.
- In case of a change in address for vehicles from the Canary Islands, Ceuta and Melilla to the Peninsula or the Balearic Islands, a document certifying that the vehicle has been cleared through Customs will be required. If the applicant fails to submit such document, the Customs office shall be informed accordingly.
A fee of € 8.59 (IV.1) will be charged for the entry of the import.

RENEWALS DUE TO CHANGE OF SERVICE AND MAIN MODIFICATIONS

- **Fee** of €20.60 (IV.4). (Payment in cash is not accepted).
- Original vehicle documentation: **Roadworthiness certificate**. It shall include the modification or the change of service made.
- Proof of payment/exemption from the Special Tax on Certain Means of Transport, in those cases in which the change of destination of driving school vehicles, rental vehicles without a driver, taxis that were exempted from payment at the moment of registering the vehicle
- In case of special agricultural vehicles, document certifying that the change has been previously communicated to the ROMA.

NOTE: If the holder does not submit the documents, it will be necessary to also submit a written authorization signed by him/her, specifying that this representation is free of charge (model available on www.dgt.es).

The submission of documentation supporting the registration data (address) and the IAE (trade tax) may be replaced by an implicit authorization so that the Directorate General for Traffic (DGT) can verify such information online. You can oppose to this verification by checking the appropriate box in the application form. If DGT does not receive valid information, the applicant must submit documentation in order to remedy this situation.

If any of the data required above cannot be clearly proven, additional documentation could be requested.

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