



MINISTERIO
DEL INTERIOR



VEHICLE 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.

- **Official application form.** (*Available on www.dgt.es*)
- **Fee** of €98.78 (I.1), except mopeds €27.57 (I.2). (payment in cash is not accepted).
- **Identification of the applicant:**
 - Natural persons: official document accrediting his/her identity and address (ID card, Spanish driving licence, residence card, Passport plus the Foreigner Identification Number).
 - Legal persons: tax identification card of the company accrediting the representation and identity of the person who signs the application (*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.
- **Vehicle documentation:** Electronic ITV card (*NIVE*) or ITV card in paper format together with the diligencia de venta (information about the final customer and the dealer selling the vehicle) or, failing this, the invoice or notice of award if the vehicle is from an auction.
- **Taxes:**
 - Proof of payment or exemption from the municipal vehicle tax where the applicant resides (*original or photocopy*).
 - Proof of payment /exemption /non-liability to the Special Tax on Certain Means of Transport (model 576, 06 or 05 from the Agencia Estatal Tributaria –Agency of the Tax Authorities-, www.aeat.es), except in the case of trailers.
- **In addition to the previous documents:**
 - **Agricultural vehicles:** document proving its registration in the Official Register of Agricultural Machinery of the Autonomous Community, unless they have been registered online in the DGT Register of Vehicles.
 - **Certificate of transport:** in case of a bus or a vehicle for transporting goods with a MAM above 6 tonnes and a load capacity exceeding 3.5 tonnes, unless they have been registered online in the DGT Register of Vehicles.
 - **New vehicles acquired within the EU:** VAT payment (model 309 or 300 from the Agencia Estatal Tributaria–Agency of the Tax Authorities-) or a document declaring that he/she is included in the VAT registered traders and a technical certificate issued by a Vehicle Inspection Centre.
 - **Used vehicles acquired within the EU:** original documents of the vehicle, and:
 - If the sale is between private persons, a purchase agreement together with its translation and Tax on capital transfers.
 - If the vehicle is acquired in a car dealer other than Spain, the invoice detailing the VAT figure shall be presented.
 - If the vehicle is acquired in a Spanish car dealer, the invoice and document issued by the Treasury declaring that they are registered to perform that activity during the financial year in question.
 - Technical certificate issued by the Vehicle Inspection Centre.
 - **Vehicles acquired in a third country:** Original documents of the vehicle, a Single Administrative Document issued by the Customs Office, unless the import certificate appears in the Roadworthiness certificate.

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).

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

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