

# RENEWAL OF THE MUNICIPAL CENSUS REGISTRATION



Estem  
al teu  
servei!

Primer  
de tot  
ets tu



Ajuntament de L'Hospitalet

## **WHAT IS IT?**

Third-country nationals without permanent or long-term residence authorization (ENCARP) must request the renewal of their municipal census registration every 2 years from the date of first registration in the municipality. This census is independent of the expiry of the identity document.

According to article 16 of the Law regulating the local government, not performing this municipal census registration renewal will result in the cancellation of the registration in the Municipal Register of Residents.

## **WHO MUST PROCESS IT AND HOW TO DO IT?**

All registered persons over 18 years of age who do not have a permanent or long-term residence permit must appear in the Citizen Care Office to personally renew their registration in the Municipal Register of Residents. A person authorized by a notarial deed may process this paperwork on your behalf.

For children under 18 years of age, the request must be filed by parents who have their custody, or, failing this, the person who can prove their legal representation can process this paperwork.

## REQUIRED DOCUMENTS

The original document, not a photocopy, must be provided of:

- Valid residence card or passport (if the document is not valid, the expired document must be presented with the request for renewal).
- For children under 18 years of age, you must submit a document that certifies the child's legal representation, such as the family register with the child's registration, the family passport or the child's birth certificate.

## WHERE DO YOU HAVE TO GO?

- Citizen Care Office (C. de Girona, 10).

Opening hours: working days from Monday to Friday, from 8:30 a.m. to 2.00 p.m.

**Arrange an appointment through one of the following channels:**

- Website [www.l-h.cat/citaoac](http://www.l-h.cat/citaoac)
- Phone (free of charge):  
010 - 900 100 277 (if you are calling from outside L'Hospitalet)

You will find all the detailed information at [seuelectronica.l-h.cat](http://seuelectronica.l-h.cat) > **Tràmites (Procedures)** > **Población (Population)** > **Padrón Municipal de Habitantes (Municipal Register of Residents)** and by calling the free citizen service helpline, 010.

**Note that both the prior appointment and the registration procedure are free of charge.**

# L'Hola!



Telèfon gratuït  
d'atenció ciutadana

[www.l-h.cat](http://www.l-h.cat)