

# REGISTRATION IN THE L'HOSPITALET MUNICIPAL CENSUS



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servei.

Primer  
de tot  
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Ajuntament de L'Hospitalet

As a resident in L'Hospitalet, you must register in the municipal census. The municipal census registration will be useful to certify your usual place of residence in other administrative and legal procedures.

## HOW IS IT PROCESSED?

When you take up residence in the municipality, you must request your registration in the Municipal Register of Residents.

## WHO CAN DO IT?

- Any person over 18 years of age who lives in the municipality can request their registration in the Municipal Register of Residents.
- Any person over 18 years of age can request the registration of another person with the explicit authorization of the person concerned.
- 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.

## REQUIRED DOCUMENTS?

You must provide the original document, not a photocopy.

### **Identity document**

- Valid original identity documents:  
National ID card, residence card or passport.
- For children under 18 years of age without an identity you must submit the family register or the child's birth certificate

### **Residence document**

If there is no one registered in the property:

- The title of ownership or rental contract in force.

If there is a person registered in the property:

- A written consent from the contract holder or owner.

If you do not have a title that certifies the ownership of the property or are in a situation different from those stated above, for example, if you have no address, the City Council will check your residence:

- You must register a request together with the necessary identity documents, stating the address where you are currently living.

## 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) > **Trámites (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)