

#PadroXTotes

Steps & advice for municipal registration (empadronamiento)



THE REGISTRATION IN THE CENSUS IS A RIGHT FOR EVERYONE LIVING IN A MUNICIPALITY AND AN OBLIGATION FOR THE TOWN HALL

Go to the Citizen Help & Information Office (OAC) in your city or town

DOCUMENTS NEEDED ACCORDING TO THE TYPE OF REGISTRATON:



- **Fixed address:** contract or document accrediting the effective possession of the home (property or rent) or authorization of the person holding the document, who is registered at the address.

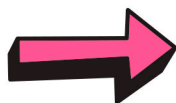


- **No permanent address:** Provide an address to receive notifications and apply for non fixed address registration. Add all the documents that proof that you live in the municipality.

SITUATIONS OF INSTITUTIONAL DENIAL



You are denied the possibility to apply for registration

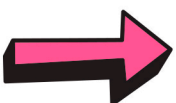


They won't register your application



If there's no answer in

THREE MONTHS



It's considered POSITIVE SILENCE



No answer or negative answer



WHAT TO DO?



Fill the **form** following the guidelines of the protocol hosted in www.ficat.org and give it to your City Hall Registry

File a complaint to the **municipal Ombudsman** and copy the **Catalan Ombudsman's** (Síndic de Gregues) email: sindic@sindic.cat

Submit a new application of registration by ADMINISTRATIVE SILENCE. You'll find a sample here www.ficat.org

Make another complaint to the municipal Ombudsman and submit an appeal within one month after the reception of the answer letter.

* One of the most frequent reasons of denial is not being registered by Social Services. This, though, is **NOT** a legal reason: File an appeal.



REMEMBER! Always keep the received documents and contact the organisations and people in your municipality who accompany the registration process to obtain the documents you need. More info: coordinadora.obrim.fronteres@gmail.com o padro@ficat.org