



SOCIAL REGISTRATION APPLICATION OF THE PAMPLONA CITY COUNCIL

☐ IN MY OWN NAME – PERSONAL DETAILS:	
FIRST NAME AND SURNAME	
NATIONAL ID/PASSPORT FOREIGN RESIDENT ID	TELEPHONE:
EMAIL:	
DATE OF BIRTH:	PLACE OF BIRTH:
☐ ON BEHALF OF – REPRESENTATIVE DETAILS:	
FIRST NAME AND SURNAME	
NATIONAL ID/PASSPORT FOREIGN RESIDENT ID	TELEPHONE:
EMAIL:	
DATE OF BIRTH:	PLACE OF BIRTH::

ADDRESS FOR NOTIFICATIONS:

- ☐ ELECTRONIC MEANS. Email address:
☐ ADDRESS:

Please list the members of your household, if any:

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RESIDENTIAL STATUS:

- ☐ Homeless, living in public spaces or squatted buildings.
☐ Living in unauthorised premises, storage rooms or vans.
☐ In a flat or room

Address of place of residence or usual overnight accommodation:

ELIGIBILITY CRITERIA:

To meet the requirements entitling you to registration on the municipal register, you must have a **regular presence in Pamplona**.

The accuracy of this circumstance will be verified in the databases to which Pamplona City Council has access; the Council may carry out ex officio checks on your actual place of residence; furthermore, you may attach to this application as much **legally admissible evidence** as you wish to substantiate this circumstance.



You must be in one of the following circumstances: living in public spaces, squatted buildings, premises, unauthorised storage rooms or mobile homes such as vans, and **requiring a fictitious registration for the purposes of notification.**

If you are **residing in a property** without the owner's authorisation, please note that you are entitled to request **ex officio registration on the municipal register for that property.**

In this case, you may visit the register office (by appointment) and request your registration by official decision.

You must sign an application form and attach a copy of your personal identification documents (passport, NIE, DNI). If you have supporting documentation of your residence (payment receipts, room rental contract, etc.), you may also attach this.

Pamplona City Council will carry out the necessary checks and, if your residence at that address is confirmed, will proceed to register you on the municipal register.

AUTHORISATIONS TO PAMPLONA CITY COUNCIL:

By submitting this application, you **AUTHORISE**, in accordance with Article 28 of Law 39/2015 of 1 October on Administrative Procedure in Public Administrations, Pamplona City Council to:

- Consult public records held by various competent public authorities and to which Pamplona City Council has access.
- Ex officio verification of the place of residence or overnight stay, whether this is a dwelling or a public space, building or premises.

AFFIDAVIT:

By submitting this application, the applicant **solemnly DECLARES** that the information contained herein is **true and accurate.**

You must specify your usual place of residence or overnight stay.

In Pamplona-Iruña, on

Signature of the applicant or representative

Data protection: Pamplona City Council is the data controller for personal data that will be used for the purpose of managing the maintenance of the municipal register in the exercise of its public powers. You have the right to access your data, to rectify it if it is incorrect and to have it erased, as well as other rights, by contacting the General Registry (C/Mayor 2, 31001 Pamplona) or via the online portal. You can consult the list of data processing activities and further information at www.pamplona.es

If you include third-party data for registration purposes, you must, prior to its inclusion, inform them of the details set out in the paragraph above and, where necessary, obtain their express consent for the processing of their data.