

AUTORIZACIÓN DE REGRESO (re-entry permit) TOTALLY necessary to be able to travel outside the Schengen area while your residence card (NIE) gets renewed.

Step 1

If you are in the process of renewing your residency card (NIE) and must travel outside of the Schengen area, you are responsible for obtaining a re-entry permit (*autorización de regreso*).

Appointments for the re-entry permit may be made online by clicking here. For help in making this appointment, please click here;

Be sure to print out your appointment confirmation as you will need to present this form on the day of your appointment.

Step 2

You will need to take the following original documents plus photocopies of each on the date of your appointment

1. Application form [EX-13](#). Be sure to fill out the form online before printing it out. For assistance in filling out this form, please click [here](#);
2. Passport;
3. *Tarjeta de residencia (NIE)* If your card is lost or has been stolen, you must take your police report (*denuncia*);
4. Proof that you have initiated the process to renew your *tarjeta de residencia (NIE)*. This is either printed proof of your appointment or your copy of form [EX-00](#) stamped by the relevant authorities;
5. Print-out of your appointment to obtain your *autorización de regreso*;
6. Documentation that shows that the trip is necessary (this includes a copy of your flight itinerary);
7. Form [790_012](#) that shows that you have paid the corresponding fee. Approximately 12-15€. You may fill out this form online and print it out.

Note: You must have been issued a NIE to be able to apply for an *autorización de regreso*.