



## **EORI APPLICATION**

To obtain the EORI (Economic Operator Registration and Identification) number, you are required to have a NIF (numero de identificación fiscal) issued by the AEAT (Agencia Tributaria.)

To simplify the process, the EORI will be processed in the same application as the NIF, so you must submit **a single record** with the following documentation:

- Letter indicating that you are requesting the EORI
- Email (you will receive a notice to pick up the NIF and EORI)
- Contact telephone number
- Forms and documentation for the NIF application

If you are going to apply for the **EORI on behalf of a body corporate**, remember that you must obtain the NIF of both the body corporate and the NIF of a natural person representing the company (i.e. Director). **All this must be requested in the same EORI application register.**

The registration can be submitted via the two available ways to apply for the NIF in accordance with the instructions in the following sections:

- Online
- In person at any Administration or Delegation of the Tax Agency (AEAT)

When the NIF and EORI are available for **collection at the office**, you will receive a **notice at the email provided** from the email address: [ComunicaciónAduanaEspana.Gibraltar@correo.aeat.es](mailto:ComunicaciónAduanaEspana.Gibraltar@correo.aeat.es).

**You will only have to go to the AEAT office once you have received the notification from the aforementioned email.**



## APPLICATION FOR THE NIF OF LEGAL ENTITIES

The application for the NIF is made using declaration form 036.

### What documentation do I need to submit?

All documents **must be translated into Spanish by official translation**, where appropriate, by a sworn translator or through consular or diplomatic representations.

**(1) Form 036.**

**(2) Documentation that proves the existence of the non-resident Entity (certificate of incorporation).** It must include **Hague Apostille**.

*This document can be the deed of incorporation in your country and the articles of association of the Entity **registered in the official registry of your country** or certification from a notary or a registry or tax authority that proves the existence of the company.*

**(3) Photocopy of the NIF of the legal representative of the company and document that accredits it.** *If you do not have a natural person NIF, you must apply for it by providing the corresponding documentation in the same application register for the NIF and EORI of a legal person (application section for the NIF of natural persons).*

**(4) Photocopy of the NIF of the person acting before the AEAT on behalf of the entity, and document accrediting the capacity to represent.**

**(5) In relation to the natural person who signs the application for the tax identification number for the entity as a legal or voluntary representative:**

a. Card or document accrediting the **tax identification number**, attributed by the Spanish Administration.

b. Document that proves that the person signing the application for the entity's tax identification number has **sufficient power to do so**.

*To this end, the certification of the registration or tax authority of the country of origin that certifies the existence of the entity will suffice, when the person signing the application is the legal representative of the entity, and the aforementioned certification also appears as the legal representative.*



## How do I fill out form 036?

Completion will be done through the following link: [Form 036 \(agenciatributaria.gob.es\)](http://Form_036(agenciatributaria.gob.es))

You must select legal person:

You will fill in box **102 ONLY 102 Company name** (at least 3 characters):

The details of the form (ANNEX FORM 036) must be filled in and, once completed, it must be saved to be submitted, along with the rest of the documentation, through one of the forms of filing.



ANEXO MODELO  
036.pdf



It is very important that you fill in the data to receive electronic notices that can be found on page 2B of form 036:

The screenshot shows the 'Modelo 036' form, specifically page 2B, titled 'Personas físicas o entidades'. The form is divided into several sections:

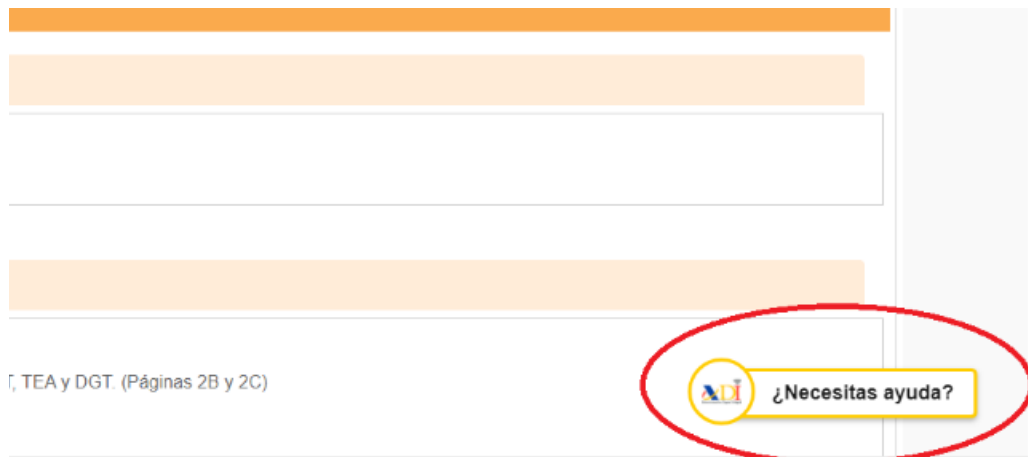
- Identificación:** Fields for B1/B2 (Person jurídica o entidad residente o constituida en España), B3 (Código país de residencia), B3B (Fecha de efecto residencia fiscal), B4 (NIF), B5 (Razón o denominación social), B6 (Anagrama), B7 (NIF otros países/NIF-IVA (IVAT)), B8 (Fecha acuerdo voluntades), B9 (Fecha constitución), B10 (Fecha inscripción registral), B10 (Código identificación fiscal del Estado de residencia/NIF-IVA (IVAT)), B28 (Dominio o dirección de internet), and B29 (Dominio o dirección de internet).
- Datos de teléfonos y direcciones electrónicas para recibir avisos de la AEAT, TEA y DGT:** This section is highlighted with a red box. It includes fields for AEAT, TEA, and DGT (Alta/Baja), contact data (B26: Prefijo país, B27: Típo. móvil para avisos, Confirmación Típo. Móvil), and electronic mail (B38: Correo electrónico para avisos). There is also a field for 'Aplicación Móvil AEAT' (Alta/Baja).

At the bottom right of the form, there is a button labeled '¿Necesitas ayuda?' (Do you need help?).

a link to the Model Instructions is attached:

[Tax Agency: Annex 3. Instructions Model 036](#)

In addition, "When you access form 036, you will find the icon "ADI, do you need help?". By clicking on it, in addition to being able to provide more information, you can request that one of our specialists attend you by chat to clarify your doubts, as well as make an [appointment](#) to avoid waiting for the Tax Agency to call you by phone to prepare and file form 036".



## How do I file Form 036 and the documentation?

You can submit the application for **NIF and the EORI** in the following ways:

1. Online



To do this, you must submit the documentation through a representative with an electronic certificate or CI@ve PIN.

It will be submitted using the following link: [Form 036. Application for assignment of entity NIF - non-face-to-face](#)

The procedure is **G3229 - Application for assignment of NIF to entity** and for the registration to be processed with priority it is necessary that the **NIF GIBALTAR** is included *in the matter*.

#### Registro Telemático

1. Generación de la solicitud   2. Firma y envío de la solicitud   3. Recibo de presentación

Datos del trámite

Trámite: **G3229** Solicitud de asignación de NIF a entidad

Procedimiento: G322 - Modelos 036. Censo de empresarios, profesionales y retenedores - Declaración censal de alta, modificación y baja.

Asunto  
**NIF GIBALTAR**

2. **Printed** by direct delivery to any Administration or Delegation of the Tax Agency. They can go **without an appointment indicating that they want to present documentation by registration. To speed up the procedures, they must indicate to the staff who attend them that it is a NIF application to obtain the EORI.**



## APPLICATION FOR THE NIF OF NATURAL PERSONS

The application for the NIF is made with the census declaration form 030.

### What documentation do I need to submit?

- (1) **Form 030.**
- (2) Photocopy **of the applicant's valid Passport or other valid Identity Document** equivalent to the National Identity Document of **their country of origin** that proves their identity, age and nationality.
- (3) **Responsible declaration** of not being obliged to have a NIE and indicating that the NIF requested from the Tax Administration will be used exclusively to carry out operations with a tax nature or significance.

A model is attached:



Declaración  
responsable.docx

In the event that you are only going to carry out **operations with tax significance**, the provision of the aforementioned documentation will suffice. If, on the other hand, you are also going to carry out another series of procedures that involve relating to your economic, professional or social interests for the purposes of art. 205 RExt (such as opening bank accounts in Spain in the name of the natural person) you will need to apply for a **NIE at the Directorate General of Police** and, at the time of applying for the NIF before the AEAT, prove that the NIE has been requested from the Directorate General of the Police.



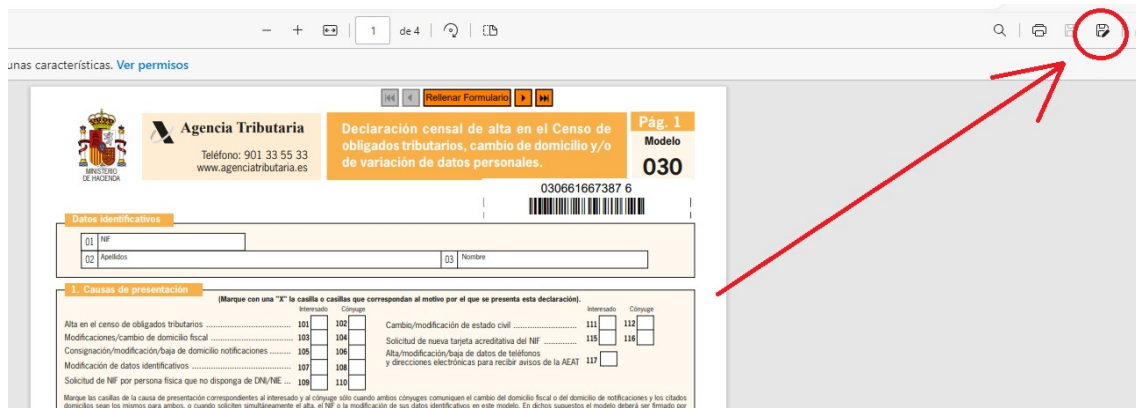
## How do I fill out form 030?

Form 030 must be downloaded from the following link: [Download the form](#)

**Before filling in form 030, you must download and save the file on your computer (do not fill it in online).**

Follow these steps:

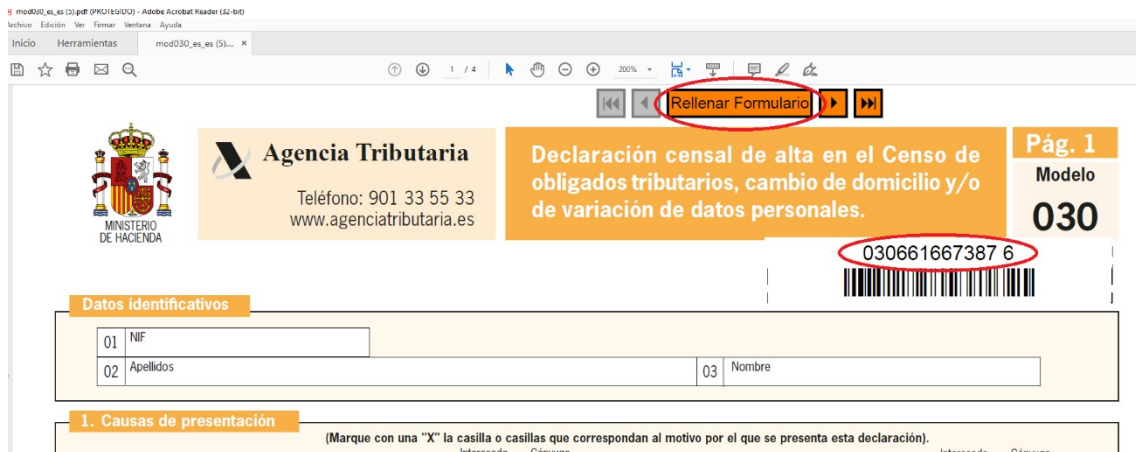
1. Before filling in the form, you must **save it to your computer**:



2. After saving, you need to close the file and open the one you saved.

3. You must click on **Fill in Form**.

At that time, **the receipt number** that appears on the barcode will change. This step is necessary for a valid receipt number to be generated (**check that the receipt number has changed**).



4. The details of the form (ANNEX FORM 030) must be filled in and, once completed, **it must be kept to be submitted, together with the rest of the documentation**, through one of the forms of filing.



ANEXO MODELO  
030.pdf



It is very important that you fill in box 117 of section 1 and the data to receive electronic notices found in section 4:

**1. Causas de presentación**

(Marque con una "X" la casilla o casillas que correspondan al motivo por el que se presenta esta declaración).

	Interesado	Cónyuge		Interesado	Cónyuge
Alta en el censo de obligados tributarios .....	101 <input type="checkbox"/>	102 <input type="checkbox"/>	Cambio/modificación de estado civil .....	111 <input type="checkbox"/>	112 <input type="checkbox"/>
Modificaciones/cambio de domicilio fiscal .....	103 <input type="checkbox"/>	104 <input type="checkbox"/>	Solicitud de nueva tarjeta acreditativa del NIF .....	115 <input type="checkbox"/>	116 <input type="checkbox"/>
Consignación/modificación/baja de domicilio notificaciones .....	105 <input type="checkbox"/>	106 <input type="checkbox"/>	<b>Alta/modificación/baja de datos de teléfonos y direcciones electrónicas para recibir avisos de la AEAT</b>	<b>117</b>	<input checked="" type="checkbox"/>
Modificación de datos identificativos .....	107 <input type="checkbox"/>	108 <input type="checkbox"/>			
Solicitud de NIF por persona física que no disponga de DNI/NIE ...	109 <input checked="" type="checkbox"/>	110 <input type="checkbox"/>			

Marque las casillas de la causa de presentación correspondientes al interesado y al cónyuge sólo cuando ambos cónyuges comuniquen el cambio del domicilio fiscal o del domicilio de notificaciones y los citados domicilios sean los mismos para ambos, o cuando soliciten simultáneamente el alta, el NIF o la modificación de sus datos identificativos en este modelo. En dichos supuestos el modelo deberá ser firmado por ambos cónyuges.

**4. Datos de teléfonos y direcciones electrónicas para recibir avisos de la AEAT**

426 Prefijo país	427 Tfno. móvil para avisos	431 Baja
<input type="text"/>	<input type="text"/>	<input type="text"/>
429 Correo electrónico para avisos	432 Baja	
<input type="text"/>	<input type="text"/>	

IMPORTANTE: Al consignar el número de teléfono y/o la dirección de correo electrónico se autoriza a su uso por la AEAT para realizar avisos informativos.

## How do I file Form 030 and the documentation?

You can submit the application for **NIF and the EORI** in the following ways:

1. Online

To do this, you must submit the documentation through a representative with an electronic certificate or CI@ve PIN.

It will be submitted through the following link: [Form 030. Application for a natural person's NIF - without DNI/NIE - non-face-to-face](#)

The procedure is **G3218 - Application for NIF of a natural person, without DNI/NIE, not face-to-face** and for the registration to be processed with priority it is necessary that the **NIF GIBRALTAR** is included *in the matter*.

Registro Telemático

1. Generación de la solicitud
2. Firma y envío de la solicitud
3. Recibo de presentación

Datos del trámite

Trámite **G3218** - Solicitud de NIF de persona física, sin DNI/NIE, no presencial.

Procedimiento: G321 - Modelo 030. Censo de obligados tributarios-Declaración censal de alta, cambio de domicilio y/o de variación de datos personales.

Asunto

**NIF GIBRALTAR**

2. **Printed** by direct delivery to any Administration or Delegation of the Tax Agency. They can go **without an appointment indicating that they want to present documentation by registration. To speed up the procedures, they must indicate, to the staff who attend them, that it is a NIF application to obtain the EORI.**