



AYUNTAMIENTO
DE PÁJARA

NOTICE: Periodic Renewal of the Municipal Register Enrollment (ENCSARP)

The City Council informs foreign residents about the mandatory procedure to renew their municipal register enrollment to avoid automatic deregistration, in accordance with Art. 16 of Law 7/1985, of April 2, Regulating the Bases of the Local Regime.

1. Who is affected by this obligation?

Non-EU Foreign Nationals without Long-Term Residence Authorization (ENCSARP) must renew their enrollment every **two years**.

- **Exemptions:** Citizens of the EU, Switzerland, the European Economic Area (Norway, Iceland, Liechtenstein), and holders of Long-Term residence cards.

2. Deadlines and Expiration

The enrollment expires **two years** after the initial registration or the last renewal. If the process is not completed within the deadline, the City Council will issue a **Resolution of Cancellation due to Expiration**, which results in the loss of status as a local resident.

3. Application Methods

You can complete this process through the following channels:

- **In Person:** By visiting the citizen service offices with your original and valid identification document.
- **Electronic Means:** Through the municipal **Electronic Office** (*Sede Electrónica*), which requires a digital certificate or Cl@ve.
- Note: For online applications, if there are doubts regarding the veracity of the declaration, the City Council may request additional documentation to prove continued residence in the municipality.

4. Requirements and Representation

- **Express Declaration:** The process requires a formal statement of the intent to renew and a confirmation that you continue to live at the same address.
- **Minors:** The renewal must be carried out by the parents who have custody or by their legal representatives.
- **Representation of Adults:** This must be accredited via a notarized document or by personal appearance before a public official.

5. Official Forms for Download

- You may download and complete the necessary forms before visiting the office or to attach them to the Electronic Office. Forms are available on the Pájara City Council website under: [DESCARGAS](#) / [MODELOS PADRON](#)