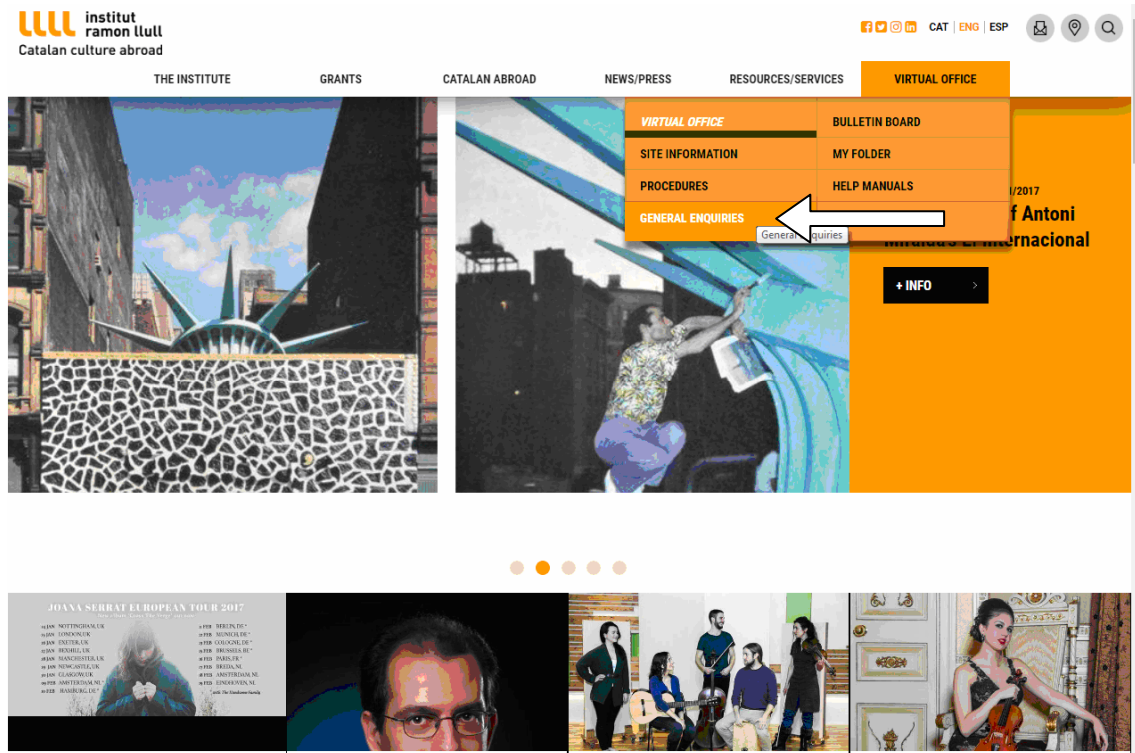


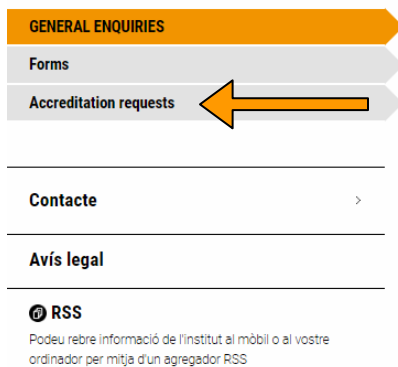


USERNAME AND PASSWORD REQUEST FOR APPLICANTS WITHOUT FISCAL RESIDENCE IN SPAIN

1. In order to make an accreditation request (to receive a username and password) you must access the General Enquires box.



2. Choose the option “Accreditation requests”.



General Enquiries



Generic form to non-specific procedures

GENERAL ENQUIRIES

The generic application can be submitted at any time.
The application form can be accompanied by a maximum of four documents related to the situation as outlined.
Prior to the submission of the generic request, the applicant must verify that there are no procedures associated with the application to be submitted to the Virtual Office of the IRL. If there is a specific procedure, an application must be made following the indications of procedure.
The computation of time, regarding the obligation of government to solve the request, is performed according to the provisions of the law of administrative procedure. In any case, if a petition is part of a process with specific deadlines, the terms that mark the corresponding procedure should be taken into account.
The effective date of start of the calculation must be notified by the entity.
The electronic registry entry date will be considered as valid for purposes of calculating deadlines.
The official electronic registry date and time for the purposes of calculating deadlines is the official date and time of Catalonia.



3. Select the link to request a username and password depending on whether you are a legal person (entity) or a natural person (individual).

General Enquiries



PETITIONS

[Accreditation request for entities without fiscal residence in Spain.](#)

[Accreditation request for natural persons without fiscal residence in Spain.](#)

GUIDE

[Guide for credentials request \(only for applicants with fiscal residence abroad\)](#)

4. Fill in the application form.

Step 1 of 3: Applicant



The following documentation must be attached:

Documentation accrediting the personality of the natural person submitting the application (passport, etc).

Applicant

First name: *	<input type="text"/>
Last name: *	<input type="text"/>
Tax ID/passport number: *	<input type="text"/>
Address: *	<input type="text"/>
Postal Code: *	<input type="text"/>
City: *	<input type="text"/>
Country: *	--
Tax residence country: *	--
Telephone 1: *	<input type="text"/>
<i>Access credentials will be sent to this email</i>	
E-mail address: *	<input type="text"/>
Website:	<input type="text"/>

Next >

Step 2: Details



Remarks: *	<input type="text"/>
Reception Area: *	--
< Previous	Next >



Step 3: Document attachment



The person submitting the application **asks** for accreditation (username/password) to access the procedures in the IRL Virtual Office.

The following documentation must be attached:

Documentation accrediting the personality of the natural person submitting the application (passport, etc).

< Previous Next >

Attached documents:

Maximum size of each file is **10 MB**

Allowed file types: **pdf**

To submit an excel file, create a pdf version of the document including all sheets, by choosing the option "Entire workbook" when printing to the pdf file.

Documentation accrediting the personality of the natural person submitting the application (passport, etc).

+ Add files...

Your details will be entered into the file *Registre d'entrada*, created by the Institut Ramon Llull for the purpose of leaving proof of incoming and outgoing documents. You may exercise your rights of access, rectification, opposition to processing, and cancellation at any time by writing to the Institut Ramon Llull (Diagonal, 373, Barcelona).

Reload > Send >

5. Once you submit the application form you will automatically receive an acknowledgement of receipt after registration.
6. You will receive the username and password via the email address entered in the application form. This will enable you to complete any online process via the IRL Electronic Office.