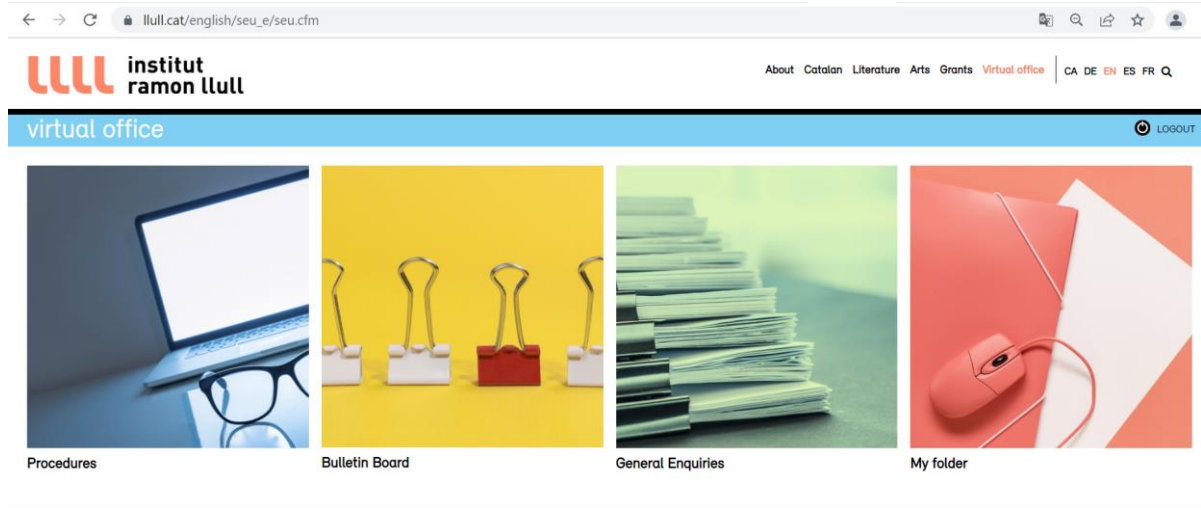


USERNAME AND PASSWORD REQUEST FOR APPLICANTS WITHOUT FISCAL RESIDENCE IN SPAIN

1. In order to make an accreditation request (to receive a username and password) you must access the “ACCREDITATION REQUEST” box.

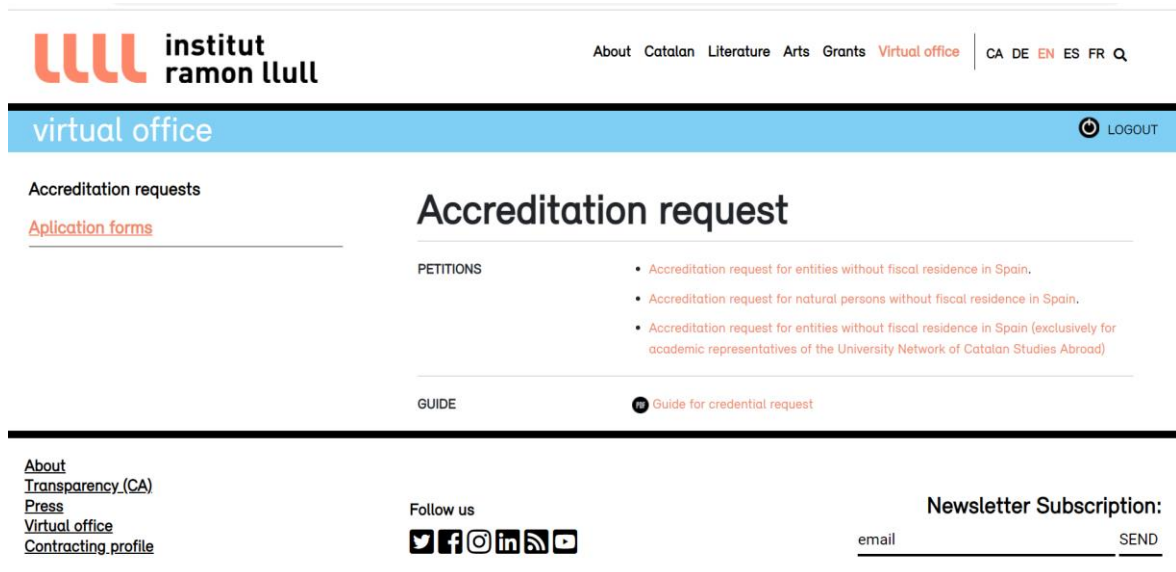


Help

- [Accreditation request](#)
- [Help manuals](#)



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



3. 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: *

Last name: *

Tax ID/passport number: *

Address: *

Postal Code: *

City: *

Country: *

Tax residence country: *

Telephone 1: *

Access credentials will be sent to this email

E-mail address: *

Website:

Next >

Step 2: Details



Remarks: *

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 >

4. Once you submit the application form you will automatically receive an acknowledgement of receipt after registration.

5. 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.