



MINISTERIO  
DEL INTERIOR



## TOURIST REGISTRATION PLATE

**IMPORTANT:** You must book an appointment before conducting any formalities at any Provincial Traffic Department.

NOTA INFORMATIVA

- **Official application form.** (*Available on [www.dgt.es](http://www.dgt.es)*)
- **Fee** of €96.80 except mopeds, €27.00. (Payment in cash is not accepted).
- **Identification of the applicant:**
  - Official document confirming his/her identity and address (ID card, Spanish driving licence, passport plus Foreigner Identification Number).
  - Minors or disabled persons: Data and signature of the father, mother or guardian, his/her ID card and document accrediting their relationship.
- **Authorisation from the Tax Administration:** (Customs) entitling the applicant to the use of a tourist registration plate and specifying the period for which it is granted, the vehicle make and chassis number.
- **Vehicle documentation:** Electronic ITV card (*NIVE*) or ITV card in paper format together with the diligencia de venta (information about the final customer and the dealer selling the vehicle) or, failing this, the invoice.
- **Proof of payment or exemption from the municipal Road Tax** where the applicant resides.
- Valid roadworthiness certificate.
- Proof of payment/exemption from the municipal Road Tax where the applicant resides (*original document or photocopy*).

### SWITCH TO A REGULAR REGISTRATION PLATE

- Application form, fee of €96.80, except mopeds € 27.00; as well as identification document of the applicant. (Payment in cash is not accepted).
- Proof of payment of or exemption from the Special Tax on Certain Means of Transport (*Vehicle registration tax*, model 576 or 06 of the Official Agency of the Tax Authorities, [www.aeat.es](http://www.aeat.es)).
- Document from the Tax Administration justifying VAT payment/exemption and Customs Document (DUA), which justifies payment of /exemption from the customs tariffs, in the case of an imported vehicle.
- In addition to the above documents, if there is a **change in the ownership** of the vehicle: application form for transfer, fee of € 54.00, except mopeds € 27.00, purchase agreement and tax on capital transfers (model 620).
- Vehicle documentation: registration certificate and roadworthiness certificate.
- Proof of payment of or exemption from the municipal Road Tax where the applicant resides (*original document or photocopy*).

### EXTENSION OF THE TOURIST REGISTRATION PLATE

*(It shall be requested **before** expiry of the period for which it was granted; otherwise an application for a **new** tourist number plate shall be made. It is requested at the Traffic Department which issued the registration certificate.*

- Authorization from the competent body of the Tax Administration (Customs) specifying the new period for which the extension is granted, the vehicle make and chassis number.
- Document from the competent body of the Tax Administration justifying payment or exemption from the relevant taxes.
- Application form and fee of €20.20. (Payment in cash is not accepted).

**NOTE:** *If the holder does not submit the documents, it will be necessary to also submit a written authorization signed by him/her, together with his/her original ID card, specifying that this representation is free of charge (model available on [www.dgt.es](http://www.dgt.es)).*

*If any of the data required above cannot be clearly proven, additional documentation could be requested.*

Last update 08/06/2017

www.dgt.es