



APPLICATION FORM FOR SEXUAL OFFENCES CERTIFICATE

The undersigned, whose details follow, requests the Ministry to issue a certificate from the Central Sex Offenders Register to meet the requirements of Law 26/2015, amending the system of child and youth protection, and Law 45/2015, on Voluntary Work.

1.- DETAILS OF THE SUBJECT OF THE INFORMATION (give full name):

Form with fields for: FIRST FAMILY NAME, SECOND FAMILY NAME, FIRST NAME, TAX ID./Foreigner's ID /PASSPORT, SEX, DATE OF BIRTH, NACIONALITY *, PLACE OF BIRTH, PROVINCE OF BIRTH, FATHER'S FIRST NAME, MOTHER'S FIRST NAME, MINOR YES / NO.

The Ministry is also requested to send an SMS to the applicant with the code required to download the certificate from the website.

** TELÉFONO MOVIL:

The applicant will receive at this number an SMS with an access code that will allow the certificate to be downloaded from any internet-connected device as often as required.

2.- CONTACT DETAILS:

Form with fields for: STREET/SQUARE/AVENUE, NUMBER, STAIRWAY, FLOOR, FLAT, TOWN, PROVINCE, POST CODE, E-MAIL ADDRESS.

For statistical purposes, indicate who has requested the certificate:

- Company, organization or private association. Enter the name of the company.
Public administration. Indicate the applicant management.

In.....the.....of.....

Signature:

Sheet for the Administration

* In the case of non-Spanish nationals a Criminal Record Certificate should be requested from their own country.

** Royal Decree 1110/2015 states that the issuing of certificates shall preferably be done by electronic means.

CONTACTO:



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Copy for the interested party

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INSTRUCTIONS FOR COMPLETING THE APPLICATION

This certificate is free of charge. Its processing will be realized if it forms preferably electronic, being sent to the mobile phone of the solicitor the Sure Code of Check (CSV) necessary for its unload.

The form must be typed or filled in using capital letters with no corrections or crossings out.

The following documentation must be submitted with the form:

❖ If the subject of the information is Spanish:

- An original or certified copy of valid national ID (DNI). (To avoid mistakes of transcription, there is recommended likewise the contribution of a simple photocopy of the ID card).
 - In case of persons minors, in addition, will have to contribute the document that accredits the representation of one of the progenitors or legal tutor.

❖ If the subject of the information is a foreigner:

- An original or certified copy of valid Residency Card (NIE), Passport or an equivalent Community identity document. (To avoid mistakes of transcription, there is recommended likewise the contribution of a simple photocopy of the ID card).

The Central Sex Offenders Register only holds information on crimes known to the Spanish Judicial system, therefore foreign nationals must request a criminal record certificate **from their native country**.

❖ When the request is not made personally by the subject, but by a representative, and in the case of minors, the representative must prove their identity by means of the appropriate aforementioned documents and also supply:

- An original or certified copy of the valid identity document of the person represented.
- An original or certified copy of the document certifying the representation in any legally valid way that provides a reliable record of this (a public document authorised by a notary public, a private document with the signatures authenticated by a notary public or a private document issued during an appearance by the person concerned before a public official, who shall note this circumstance for the record in an official attestation) or, in the case of a minor, the *libro de familia* (official Spanish family record).

Do not forget to sign the form of request.

The data collected on this form are included in a file for which the Ministry of Justice is responsible, pursuant to Organic Law 15/1999 of 13 December on Personal Data Protection.