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______CORRESPONDENCE INSTRUCTIONS:________________________________

When responding to the National Visa Center, please include the bar code sheet that came with this letter. Failure to include the bar code sheet may cause a delay in the processing of your case. The bar code sheet should be placed on top of all documents being submitted for this case and mailed to the address provided.

______10 - SPAIN POLICE CERTIFICATE:______________________________

Police Record

Available for applicants over 18 years old.

The Spanish police certificate is known in Spain as "**Certificado de Antecedentes Penales**".

If you are a Spanish national residing in Spain or a third country national (TCN) legally living in Spain, you may apply in three different ways:

1. By mail at the "Oficina Central de Atencion al Ciudadano" from the Ministry of Justice, in Plaza Jacinto Benavente 3, 28012 Madrid, Spain,
2. In person in that office or, outside Madrid, in any "Gerencia Territorial" from the Ministry of Justice,
3. By Internet, if the applicant has a Digital Certificate, through the web page **www.mjusticia.es**.

If you are a Spanish national living outside of Spain, you should apply through the Spanish Consulate in the country where you are currently living.

Non-Spanish former legal residents of Spain applying outside Spain must contact their respective countries' Embassy in Madrid, Spain (Example: Italians should contact the Italian consulate in Madrid).The Embassy should then contact the Spanish Ministry of Justice if that country has a reciprocal agreement with Spain for police certification. A list of countries having reciprocal agreements is not available. Applicants must check with each consulate regarding their country's reciprocal agreement status. The contact address for Spain is:

Oficina central de Atencion al Ciudadano del Ministerio de Justicia
Plaza Jacinto Benavente 3
28012 Madrid
Spain

Non-Spanish citizens living illegally in Spain cannot obtain Spanish police certificates. There are no alternatives available. If you are unable to obtain a police certificate you must notify the National Visa Center in writing. All the "Antecedentes Penales" must have the **Apostille of the Hague**.
[F1D 12/18/2014