

The Genealogy Corner



HOW TO ORDER A SPANISH BIRTH CERTIFICATE FROM THE SPANISH REGISTRY OFFICE?

Background: Civil Registration in Spain began, in its present form, in 1871¹. Ever since, all births², marriages and deaths which have taken place on Spanish soil should be recorded in the local Registry Office.

There are currently over 7,600 Registry Offices in Spain, not counting registry offices located within consular sections abroad; it is therefore essential to know in which municipality the event took place, as there is no centralised registry office³, nor online indexation, like in other European countries. The date of the event is equally essential, as very few registry officers will even bother to look up an event if the date provided isn't exact. However, if you do not know the exact date but have a rough idea of the year when the event took place, add a note to the corresponding section (see below) so the registrar may consider it when carrying out the search on your behalf.

Online civil registration request forms were launched several years ago, and have gradually become more and more available across Spain. However, some registry offices have not yet implemented this service, particularly in smaller towns and cities, and consequently requests there may only be done by telephone, fax or on rare occasions, via e-mail.

Important Note: The Spanish authorities do not charge for the services mentioned above, even for requests from overseas. Nevertheless, this service should not be abused. Therefore, DO NOT ORDER more copies/certificates than you need.

¹ Certificates for events which took place prior to 01/01/1871 relating to Roman Catholic baptisms, burials and marriages can usually be obtained via the local parish or the Diocesan Archive, which are usually located in the same place as the local Archbishopric's headquarters. For certificates from other religious denominations, please contact the local temple for advice.

² Stillbirths, as well as births of children who died within the first 24 hours after birth, were not recorded by the Registry Office until the year 2013.

³ The **Registro Civil Central**, located in Madrid, mainly records births/marriages/deaths of Spanish citizens which took place outside Spanish territory.

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Step 1: Access the website of the [Spanish Ministry of Justice](#) (*Inicio > Ciudadanos > Trámites y gestiones personales > Certificado/Certificación de Nacimiento*). Click on *Por internet* on the right-hand side column (*see below*).

The screenshot shows the official website of the Spanish Ministry of Justice. The header includes the Spanish flag, the text 'GOBIERNO DE ESPAÑA' and 'MINISTERIO DE JUSTICIA', and a language selector set to 'CASTELLANO'. The main navigation bar has tabs for 'EL MINISTERIO', 'LA JUSTICIA EN ESPAÑA', 'CIUDADANOS', and 'ÁREAS TEMÁTICAS'. Below this, a breadcrumb trail reads: 'Inicio > Ciudadanos > Trámites y gestiones personales > Certificado/Certificación de Nacimiento'. The main content area is titled 'Trámites y gestiones personales' and 'Certificado/Certificación de Nacimiento'. On the left, a list of links includes 'Qué es', 'Quién puede solicitarlo/presentarlo', 'Plazo', and 'Cómo solicitarlo/presentarlo'. The 'Qué es' section explains that the birth certificate is issued by the Civil Registry or Consular authorities. The 'Tipos de certificado/certificación' section lists 'Certificado Positivo' with sub-options for 'Extracto' and 'Ordinarios'. On the right, a sidebar contains sections: 'Cómo solicitarlo/presentarlo' with options 'Presencial', 'Por correo', and 'Por internet' (circled in red); 'Documentos asociados' with a link to a PDF model; 'Información relacionada' with a link to 'Registros Civiles Principales'; and 'Normativa' with a link to a 2002 instruction.

Step 2: Click the button marked with an orange arrow to be redirected to the Ministry's online platform.



Step 3: Scroll down to the third option (*Solicitud de certificado de nacimiento / Tramitación on-line sin certificado digital*) and click on the link provided in blue.

The screenshot shows the 'Solicitud de certificado de nacimiento' page. It features a header with the title and a sub-header 'Tramitación on-line sin certificado digital'. Below this, there are two status indicators: 'Tramitación telemática parcial' and 'Comprueba si tu equipo cumple con los requisitos para realizar el trámite'. The main text explains that the request for birth certificates via telematics is possible for certain entries in the Civil Registry. It also states that the certificate requested by this route will be sent by ordinary mail to the address indicated in the request. Finally, it mentions that for certificates where the chosen delivery method was presencial, the Civil Registry will indicate the date for collection.

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Step 4: On the next page, select the region (*Comunidad autónoma*) and the province (*Provincia*) where the birth took place. For births that took place abroad (i.e. not on Spanish soil) you will need to use the Registro Civil Central (second option below). Press *Continuar*.

Certificado de Nacimiento

Solicitud por internet sin certificado digital

Paso 1 de 4: seleccionar lugar de solicitud

☒ **Registros Civiles**
Seleccione la Provincia correspondiente al Registro Civil donde solicitar el Certificado de Nacimiento

Comunidad autónoma	Provincia
ANDALUCÍA ▼	ALMERÍA ▼

Continuar

☒ **Registro Civil Central** (Únicamente nacimientos ocurridos en el extranjero)
Certificado del Registro Civil Central

Continuar

Step 5: Select the municipality where the birth took place and the type of certification you want (by selecting the *Literal* option, which I recommend, you will receive a stamped photocopy of the original certificate; multilingual certificates are simple extracts in several languages, but usually do not include as much information as the original *literal* copy).

*Seleccione Registro Civil de ALMERÍA: -Seleccione Registro Civil- ▼

*Tipo de Certificación:

-Seleccione Tipo de Certificado- ▼

Step 6: You can use the next box to add specific information relating to your request, such as "Fecha aproximada" (approximate date) if you don't know the exact date of the birth, or "Investigación genealógica" if you want to specify that you are asking for the certificate for genealogical research purposes. However, this field is not compulsory.

Finalidad del certificado:

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Step 7: You will then need to include the name and first surname of the person whose birth certificate you are requesting. These fields are compulsory as they are marked with a red asterisk (*). The persons's second surname, as well as the first name of the father (*Nombre del padre*) and mother (*Nombre de la madre*) are always helpful if you include them.

Datos de la persona sobre la que se solicita la certificación:			
* Nombre:		Nombre del padre:	
* Primer apellido:		Nombre de la madre:	
Segundo apellido:			

Step 8: The *Datos registrales del hecho* refer to the birth place and date. The *Tomo* and *Folio* refer to the book and page of the volume where the birth was recorded, respectively. It is very rare that we will know this information, but as it is compulsory to provide these details, a simple triple zero (000) will be sufficient. The *Municipio del hecho* will be automatically filled in once you have selected the municipality in the drop-down menu above (*see step 5*). The *Fecha del hecho* is the date on which the birth took place; fill this is as follows: DD/MM/YYYY. If you know the year but not the day or month, you may wish to try 01/01/YYYY. However, a short note pointing this out in the open-text field above (*see step 6*) may be useful.

Datos registrales del hecho:	
* Tomo:	
* Folio:	
* Municipio del hecho:	
* Fecha del hecho:	

Step 9: Your information is essential in order for the certificate to be sent to you. Include your name, surname(s), ID/Passport number, Email and contact phone number (with your national prefix!) so you can receive a confirmation e-mail and so the registry office can contact you if necessary.

Datos del solicitante:			
* Nombre:		* D.N.I. o semejante:	
* Primer apellido:		* Email:	
Segundo apellido:		* Teléfono de contacto:	

Step 10: After ticking the box (which will enable you to receive a confirmation e-mail including the details of your request) submit your postal contact details as follows:

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☒ Al realizar la solicitud telemática acepta la recepción de información relacionada con su solicitud por correo electrónico.

Domicilio:

* Tipo Vía:	Street/Road/Ave	* Código Postal:	PostCode
* Nombre Vía:	Name of Street	* Localidad:	Town
* Número (Km):	BuildingNR	* Provincia:	County
Piso:	Floor NR	* País:	Country
Puerta:	Fat NR		

Step 11: Finally, tick the options that apply for the following questions. Usually you will want to leave the options that are automatically selected for both questions 1 (How do you want to receive the certificate? → By postal mail *or* Collect personally at the registry office) and question 2 (How many copies do you need? → One *or* Two *or* Three)

*¿Cómo desea recibir el certificado solicitado?:

☒ Por correo postal en la dirección señalada por el solicitante

☐ Recoger personalmente en Registro Civil

*Número de Certificaciones que se solicitan:

☒ una

☐ dos

☐ tres

Step 12: You are almost there! Simply press **ENVIAR**, and the new page should display the information you have submitted. If there is an error message, it means one or more fields are missing information (press **VOLVER** to return to the previous page and correct any mistakes). Revise that everything is correct, and press **ENVIAR** again. You will then receive a confirmation e-mail, and you should expect to receive the certificate by post within a month's time.

Still have questions? You've waited for over a month and still no sign of the certificates? The information you submitted appears to be correct but they have informed you that they can't find the certificate? You received an e-mail in Spanish and need help interpreting it? [Contact me](#) by e-mail or Twitter!