

HOLA SPANISH LIFESTYLE

2025 DIGITAL NOMAD CHECKLIST



BY RACH BRICKNELL

2025 DIGITAL NOMAD CHECKLIST

Section 1: Determine Your Applicant Type

(TICK ALL BOXES THAT APPLY)

☐

I am a remote employee (working for a non-Spanish company)

☐

**I am self-employed or a freelancer
(serving mainly non-Spanish clients)**



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Section 2: General Requirements (All Applicants)

☐

Valid passport (at least 1-year validity)

☐

Criminal record certificate (UK ACRO, issued within 90 days)

☐

Private health insurance (with full coverage or S1 form valid for 2 years if applying as an employee)

☐

Proof of accommodation in Spain (rental contract or home ownership)

☐

Completed and signed national visa application form

☐

Two recent passport-sized photographs

☐

Proof of visa fee payment



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Section 3: Additional Requirements Remote Employees

☐

Employment contract (company must be operating for at least 1 year)

☐

**Employer letter confirming:
Your position and salary**

☐

Permission to work remotely from Spain

☐

You've worked with them for at least 3 months

☐

Proof of qualifications (university degree or 3+ years of experience)

☐

**Payslips and bank statements showing a monthly income of at least EUR 2,763
(This is without dependants)**



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Section 4: Additional Requirements Self Employed/Freelancers

☐

**Contracts with non-Spanish clients
(active for at least 3 months)**

☐

**Description of business activities and
services provided**

☐

**Proof of qualifications (university
degree OR 3+ years of experience)**

☐

**Invoices and bank statements showing
monthly income of at least EUR 2,763**

☐

**Proof your business has been registered
and active for at least 1 year**



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Section 5: Document Authentication

☐

All non-Spanish documents apostilled:

☐

**Birth Certificate, Marriage Certificate,
Criminal Certificate(ACRO), Diplomas**

☐

**Official sworn Spanish translations
(traductor jurado)**

☐

**Birth Certificate, Marriage Certificate,
Police Certificate, Academic
Documents, Employment Contract,
Bank Statements, tax Forms and other
relevant financial or legal papers**



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Section 6: Submit via the UGE Portal

***From my own experience I suggest you hire a company to submit the application for you as not only will they have the experience, they will also be able to guide you through this process which is very complicated if you do not know the Spanish language and laws*
(I can recommend some advisors on request)**



**Create account and submit digitally at
<https://uge.tractio.es>
(This is for submitting it without an advisor)**



Pay application fee (EUR 73.26)



After approval, apply for TIE card (EUR 16.08)



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Section 7: After Approval



Register at your local town hall for the Padron (empadronamiento)

Register for Spanish Social Security if applicable (A1 Form)



Register with the Spanish tax office (Hacienda)



Apply for family members (if relocating with dependents)

Dependants can be added on the initial application this is for if you are adding them at a later date



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Section 8: Extra Tips



Start the process early as documents take time to collect.

I recommend at least 4 months in advance and if you are an employee and will need an A1 form then I would suggest 4-5 months



Hire a gestor or immigration lawyer if you're unsure

Take some time to chat with an expert to make sure you are happy with their services



Double-check for any updates to the visa requirements

If you have an immigration lawyer they will do this regularly on your behalf



2025 DIGITAL NOMAD CHECKLIST

This is a simple free checklist to get you started, there is a lot more information available in my upcoming EBook coming soon including recommendations for visa experts, translation services and everything else that comes with Spanish Bureaucracy!



I am creating a complete guide not only for the actual visa application but also for the full journey from start to finish including selling your house in the UK (when is the best time to avoid capital gains tax) How to find a property or long term rental and how to adjust to Spanish life from our own experience.

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