

## Access to the service

Enter the website below:

<https://sede.administracionespublicas.gob.es/icpplus/index.html>

- Click on **CITA PREVIA EXTRANJERÍA**
- Scroll down to find **MÁLAGA** on **PROVINCIAS DISPONIBLES**
- Click on the procedure you are interested in on **TRÁMITES DISPONIBLES PARA LA PROVINCIA SELECCIONADA**. E.G. **POLICIA – CERTIFICADOS Y ASIGNACIÓN DE NIE** (this is for non-residents) or **EU CERTIFICADOS** (this is for residency applications)
- Fill in the data of the person interested
- Choose the Police station where the appointment have been requested: **FUENGIROLA**
- Choose the appointment and click on **CONFIRMAR**
- Print (if you like) the document with all the information about the appointment.

## How the service works

**Appointment request:** This request must be only done in your name and no legal representatives will be accepted. There is a maximum of 5 appointments per day per person and collective appointments are not allowed.

**Appointments cancellation:** Once you have confirmed your appointment, you won't be able to modify, substitute or transfer your appointment to someone else. In case, you can't attend you must click on "cancelar" to cancel your appointment and request a new one.

**Punctuality:** In order to get a better development of the service and to avoid unnecessary waits to other citizens, we kindly ask you to arrive on time to your appointment. If you don't show up at the right time, your appointment will be cancelled and you will have to apply for another appointment.

## Procedures which do not need to request an appointment

These procedures are the following:

### **From 9.00 to 10.00h:**

- Collection of certificates – NIE
- Collection of return authorizations

### **From 13.00 to 14.00h:**

- Application for cancelling the residency.
- Collection of Residency Cards (tarjetas de residencia).