

Sample Project — Family Relocation

Relocation Plan



5 decisions · 13 paperwork items · 39 tasks

Generated 19 Sep 2026

Education		
Item	Type	Done
Choose a school in Madrid	Decision	☐
Local Public School (Colegio Público)	Option	☐
Bilingual Subsidized School (Colegio Concertado)	Option	☐
Private British International School	Option	☐
School Enrolment (Proceso de Admisión)	Paperwork	☐
Register your address with the city council to get your 'Certificado de Empadronamiento'	Task	☐
Gather required family documents, such as passports, NIE numbers, and the family record book ('Libro de Familia') or equivalent	Task	☐
Complete and submit the official application form ('solicitud') online or at your first-choice school during the admission window	Task	☐
Comunidad de Madrid - School Admission Information	Resource	☐

Employment		
Item	Type	Done
Work and Residence Permit (Company Sponsored)	Paperwork	☐
Gather personal documents for your employer, such as your passport, police clearance certificate (ACRO), and any requested diplomas.	Task	☐
Attend a biometrics appointment at the designated visa application center in the UK.	Task	☐
Upon arrival in Madrid, register your residency to obtain your Foreigner Identity Card (TIE) at the designated police station or Foreigners' Office.	Task	☐
Spanish Consulate in London - National Visas	Resource	☐
Self-Employment Registration (Autónomo)	Paperwork	☐
Prepare a comprehensive business plan and gather proof of sufficient financial resources for the visa application.	Task	☐
Submit the self-employment visa application to the Spanish Consulate in the UK.	Task	☐
After arriving in Spain, register for economic activities (IAE) with the Tax Agency using Form 036 or 037.	Task	☐
Spanish Consulate in London - Self-Employed Work Visa	Resource	☐
Spanish Tax Agency (Agencia Tributaria) - Registration	Resource	☐

Financial		
Item	Type	Done
Open a Spanish Bank Account	Paperwork	☐
Gather your passport, NIE (Número de Identidad de Extranjero), and proof of address.	Task	☐
Compare account fees and features for resident vs. non-resident accounts at banks like Santander, BBVA, or CaixaBank.	Task	☐



Item	Type	Done
Book an appointment with your chosen bank to open the account.	Task	☐
Tax & Social Security Number (NIE & Número de Afiliación)	Paperwork	☐
Apply for your NIE at a Spanish consulate in the UK or at a police station in Madrid.	Task	☐
Once employed, register with the Social Security system (Tesorería General de la Seguridad Social) to get your affiliation number.	Task	☐
Register with the Spanish Tax Agency (Agencia Tributaria) using Form 030.	Task	☐
Spanish Tax Agency (Agencia Tributaria)	Resource	☐
Spanish Social Security (Seguridad Social)	Resource	☐

Healthcare		
Item	Type	Done
Health Insurance in Madrid	Decision	☐
Public Health System (Sistema Nacional de Salud)	Option	☐
Local Spanish Private Health Insurance	Option	☐
International Expat Health Insurance	Option	☐
Public Health System Registration (Tarjeta Sanitaria)	Paperwork	☐
Register your address at the local town hall to get your 'padrón' certificate.	Task	☐
Obtain your Spanish Social Security number.	Task	☐
Apply for the health card at your assigned local health center (centro de salud).	Task	☐
Spanish Social Security - Healthcare Assistance	Resource	☐

Housing		
Item	Type	Done
Where to live in Madrid	Decision	☐
2-bed in Retiro — next to the park	Option	☐
3-bed in Arturo Soria — spacious & family-friendly	Option	☐
2-bed in Malasaña — vibrant & central	Option	☐
Rental Agreement (Contrato de Arrendamiento)	Paperwork	☐
Prepare proof of financial solvency, such as your Spanish employment contract and recent payslips, for landlords.	Task	☐
Schedule and attend viewings for at least three shortlisted apartments.	Task	☐
Review the rental contract clauses for duration, deposit (fianza), and notice period before signing.	Task	☐
Madrid City Portal - Renting a Home	Resource	☐
Certificate of Municipal Registration (Certificado de Empadronamiento)	Paperwork	☐
Book an appointment ('cita previa') online at your local town hall office (Oficina de Atención a la Ciudadanía).	Task	☐
Gather your passport, residency document (e.g., NIE certificate), and signed rental agreement to take to the appointment.	Task	☐
Attend the appointment to submit your documents and receive the registration certificate.	Task	☐



Item	Type	Done
Madrid City Hall - Padrón Municipal Information	Resource	☐

Immigration

Item	Type	Done
Certificado de Empadronamiento (Town Hall Registration)	Paperwork	☐
Book an appointment ('cita previa') online with the Madrid Ayuntamiento for 'Padrón'.	Task	☐
Gather your rental agreement or property deed, and valid Spanish passports or DNIs for all family members.	Task	☐
Attend the appointment at the designated office to submit documents and receive the registration certificate.	Task	☐
Madrid City Council - Padrón Information	Resource	☐
Baja Consular (De-registration from London Consulate)	Paperwork	☐
Complete the de-registration form provided by the Spanish Consulate in London.	Task	☐
Submit the form and copies of your DNI or Passport to the consulate, either in person or by mail as per their instructions.	Task	☐
Receive and save the 'Certificado de Baja Consular' for customs clearance of your belongings.	Task	☐
Spanish Consulate in London - Consular De-registration	Resource	☐
Inscripción en el Sistema Nacional de Salud (Healthcare Registration)	Paperwork	☐
Obtain your 'Certificado de Empadronamiento' from the Madrid town hall.	Task	☐
Register with the Spanish Social Security (TGSS) to get your affiliation number, or confirm your existing one.	Task	☐
Take your empadronamiento certificate and social security document to your assigned local health center ('centro de salud') to apply for the health card.	Task	☐
Spanish Social Security - Request for Health Assistance Recognition	Resource	☐

Logistics

Item	Type	Done
Pet Entry Requirements for Spain	Paperwork	☐
Confirm your dog has an ISO 11784/11785 compliant microchip implanted.	Task	☐
Book a veterinary appointment to get a rabies vaccination at least 21 days before you travel.	Task	☐
Obtain an Animal Health Certificate (AHC) from an official veterinarian, issued no more than 10 days before entering Spain.	Task	☐
Spanish Ministry of Agriculture: Travelling with Pets from the UK	Resource	☐
UK Government: Taking your pet dog, cat or ferret abroad	Resource	☐
Shipping Household Belongings & Customs	Paperwork	☐
Create a detailed inventory of all items being shipped, including their estimated value and date of purchase.	Task	☐
Research international removal companies and obtain at least three binding quotes for shipping your belongings.	Task	☐
Request a 'Baja Consular' (Certificate of Deregistration) from the Spanish Consulate in London to prove your previous residence.	Task	☐



Item	Type	Done
Spanish Tax Agency (Agencia Tributaria): Transfer of Residence Information	Resource	☐

Well-being

Item	Type	Done
Building Your Social Life in Madrid	Decision	☐
Join Expat and International Communities	Option	☐
Immerse in Local Spanish Groups	Option	☐
A Hybrid Social Strategy	Option	☐
Learning Spanish for Daily Life	Decision	☐
Formal Language School	Option	☐
Private Tutoring	Option	☐
Language Exchange and Immersion	Option	☐

