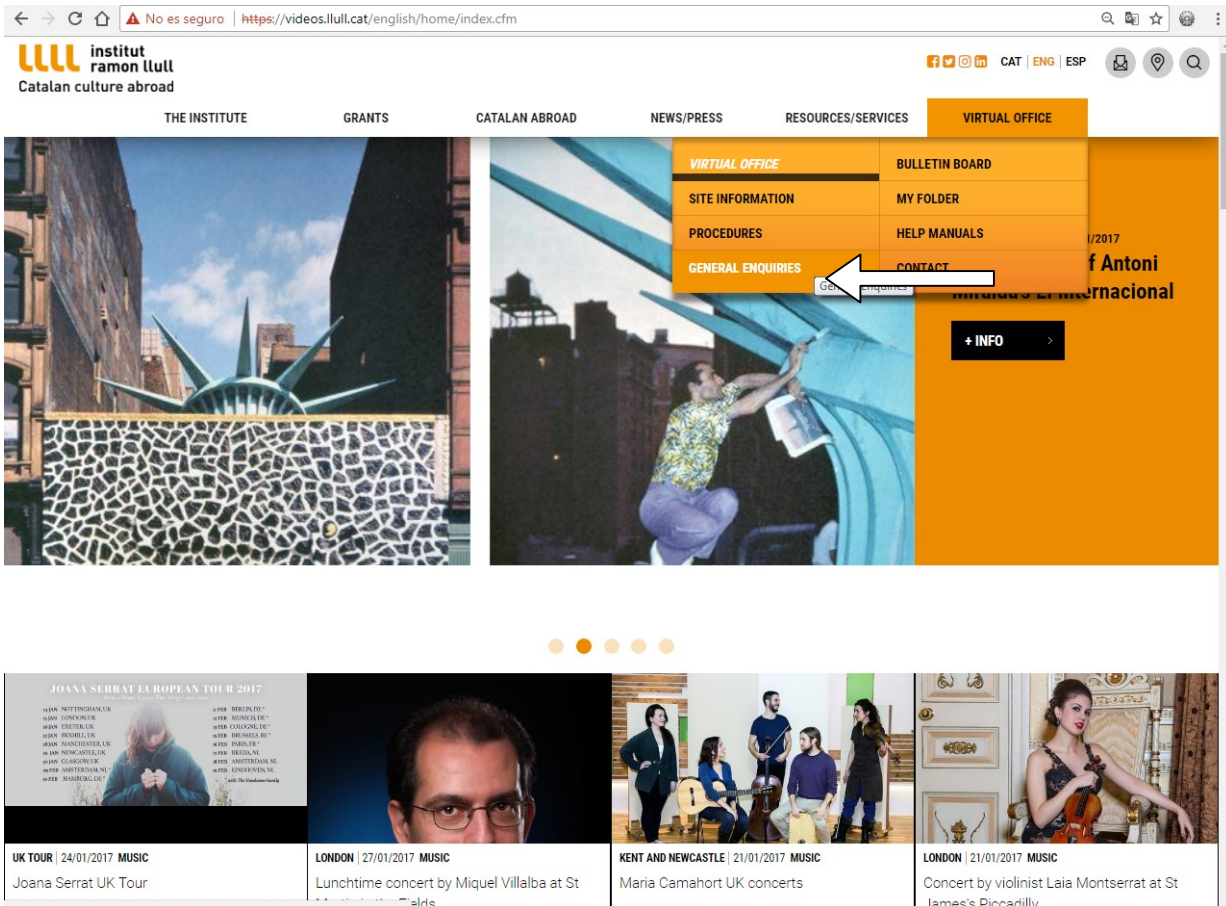




USERNAME AND PASSWORD REQUEST FOR FOREIGNERS


1. In order to make a request to receive your username and password you must use a General Enquiries online document.



2. Choose the option “Accreditation requests”.


GENERAL ENQUIRIES

Forms

Accreditation requests 

Contacte >

Avis legal

 **RSS**

Podeu rebre informació de l'Institut al mòbil o al vostre ordinador per mitja d'un agregador RSS

General Enquiries



Generic form to non-specific procedures

GENERAL ENQUIRIES

The generic application can be submitted at any time.

The application form can be accompanied by a maximum of four documents related to the situation as outlined.

Prior to the submission of the generic request, the applicant must verify that there are no procedures associated with the application to be submitted to the Virtual Office of the IRL. If there is a specific procedure, an application must be made following the indications of procedure.

The computation of time, regarding the obligation of government to solve the request, is performed according to the provisions of the law of administrative procedure. In any case, if a petition is part of a process with specific deadlines, the terms that mark the corresponding procedure should be taken into account.

The effective date of start of the calculation must be notified by the entity.

The electronic registry entry date will be considered as valid for purposes of calculating deadlines.

The official electronic registry date and time for the purposes of calculating deadlines is the official date and time of Catalonia.

3. Select the link to request a username/password according to your needs: natural person or legal entity.

General Enquiries



PETITIONS

[Accreditation request for entities without fiscal residence in Spain.](#)

[Accreditation request for natural persons without fiscal residence in Spain.](#)

GUIDE

 [Guide for credentials request \(only for applicants with fiscal residence abroad\)](#)

4. Fill in the application form.

Step 1 of 3: Applicant



The following documentation must be attached:

Documentation accrediting the personality of the natural person submitting the application (passport, etc).

Applicant

First name: *

Last name: *

Tax ID/passport number: *

Address: *

Postal Code: *

City: *

Country: *

Tax residence country: *

Telephone 1: *

Access credentials will be sent to this email

E-mail address: *

Website:

[Next >](#)

Step 2: Details



Remarks: *

Reception Area: *

[< Previous](#) [Next >](#)

Step 3: Document attachment



The person submitting the application **asks** for accreditation (username/password) to access the procedures in the IRL Virtual Office.

The following documentation must be attached:

Documentation accrediting the personality of the natural person submitting the application (passport, etc).

[< Previous](#) [Next >](#)

Attached documents:

Maximum size of each file is 10 MB

Allowed file types: pdf

To submit an excel file, create a pdf version of the document including all sheets, by choosing the option "Entire workbook" when printing to the pdf file.

Documentation accrediting the personality of the natural person submitting the application (passport, etc).

[+ Add files...](#)

Your details will be entered into the file *Registre d'entrada*, created by the Institut Ramon Llull for the purpose of leaving proof of incoming and outgoing documents. You may exercise your rights of access, rectification, opposition to processing, and cancellation at any time by writing to the Institut Ramon Llull (Diagonal, 373, Barcelona).

[Reload >](#) [Send >](#)

5. Once you submit the application form you will receive an acknowledgement of receipt after registration.

6. The applicant will receive the Username and Password to the email address entered in the application form that will enable to begin the Online Application process.

