

VISA CHECKLIST · FREE FROM ALBA

# Digital Nomad Visa checklist for employees

Working remotely for a company outside Spain? Everything you'll usually need, from your employer's letter to Social Security.

For non-EU nationals who work remotely for a company based outside Spain. Here's what you'll usually need, step by step. Your consulate's own checklist always has the final word, so download it too.

**Sworn translation** usually needed if the document isn't in Spanish **Apostille** usually needed for public documents from outside Spain

## First, check you meet the basics

- [ ] You work remotely for a company based outside Spain
- [ ] You've worked for that company for at least 3 months before applying
- [ ] The company has been operating for at least 1 year
- [ ] You have a university degree or at least 3 years' professional experience in your field
- [ ] Your income is at least €2,442 a month in 2026 (200% of the SMI), plus €915.75 for the first family member and €305.25 for each additional one

## Your identity and application

- [ ] Passport valid for at least 1 year, with two blank pages (some consulates won't accept passports issued more than 10 years ago), plus a copy of the photo page
- [ ] National visa application form, filled in and signed, one per applicant
- [ ] Recent passport-size colour photo on a white background
- [ ] Proof that you live legally in the consulate's area, if you're not a citizen of that country (residence card or long-term visa)
- [ ] Visa fee (and residence fee where it applies), paid the way your consulate or BLS asks

## Your job

- [ ] Employment contract showing your role, salary and start date (at least 3 months before applying) **Sworn translation**
- [ ] Letter from your employer authorising you to work remotely from Spain **Sworn translation**
- [ ] Company documents showing it's registered and has been active for at least a year **Sworn translation**
- [ ] Recent payslips and bank statements showing your salary coming in **Sworn translation**
  Some consulates don't ask for bank statements to be translated: check yours.

- [ ] Your degree (apostilled) or proof of 3 years' experience, such as reference letters and your CV Sworn translation Apostille

## Social Security and health

**Tick the one that applies to you. You don't need both.**

- ◯ Option 1: your employer registers you with Spanish Social Security. You'll then be covered by the Spanish public health system, so you don't need private health insurance. Bring proof of the registration or your employer's commitment to do it. Sworn translation

OR

- ◯ Option 2: you stay covered by your own country's Social Security. Bring the certificate of coverage (for example under the US–Spain agreement), plus private health insurance with full cover from a company authorised in Spain. Sworn translation

## Background check

- [ ] Criminal-record certificate from every country you've lived in during the last 5 years, issued within the last 6 months (UK: ACRO · US: FBI · Philippines: NBI) Sworn translation Apostille

## If your family is coming

- [ ] Marriage or registered partnership certificate, if your partner is coming Sworn translation Apostille
- [ ] Birth certificates for children coming with you Sworn translation Apostille
- [ ] Proof of extra financial means for each family member
- [ ] Health insurance for every family member

## After you arrive

- [ ] Book your TIE fingerprint appointment and apply within 1 month of arriving (form 790 code 012, €16.08)
- [ ] Register your address at the town hall (empadronamiento)
- [ ] Keep copies of everything you submitted and every confirmation
- [ ] If you're opting for the Beckham law tax regime, file form 149 within 6 months of starting your activity in Spain (talk to a tax adviser first)

> Applying from inside Spain? You can apply online to the UGE instead (no appointment needed): the quickest stated response is 20 working days and the authorisation lasts up to 3 years. You'll need criminal records from the countries you've lived in during the last 2 years.

Requirements change and every consulate has its own list, so always download your consulate's checklist too. Figures checked 12 November 2026; general information, not legal advice.
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