VISA CHECKLIST · FREE FROM ALBA



Digital Nomad Visa checklist for freelancers and the self-employed

Working for your own clients? What to prepare to show your clients, your income and your professional background.

For non-EU freelancers and self-employed professionals whose clients are mostly outside Spain. Here's what you'll usually need. Your consulate's own checklist always has the final word.

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

- [ ] Most of your work is for clients outside Spain (work for Spanish clients can't be more than 20% of your total activity)
- [ ] You've been working with your clients for at least 3 months before applying
- [ ] The companies you work for have been operating for at least 1 year
- [ ] You have a university degree or at least 3 years' professional experience
- [ ] Your income is at least €2,442 a month in 2026, 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 work and income

- [ ] Contracts or service agreements with your clients, showing the work, the terms and how long it lasts **Sworn translation**
- [ ] Letters from your main clients confirming that you can work for them remotely from Spain **Sworn translation**

- [ ] Proof that the client companies are registered and active (for at least a year) Sworn translation
- [ ] Recent invoices and bank statements showing the payments you receive Sworn translation
  Some consulates don't ask for bank statements to be translated: check yours.
- [ ] Your latest tax return or proof of business registration Sworn translation
- [ ] Your degree (apostilled) or proof of 3 years' experience Sworn translation Apostille
- [ ] Your CV or portfolio, if your consulate asks for it Sworn translation

Social Security and health

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

- ◯ Option 1: you register in the Spanish self-employed scheme (RETA). You'll then be covered by the Spanish public health system, so you don't need private health insurance.

OR

- ◯ Option 2: you stay covered by your own country's Social Security. Bring the certificate of coverage, 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
- [ ] Register as self-employed (RETA) and with the Tax Agency, and talk to a gestor or tax adviser about invoicing and quarterly returns

> Applying from inside Spain? You can apply online to the UGE (no appointment needed): the quickest stated response is 20 working days and the authorisation lasts up to 3 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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