

SUBJECT: CONFIRMATION OF YOUR RESIDENCE IN SEVILLE**Dear Mr./Ms. / Neighbor,**

We are sending you this letter because the National Statistics Institute (INE) requests the Seville City Council to verify if you still live in our municipality.

This is a standard and mandatory procedure. Its goal is to ensure the Municipal Register (*Padrón Municipal*) is correct and to avoid deregistering you by mistake.

✓ THE MOST IMPORTANT PART (If you signed for the letter)

If you have received this letter from the postman and signed the postal receipt acknowledgment, **you do not need to do anything else.**

Your signature confirms that you still live here. Your registration will be updated automatically.

✍ IF YOU DID NOT SIGN FOR RECEIPT (Steps to follow)

Only if you did not sign for the receipt of this letter (for example, if you were not at home), we ask you to confirm your residence in one of these two ways:

Remember: We will never ask you to go to our offices. All procedures are carried out remotely.

1. 🖥 ONLINE WITH A DIGITAL CERTIFICATE (Recommended)

Go to the Electronic Office (*Sede Electrónica*) of the City Council: <https://sede.sevilla.org/>

- Within "**Padrón**", use the procedure '**Confirmación Residencia Ciudadanos Comunitarios**'.
- In the '**Asunto**' (Subject) field, write clearly: **CONFIRMACIÓN DE RESIDENCIA.**

2. ✉ BY EMAIL (If you do not have a certificate)

- Fill out and sign the '**Declaración de Confirmación de Residencia**' form found on this website: <https://www.sevilla.org/servicios/empadronamiento/confirmacion-extranjeros-comunitarios>
- Send that scanned and signed document, along with a scanned copy of your **valid identity document**, to the address: **padron@sevilla.org**.
- In the '**Subject**' line of the email, write: **CONFIRMACIÓN DE RESIDENCIA.**

⚠ DEADLINE AND CONSEQUENCES

- **Response deadline:** You have a maximum of **15 business days** from the receipt of this letter to confirm your residence (only if you have not signed for it).
- **If you do not respond:** If we do not receive your confirmation within that time, we will understand it as a sign that you no longer live in Seville. This could start the process to remove you from the Register by administrative order (*Baja de Oficio*).

For any questions, you can contact us via email at **padron@sevilla.org**

In Seville, on November 27, 2025, **Statistics Service of the Seville City Council.**