

Resolution of 9 March 2015, of the Electoral Register Office, establishing the procedure for voting applications by absent resident voters living abroad.

Step one. *Sending of the official voting request form.*

1. The official voting request form, which does not include personal details, will be sent to absent resident voters living abroad by ordinary mail to the address on the current Electoral Register.
2. The instructions for completing and sending the form will include an Electronic Processing Key (CTT), generated for the elections and the voter it is addressed to, with the sole purpose of allowing the sending of the request via the internet.

Second. *Sending of the voting application*

1. The voting application, which must be sent to the Provincial Delegation of the Electoral Register corresponding to the municipality recorded on the current Electoral Register, may be sent via internet, ordinary mail or fax.
2. To send it via the internet, it is necessary to be registered in the Register of Absent Resident voters living abroad in force for the elections on the date of the elections. Applicants must access the process "CERA voting application" published on the electronic headquarters of the INE, <https://sede.ine.gob.es>, via:
 - a) A recognised electronic certificate associated to their national identity document (DNI), which duly proves their identity.

In this case, the confirmation checkbox must be marked to send the application.

- b) The CTT printed on the official voting request form.

In this case, the application form must be completed, and a scanned copy of one of the following documents must be attached in order to prove identity:

- Spanish national identity document (DNI).
- Passport issued by the Spanish authorities.
- Certificate of nationality issued by the Spanish Consulate in the country of residence.
- Certificate of registration on the Consular Register issued by the Spanish Consulate in the country of residence. and mark the confirmation checkbox to send it.

In both cases, proof of filing of the application in the electronic register, in order to prove that the application was filed in the established time.

3. To send it via ordinary mail or fax, the concerned party must fill out the application form, date and sign it and enclose one of the following documents in order to prove their identity:
 - Photocopy of the Spanish national identity document (DNI).
 - Photocopy of a passport issued by the Spanish authorities.
 - Certificate of nationality issued by the Spanish Consulate in the country of residence.
 - Certificate of registration on the Consular Register issued by the Spanish Consulate in the country of residence