



## Ajuntament de Lleida

### RECOMMENDATIONS FROM AJUNTAMENT DE LLEIDA ABOUT ADMINISTRATIVE PROCEDURES

#### IMMIGRATION FORMALITIES:

- During the Alarm State, the appointment service is cancelled.
- Prior appointments previously arranged will be rescheduled.
- All deadlines are suspended, both in procedural matter as administrative.
- Do not worry about the validity date of the documents requested – penalties, resources, etc. , they do not expire during this period.
- The renewals of the authorisations can be done electronically, through the Mercurio program. If you do not have an electronic certificate, the procedure can be done through a representative (a lawyer, a consultant or a social graduate). But the deadlines for renewals are cancelled, in other words, you can submit the renewal request after the Alarm Period State, even if they have expired.
- In case of requirements, the supply of documents can be done through the website of the Registro General Central.  
<https://sede.administracion.gob.es/> . If you do not have an electronic certificate, the procedure can be done through a representative (a lawyer, a consultant or a social graduate). But the deadlines for the document inputs are also cancelled, in other words, you can submit them after the Alarm Period State, even if they have expired.
- Non express regularization process is planned for field workers.

VERY IMPORTANT: IGNORE MASS REGULARISATION RUMOURS. CHECK THE OFFICIAL SOURCES.

#### Nacionality:

CCSE and DELE exams have been paralysed. To find update information about the call:

<https://www.cervantes.es/>

Generalitat de Catalunya has paralysed the preparation and notification of immigration reports (those of integration for social roots, to renew or modify the authorisations of temporary residence or the adaptation of housing for the family reunification).

#### LABOUR FORMALITIES:

The Servicio Público de Empleo Estatal (SEPE) has cancelled the telephone prior appointment service.

The requests will be done through the following website:

<https://sede.sepe.gob.es>

SEPE will contact with the user once the request is made.

If it is an ERTE, the affected person should not do any process, everything is managed by the company.



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The Oficina de Treball de la Generalitat (OTG) offers telephone attention, from Monday to Friday, from 8am to 2pm, to the free telephone number 900800046. For more information send an e-mail to:

<https://serveiocupacio.gencat.cat>

For inquiries about Renda Garantida you can call to the free telephone number 900 400 012. For more information, call to the Oficina de Treball de Lleida (OT) – 973 230 550 or send an e-mail to: [ot\\_soc.lleida@gencat.cat](mailto:ot_soc.lleida@gencat.cat)

IF YOU HAVE ANY DOUBT, SEND AN E-MAIL TO: [acollida@paeria.es](mailto:acollida@paeria.es) , LEAVING YOUR NAME AND A CONTACT TELEPHONE NUMBER AND A LAWYER OF THE FOREIGN GUIDANCE SERVICE (SOE) WILL CONTACT YOU BY PHONE.