Spain Move Starter Checklist

Your first three actions, a simple folder system, and one place to capture your next steps.

YOUR SIMPLE WORKFLOW

- [ ] Confirm your route and current instructions.
- [ ] Work through one checklist at a time.
- [ ] Save your evidence and review what remains.

MAKE THIS YOUR WORKING COPY

Download first. Tick the checkboxes and type in the shaded fields using a compatible PDF reader, or print and complete by hand. Save and reopen a test entry before completing the workbook.

Organization tools only. No legal, immigration, tax, or financial advice; no eligibility assessment, filing, or approval guarantee. Follow current authority instructions. Personal household use; no resale or redistribution. No live support included.

YourSpainRoadmap@gmail.com | v1.1 | October 13, 2026

START SMALL

Your first three actions

1. Identify your application route

Record whether you plan to apply through your Spanish consulate within the U.S. or from within Spain through UGE. Confirm jurisdiction and current instructions before ordering documents.

2. Create your secure working folders

- Use one household root folder, then separate principal applicant and family folders.
- Keep original documents, apostilles, translations, and final submission copies together but clearly labeled.

3. Build a backward plan

Choose a tentative filing date. Request current lead-time estimates from issuing authorities and translators. Work backward with a buffer; do not assume a document stays valid indefinitely.

My chosen route / authority:

My next three actions, with owner and target date:

YOUR FOLDER SYSTEM

Set up once, find it quickly

00_Route_and_Official_Checklist

01_Principal_Applicant

02_Family_Applicants (one subfolder per person)

03_Work_and_Finances

04_Apostilles_and_Translations

05_Final_Submission

06_Receipts_and_Notices

07_Arrival_and_Appointments

- Inside each document folder keep ORIGINAL, APOSTILLE, TRANSLATION, and FINAL copies as applicable.
- Example: MAIN_WorkLetter_2026-10-13_FINAL.pdf.
- Use role labels instead of full passport numbers in filenames.
- Never overwrite a submitted version.

Use secure storage with limited access and a separate backup. Do not email your completed passport or financial records to YourSpainRoadmap. The checklist is yours to manage privately.

Where I store originals and backups:

YOUR NEXT STEPS

Your starting checklist

- [ ] Save the current authority checklist and record its URL and date.
- [ ] List everyone applying and give each person an owner / folder.
- [ ] Inventory what you have before buying replacements.
- [ ] Check which items require legalization / apostille and translation.
- [ ] Ask about issuance lead times and document validity windows.
- [ ] Add the next three actions to your calendar.
- [ ] Choose a weekly 20-minute review time.

Ready for a full system? The DIY DNV Preparation Organizer adds a document tracker, backward timeline, household task tracker, and final organization review. Digital download: $59 USD.

YOUR MOVE TIMELINE

3-6 Months Before Your Move

- [ ] Research visa options and choose your application route.
- [ ] Confirm your authority checklist and appointment process.
- [ ] Check passport validity requirements; renew if needed.
- [ ] Compare Spanish cities and neighborhoods.
- [ ] Request international moving quotes, if shipping.
- [ ] Create a moving budget with an emergency cushion.
- [ ] Sort belongings: ship, store, sell, or donate.
- [ ] Research schools and enrollment deadlines, if applicable.
- [ ] Discuss U.S. and Spanish taxes with qualified advisers.
- [ ] Plan an optional scouting trip.

Planning window only: start earlier when lead times require it. Confirm requirements for your own route and circumstances.

My next priority / owner / target date:

YOUR MOVE TIMELINE

2 Months Before Your Move

- [ ] Book packing services, if needed.
- [ ] Arrange lease termination, home sale, or rental.
- [ ] Confirm health coverage requirements for your visa route.
- [ ] Request medical, dental, and vaccination records.
- [ ] Check medication availability and travel requirements.
- [ ] Confirm driving requirements; obtain an IDP if needed.
- [ ] Compare Spanish banks and account requirements.
- [ ] Book verified short-term housing.
- [ ] Schedule U.S. utility cancellations or transfers.
- [ ] Practice everyday Spanish.

Planning window only: start earlier when lead times require it. Confirm requirements for your own route and circumstances.

My next priority / owner / target date:

YOUR MOVE TIMELINE

1 Month Before Your Move

- [ ] Confirm shipping dates, inventory, and customs paperwork.
- [ ] Label boxes and record their contents.
- [ ] Back up documents, photos, and work files securely.
- [ ] Arrange mail handling and update mailing addresses.
- [ ] Coordinate school transfers and work arrangements.
- [ ] Cancel unnecessary subscriptions and memberships.
- [ ] Confirm pet entry documents and travel arrangements.
- [ ] Recheck flights, baggage limits, and arrival transport.
- [ ] Pack essential documents and copies in your carry-on.
- [ ] Update your English and Spanish resumes, if useful.

Planning window only: start earlier when lead times require it. Confirm requirements for your own route and circumstances.

My next priority / owner / target date:

VERIFY BEFORE YOU ACT

Official sources & verification log

These are starting points, not a substitute for the checklist for your route. Official source pages were accessed October 13, 2026. Requirements may change after publication. No fixed income threshold, fee, processing promise, or filing deadline is built into this product.

UGE: current principal and family document lists

https://www.inclusion.gob.es/web/unidadgrandesempresas/teletrabajadores

Spain Ministry of Foreign Affairs: find your consulate

https://www.exteriores.gob.es/en/EmbajadasConsulados/Paginas/index.aspx

Washington example only: use your own consular jurisdiction

https://www.exteriores.gob.es/Consulados/washington/en/ServiciosConsulares/Paginas/Consular/Telework-visa.aspx

My authority / consulate and route:

Exact checklist URL and date I checked it:

Changes I need to apply to my plan: