

# Guidelines for the Moving Abroad service at the Spanish Citizen's Folder

This guide applies for a citizen from Slovenia who changes his/her residence to Spain. The service allows to request birth and marriage evidences from Slovenian authorities that will be delivered to the Spanish portal to be handled in a further process. These evidences will be automatically handled in a cross-border interaction.

## 1. ES Data Evaluator

When a Slovenian citizen lands at the Spanish Citizen's Folder (Data Evaluator), digital authentication will be requested. You will need to press the "Log in" button to be redirected to the Spanish eIDAS node.

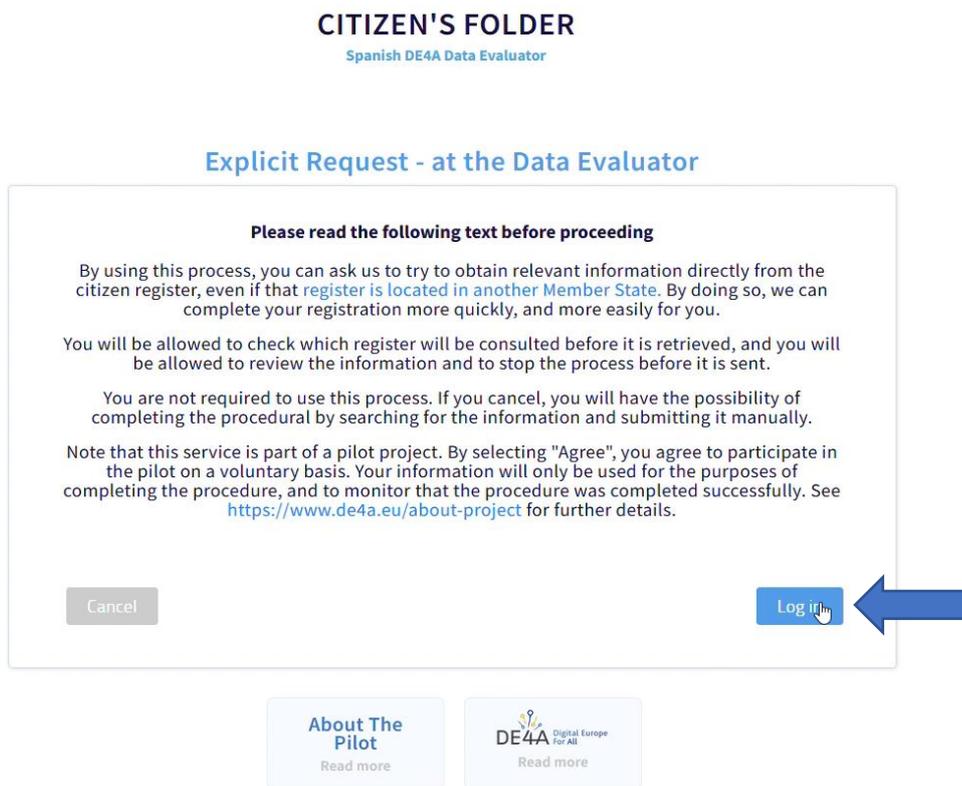


Figure 1. ES Citizen's Folder.

## 2. eIDAS authentication

Once in the ES eIDAS, the user will need to select Slovenian authentication to navigate to SI eIDAS node.

The screenshot displays the 'Identificación con identidad digital europea' (European Digital Identity Identification) interface. At the top, there are logos for the Spanish Government (GOBIERNO DE ESPAÑA), 'clove' (IDENTIDAD ELECTRÓNICA PARA LAS ADMINISTRACIONES), and the eIDAS.eID network. A language dropdown menu is set to 'Español'. The main heading is 'Identificación con identidad digital europea'. Below this, a message states: 'Un proveedor de servicios español ha solicitado que se identifique usando una identidad digital europea. Por favor, seleccione el país donde se emitió su identidad digital.' (A Spanish service provider has requested that you identify using a European digital identity. Please select the country where your digital identity was issued). A search bar labeled 'Buscar país' is present. Below the search bar is a grid of 24 country buttons, each with a flag icon and the country name. A blue arrow points to the 'Eslovenia' button, which is highlighted with a mouse cursor. The countries listed are: Alemania, Austria, Bulgaria, Bélgica, Canadá, Chipre, Croacia, Dinamarca, Eslovaquia, Eslovenia, España, Estonia, Finlandia, Francia, Grecia, Hungría, Irlanda, Islandia, Italia, Letonia, Liechtenstein, Lituania, and Luxemburgo.

Alemania	Austria	Bulgaria
Bélgica	Canadá	Chipre
Croacia	Dinamarca	Eslovaquia
Eslovenia	España	Estonia
Finlandia	Francia	Grecia
Grecia	Hungría	Irlanda
Islandia	Italia	Letonia
Liechtenstein	Lituania	Luxemburgo

Figure 2 ES eIDAS node Country Selector.

In the SI eIDAS, the user will select digital authentication. Select “Digitalno potrdilo” and you will be requested to enter a valid certificate.

REPUBLIKA SLOVENIJA Testni ponudnik storitev, ki ima ime dolgo 50 cha

Prosimo, izberite želeni način prijave

- Uporabniško ime in geslo
- Digitalno potrdilo
- Facebook
- Nič od navedenega

Figure 3 SI eIDAS node user authentication.

After authentication, you will need to enter your birthdate “Datum rojstva” and press the confirm button “Potrdi”.

REPUBLIKA SLOVENIJA Testni ponudnik storitev, ki ima ime dolgo 50 cha

Pregled podatkov, ki bodo posredovani

Datum rojstva:

Potrdi

Figure 4 SI eIDAS node user's birthdate.

Then, you will be redirected back to the Spanish Citizen's Folder where you will see your authentication details. Press "Continue" button to navigate to the evidence selection page.

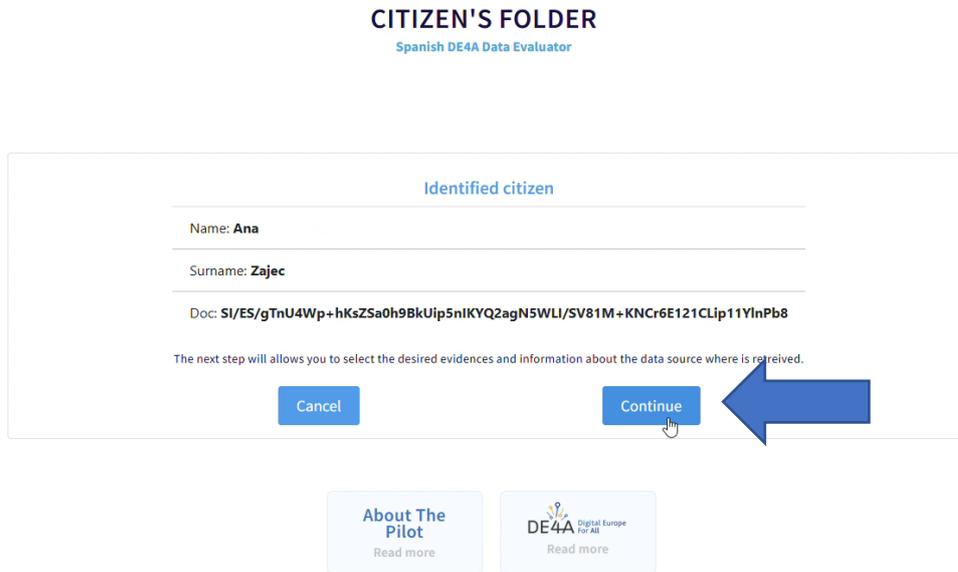


Figure 5 ES Citizen's folder after user authentication.

The next page will have the authentication information and you will be able to select the evidences to request. Selecting the checkboxes will enable the providers for these evidences. Press “Continue to Data Owner button” to navigate to SI Data Owner portal.

**CITIZEN'S FOLDER**  
Spanish DE4A Data Evaluator

**Evidence selection**

**Identified citizen**

---

Name: **Ana**

---

Surname: **Zajec**

---

Doc: **SI/ES/gTnU4Wp+hKsZ5a0h9BkUip5nlKYQ2ag...**

---

BirthDate: **03/10/1983**

---

**Slovenia will be providing the following evidences**

**Birth Certificate**

Select evidence

SI ((MNZ) Ministrstvo za notranje zadev ▾

**Marriage Certificate**

Select evidence

SI ((MNZ) Ministrstvo za notranje zadev ▾

[Continue to Data Owner](#)

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**DE4A** Digital Europe  
for All

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Figure 6 ES Citizen's Folder evidence selection.

### 3. SI Data Owner

In the next screen, leave the fields blank and click “Potrdi” button to continue.

The screenshot shows a web interface for the SI Evidence provider. At the top, there is a header with the logo of the Republic of Slovenia and the text "REPUBLIKA SLOVENIJA" and "ekt2". Below the header, the main content area is titled "Pregled podatkov, ki bodo posredovani". There are two forms, one above the other, both containing various data entry fields. The first form includes fields for EMŠO, Davčna številka, Davčna št. organizacije, Spol, Datum rojstva, Kraj rojstva, Državljanstvo, E-naslov, and Mobilna telefonska številka. The second form includes fields for Davčna številka, Davčna št. organizacije, Spol, Datum rojstva, Kraj rojstva, Državljanstvo, E-naslov, Mobilna telefonska številka, Organizacija, and Organizacija zastopanja. A green button labeled "Potrdi" is located at the bottom right of the second form.

REPUBLIKA SLOVENIJA ekt2

Pregled podatkov, ki bodo posredovani

EMŠO:

Davčna številka:

Davčna št. organizacije:

Spol:

Datum rojstva:

Kraj rojstva:

Državljanstvo:

E-naslov:

Mobilna telefonska številka:

Davčna številka:

Davčna št. organizacije:

Spol:

Datum rojstva:

Kraj rojstva:

Državljanstvo:

E-naslov:

Mobilna telefonska številka:

Organizacija:

Organizacija zastopanja:

Potrdi

Figure 7 SI Evidence provider.

You will need to select the checkbox for each evidence you want to retrieve. Additionally, you will be presented the information that will be exchanged for each evidence, then click the “Preview” button to retrieve the evidences.

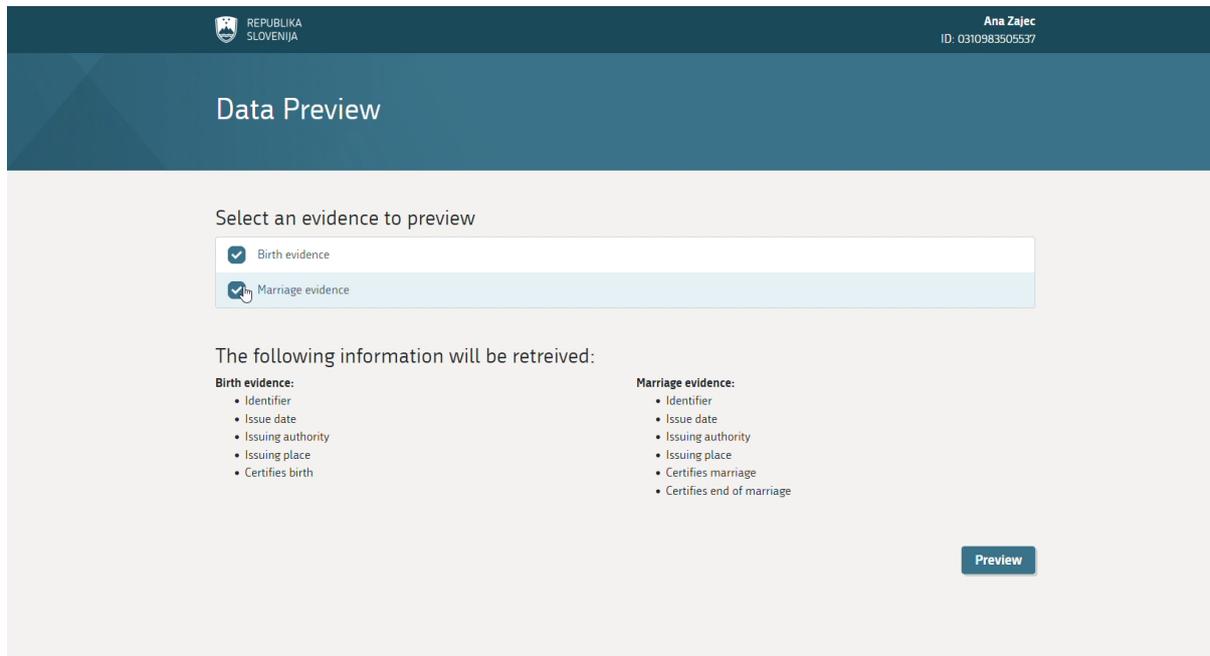
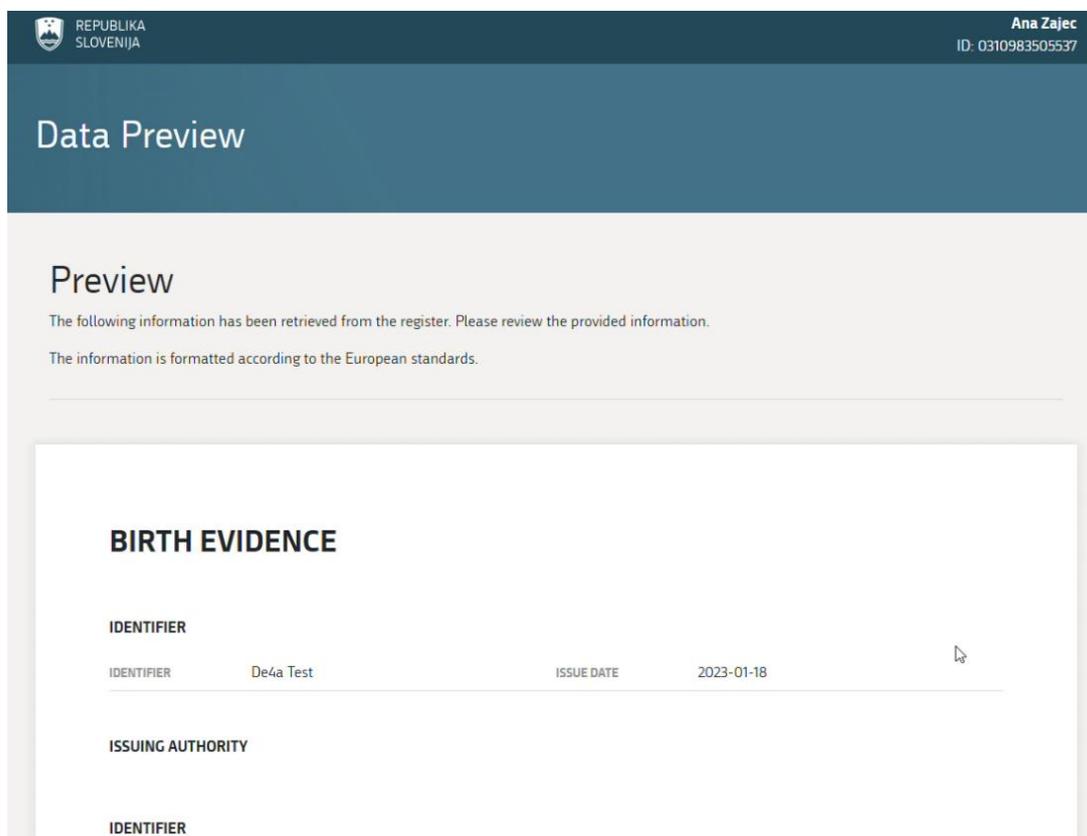


Figure 8 SI Evidence selection.

The next screen will show you the information of the evidences and you will also be able to download it in a pdf file. To send the evidences to the ES Citizen’s Folder portal click the “Accept Data” button.



## MARRIAGE EVIDENCE

### IDENTIFIER

IDENTIFIER De4a Test ISSUE DATE 2023-01-18

### ISSUING AUTHORITY

### IDENTIFIER

IDENTIFIER ISSUING AUTHORITY MNZ  
ISSUING AUTHORITY ID EMRP000451 PUBLIC ORGANIZATION  
ISSUING PLACE SLV SI

### CERTIFIES MARRIAGE

DATE OF MARRIAGE 2000-05-25

### PERSON NAME

FAMILY NAME Zajec GIVEN NAME Ana

### IDENTIFIER

IDENTIFIER 0310983505537 PLACE OF BIRTH  
GENDER FEMALE

### CITIZENSHIP

NAME SLV FAMILY NAME AFTER MARRIAGE Zajec  
FAMILY NAME BEFORE MARRIAGE Zajec PLACE OF MARRIAGE

### DOMESTIC EVIDENCE

 OriginalIssuing (sl)  MultilingualFormIssuing (en)

Reject data



Accept data

Figure 9 SI Evidence preview.

Once the redirection is finished, you will be at the ES Citizen's Folder. The exchanged information will be displayed and the pdf files will be available.

## CITIZEN'S FOLDER

Spanish DE4A Data Evaluator

### Birth Certificate <sup>v1.7</sup>

**Issuing Authority:**

▼ Birth Certificate

<p><b>Identified citizen</b></p> <p>Doc: SI/ES/gTnU4Wp+hKsZ5a0h9BkUip5nlIKYQ2ag...</p> <p>Name: Ana</p> <p>Surname: Zajec</p> <p>Gender: FEMALE</p>	<p><b>Your birth details</b></p> <p>Date of birth: 1983-11-03</p> <p>Place of birth: Ljubljana</p> <p>Country of birth: SLV</p>
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> Domestic Evidence in PDF

### Marriage Certificate <sup>v1.7</sup>

**Issuing Authority:**

> Marriage Certificate

> Domestic Evidence in PDF

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Figure 10 ES Citizen's Folder birth evidence preview.

### Birth Certificate <sup>v1.7</sup>

**Issuing Authority:**

> Birth Certificate

▼ Domestic Evidence in PDF

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REPUBLICA SLOVENIJA  
 OSIRJE  
 Podpisnik: MINZ-MRR-SP-DE4A-TEST  
 Izdajatelj: SIGOV-CA  
 Št. certifikata: 2013352020081021657446155538  
 Podpisano: 18.01.2025 12:25:49

**PRILOGA I / ANNEX I**

<p style="text-align: center; margin: 0;"><b>ROJSTVO / BIRTH</b></p> <p style="text-align: center; margin: 0;"><b>VEČJEJEZIČNI STANDARDNI OBRAZEC - PREVAJALSKI PRIPOMOČEK / MULTILINGUAL STANDARD FORM - TRANSLATION AID</b></p> <p style="font-size: 0.8em; margin: 0;">člen 7 Uredbe (EU) 2016/1191 Evropskega parlamenta in Sveta z dne 6. julija 2016 o spodbujanju prostega gibanja državljanov s poenostavitvijo zahtev za predložitev nekaterih javnih listin v Evropski uniji in o spremembi Uredbe (EU) št. 1024/2012 / Article 7 of Regulation (EU) 2016/1191 of the European Parliament and of the Council of 6 July 2016 on promoting the free movement of citizens by simplifying the requirements for presenting certain public documents in the European Union and amending Regulation (EU) No 1024/2012<sup>1</sup></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Belgija / Belgium (BE) <input type="checkbox"/> Bolgarija / Bulgaria (BG)</li> <li><input type="checkbox"/> Češka / Czech Republic (CZ)</li> <li><input type="checkbox"/> Danska / Denmark (DK) <input type="checkbox"/> Nemčija / Germany (DE)</li> <li><input type="checkbox"/> Estonija / Estonia (EE) <input type="checkbox"/> Irska / Ireland (IE)</li> <li><input type="checkbox"/> Grčija / Greece (EL) <input type="checkbox"/> Španija / Spain (ES)</li> <li><input type="checkbox"/> Francija / France (FR) <input type="checkbox"/> Hrvaška / Croatia (HR)</li> <li><input type="checkbox"/> Italija / Italy (IT) <input type="checkbox"/> Ciper / Cyprus (CY)</li> <li><input type="checkbox"/> Latvija / Latvia (LV) <input type="checkbox"/> Litva / Lithuania (LT)</li> <li><input type="checkbox"/> Luksemburg / Luxembourg (LU) <input type="checkbox"/> Madžarska / Hungary (HU)</li> <li><input type="checkbox"/> Malta / Malta (MT) <input type="checkbox"/> Nizozemska / Netherlands (NL)</li> <li><input type="checkbox"/> Avstrija / Austria (AT) <input type="checkbox"/> Poljska / Poland (PL)</li> <li><input type="checkbox"/> Portugalska / Portugal (PT) <input type="checkbox"/> Romunija / Romania (RO)</li> <li><input checked="" type="checkbox"/> Slovenija / Slovenia (SI) <input type="checkbox"/> Slovaška / Slovakia (SK)</li> <li><input type="checkbox"/> Finska / Finland (FI) <input type="checkbox"/> Švedska / Sweden (SE)</li> <li><input type="checkbox"/> Združeno kraljestvo / United Kingdom (UK)</li> </ul>
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**POMEMBNO OPOZORILO / IMPORTANT NOTICE**

Edini namen tega večjezičnega standardnega obrazca je, da se olajša prevajanje javne listine, ki ji je priložen. Ta obrazec se med državami članicami ne sme predložiti kot samostojen dokument. / The sole purpose of this

Figure 11 ES Citizen's Folder birth evidence preview (PDF)

## Marriage Certificate v1.7

**Issuing Authority:**

▼ Marriage Certificate

**Identified citizen**

Doc: SI/ES/gTnU4Wp+hKsZ5a0h9BkUip5nKkYQ2ag...

Name: Ana

Surname: Zajec

Gender: FEMALE

**Marriage details**

Date of marriage: 2000-05-25

Place of marriage: Ljubljana

Country of marriage: SLV

**Spouses**

Name:	Identifier:	Gender:	BirthDate:
Nejc Zajec	2309980504008	MALE	1980-10-23
Ana Zajec	0310983505537	FEMALE	1983-11-03

> Domestic Evidence in PDF



Figure 12 ES Citizen's Folder marriage evidence preview.

## Marriage Certificate v1.7

**Issuing Authority:**

> Marriage Certificate

▼ Domestic Evidence in PDF

2 de 9 | Tamaño automático

2. ORGAN, KI IZDA JAVNO LISTINO, KI JI JE PRILOŽEN TA OBRAZEC / AUTHORITY ISSUING THE PUBLIC DOCUMENT TO WHICH THIS FORM IS ATTACHED

1.1 Ime / Designation

3. INFORMACIJE V ZVEZI Z JAVNO LISTINO, KI JI JE PRILOŽEN TA OBRAZEC / INFORMATION RELATING TO THE PUBLIC DOCUMENT TO WHICH THIS FORM IS ATTACHED

3.1  Listina, izdana s strani sodnika ali uradnika sodne oblasti države članice / Document emanating from an authority or an official connected with the courts or tribunals of a Member State

- 3.1.1  Sodna odločba / Court decision
- 3.1.2  Listina, ki jo izda državno tožilstvo / Document emanating from a public prosecutor
- 3.1.3  Listina, ki jo izda sodni uslužbenec / Document emanating from a clerk of a court
- 3.1.4  Listina, ki jo izda sodni izvršitelj („huissier de justice“) / Document emanating from a judicial officer (huissier de justice)
- 3.1.5  Drugo (navesti) / Other (to be specified)

3.2  Upravna listina / Administrative document

- 3.2.1  Potrdilo / Certificate
- 3.2.2  Izpisek iz registra o osebnem stanju / Extract from the Civil Status Register
- 3.2.3  Izpisek iz registra prebivalstva / Extract from the Population Register
- 3.2.4  Dobesedni prepis listin o osebnem stanju / Verbatim copy of civil status records
- 3.2.5  Drugo (navesti) / Other (to be specified)

3.3  Notarska listina / Notarial act

3.4  Uradna izjava na zasebni listini / Official certificate placed on a document signed by a person in his or her private capacity

Figure 13 ES Citizen's Folder marriage evidence preview (PDF)