

OFFICE ATTENDANCE SUBJECT RECORD USI PATERNA / OAMR num 27
QUESTIONS FREQUENT (FAQs)

RECORD ELECTRONIC

That documentation I can register in the OAMR?

Only documentation addressed to the UV (NOT for sending documentation to the Ministry, CSIC, etc)

When I can use e-Register for introduce documentation?

When the original document to be submitted contains a CSV or there is a standard procedure of the uv in entreu.uv.es of pas, pdi or another services.

CERTIFICATE DIGITAL ELECTRONIC (request, install, export and renew)

Who can request a certificate digital?

Any person physics that arrange of ID card either NIE (in he case of minors must intervene (Your legal representative, explained later).

That documentation must contribute?

A) Nationality Spanish

- **ID card** , original and in force.
- **ID card driving** , original and in vigor, in he that figure he ID card.
- **Passport Spanish** , original and in vigor, in he that figure he ID card.

B) Other nationality:

You will need provide of a number **NIE** accrediting it to through of:

- **TIE** , original and in vigor, in he that figure photo and number NIE.
- **ID card driving** , original and in vigor, in he that figure photo and number NIE.
- **Card of asylum politician** , original and in vigor, in he that figure photo and number NIE.
- **Guard presentation application of protection international** , original and valid, which includes a photo and NIE number.
- **Visa** , that include photograph and NIE, original and in force.

Yeah No has of none of these documents will be necessary:

- 1) **Accredit identity** through passport original and in vigor
- 2) **Accredit NIE** through document issued by the Police.

IMPORTANT: Check the validity of the document and that the person can be identified (visually: Photo/Passport-Number/Police Permit)

I don't have my ID card in physical format but I have a photo of it on my mobile device. Can I request the Official Certificate at the PRU point?

No. It is not an accepted system because it does not verify the identity of the person concerned.

Can a minor of age request the certificate electronic?

Yes, provided they are **14 years of age or older**, have a national identity document (**DNI**), and are **accompanied by a legal representative or guardian** (family record book, court order of guardianship). In most administrative cases, it is more appropriate and secure for the parent/guardian to use their own certificate acting as the representative, but once this is stated, the decision is final.

Can my couple legal ask my certificate digital?

Yes, She can act on your behalf. However, She must **provide proof of legal representation through a specific power of attorney** to request digital certificates or demonstrate formal legal representation (which is not usually the case between spouses). A simple marriage does not automatically grant them the right to represent you in this process.

AND other person that not be necessarily my couple can request it in my name?

No. The certificate is **staff and non-transferable**, no ok authorization simple written.

I can install the certificate in any system operational?

Yeah, but the instructions are different in function of Yeah is Windows, MAC, etc See ACCV installation instructions.

Very important: The installation key is valid for one use only. If you require two installations, you must export the certificate (see next question).

I can export the certificate electronic for use in other device?

Yes, for export it is necessary that 1) at the time of certificate installation the option "mark as exportable" is selected (it is disabled by default -> see ACCV **installation instructions**) and 2) follow ACCV instructions for export (copying and pasting the downloaded file is not enough).

Where are guard the certificate?

In the browser either equipment. EITHER exported as archive (.p12 / .pfx)

That happens if I change of personal computer?

You must matter copy, preview export, either you will lose the access, it that tea obliges to attend in person.

Can use it in my mobile?

Yeah, importing it previously to the same after carry out the steps of export.

That validity have the certificate digital?

In the ACCV, **3 years (self-renewing) by others 3 years further).**

Can I renew the certificate before of that expires?

Yes, and it's highly recommended to avoid the in-person process, provided the certificate is valid at that time. After six years, it will be necessary to go to the OAMR in person for renewal.

That do if I forgotten the password of the certificate?

The password cannot be recovered or reset for security reasons, which is why you must go to an office in person to revoke it and request a new one.

Where I can use the certificate... I can wear in any administration?

Yes. The ACCV certificate is valid for most online procedures with government agencies. public allowing both the identification and the signature of the natural or legal person.

I've lost my certificate or I think someone has accessed it. What should I do?

You must revoke it immediately for security reasons:

<https://www.accv.es/ciudadanos/revocacion-de-certificados/>

That browser works better?

Chrome / Edge. Firefox (with configuration specific). Avoid teams shared

What do I do if I can't download it?

Review browser. Review popup either blockers. Contact medium ACCV

I have modified data personal, That I must do?

You must revoke and issue one new.

Can other person wear my certificate?

No, is staff and untransferable

How much costs?

Normally free. The ACCV has recently announced a charge of 3 euros for repeated requests (3 times in 3 months).

(According to the information of the ACCV, when HE they perform several applications in a period of If the offense is repeated within three months, it may incur a €3 charge, which is managed directly by the ACCV.)

RECOMMENDATIONS IMPORTANT

Save a copy to a USB drive or external storage device. Write down the password in a safe place. Do not send it via unsecured email. Do not save it on public computers.

Where can I access it?

<https://www.accv.es/ciudadanos/renovacion-de-certificados/>

ACCV – links frequent

1. Self-renewal of certificates

<https://www.accv.es/ciudadanos/renovacion-de-certificados/>

2. Discharge and facility of certificates

<https://www.accv.es/ciudadanos/descarga-de-certificados/>

3. Application of certificate (information)

<https://www.accv.es/ciudadanos/solicitud-de-certificados/>

4. Locator of points of record (PRU)

<https://www.accv.es/ciudadanos/puntos-de-registro-de-usuario-pru/>

5. Revocation of certificates

<https://www.accv.es/ciudadanos/revocacion-de-certificados/>

6. Medium technical and help

<https://www.accv.es/ayuda/>

For any doubt additional, can go to our office OAMR either PRU point ACCV place in and with the following schedule :

Unitat of Support als Institutes Research of the Campus of Burjassot – Paterna
C/ Catedratic Jose Beltran, 2
46980 - PATERNA – Valencia

Tomorrow (Monday to Friday) of 9.00 to 14.00 hours

Consultations about expedition certificates electronics: usiparegistr@uv.es