Instructions for applying through the IAC site with username/password.
NOTE: Not meant for citizens with a valid Spanish Digital Certificate![1]

The official web application for applying for positions is being developed by the Spanish Administration. Regrettably, only Spain's official languages are at present supported. We are trying to get the Administration to translate it to English, but it is a slow and manual process over which we have no control.

For your convenience the IAC offers this guide to help you with your application.

- Registering as a new user
- Applying for a position
    - Signing an application
- Recovering a lost password

Registering as a new user

First of all please switch language, as some fields have been translated (hopefully all will be in the future):



[1] Citizens who are eligible to obtain a valid Spanish Digital Certificate but who are unable to do so in time or renew it may also use this system, bearing in mind that they must use a different form of ID (e.g. passport number) to register.

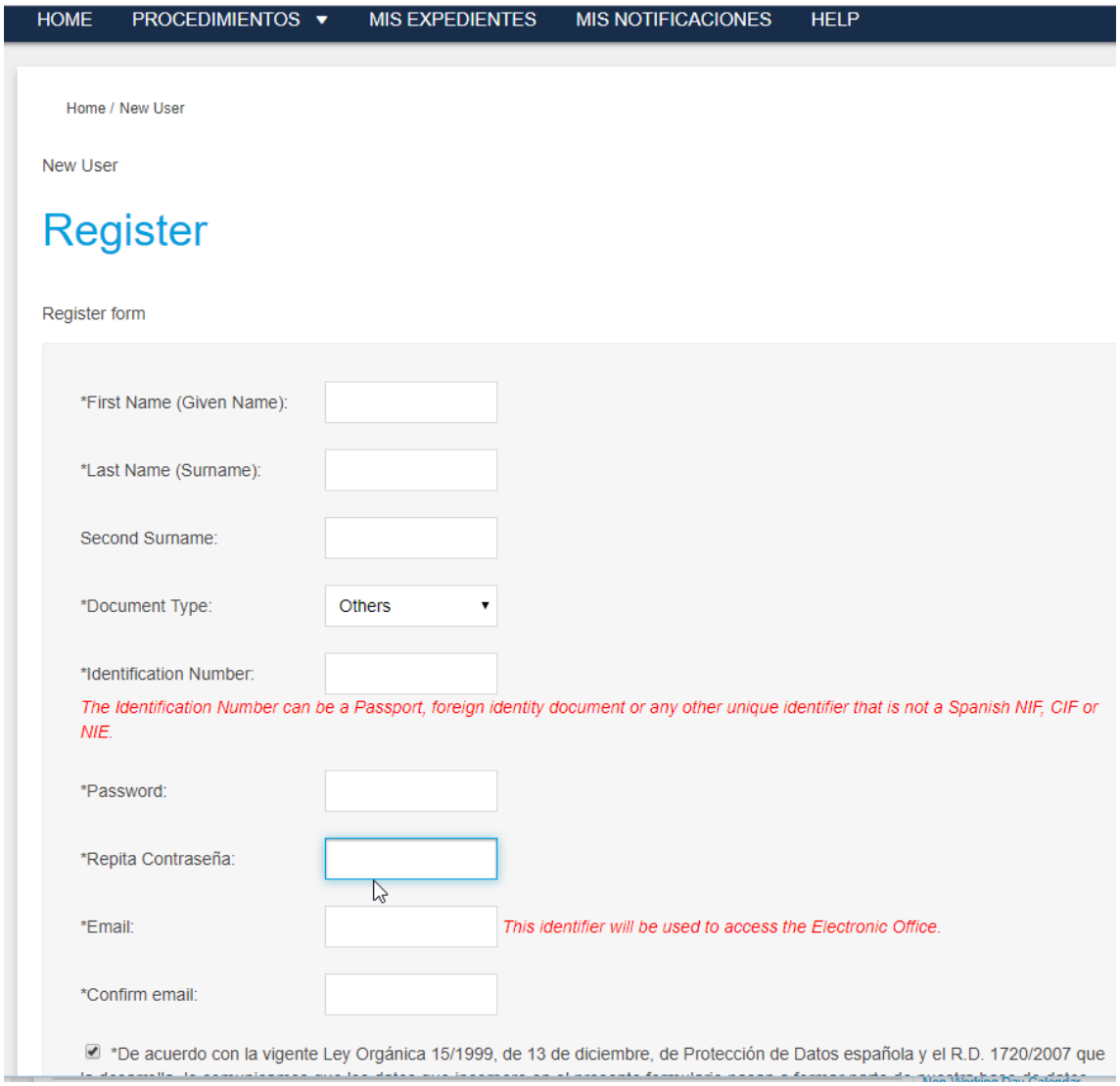
Scroll down to “Username and password login” (or go directly to

https://iac. sede.gob.es/login/nuevo-usuario)



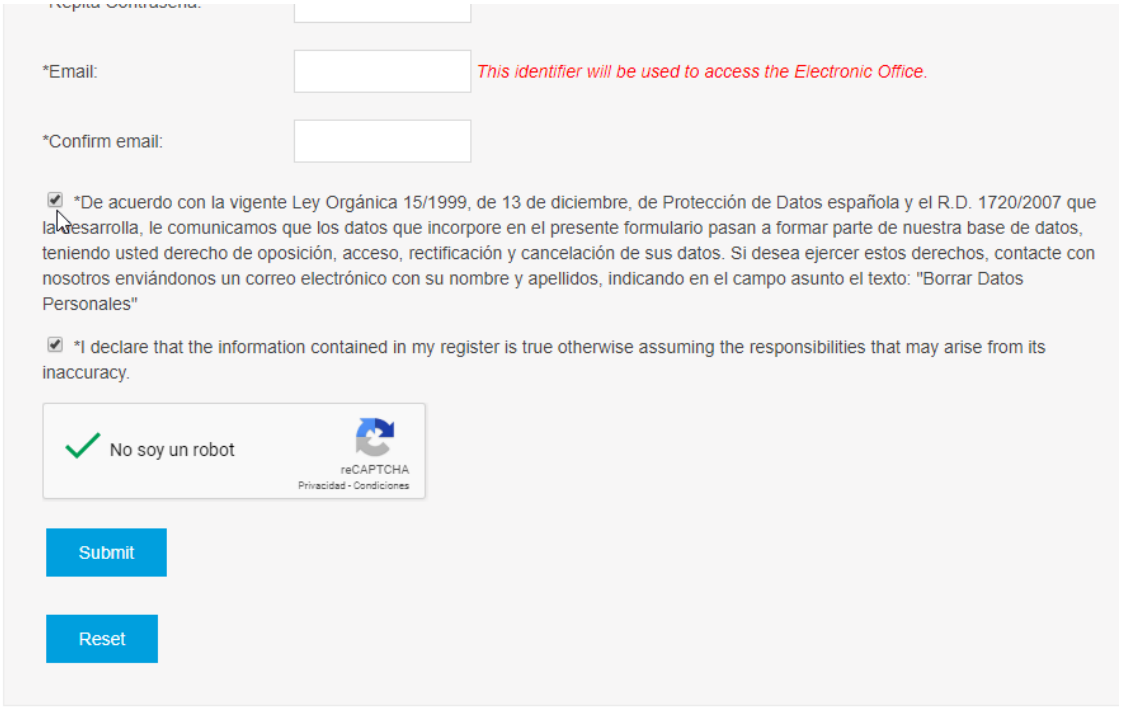


Fill in the fields (mandatory ones marked “*”)



NOTE: “Repita contraseña” is just “Repeat password” to verify you can reproduce it later.

You must check that you agree to the Spanish Data Protection Law 15/1999 so that we can add your data to our systems:



You will hopefully receive an e-mail such as this one indicating that your account has been activated:

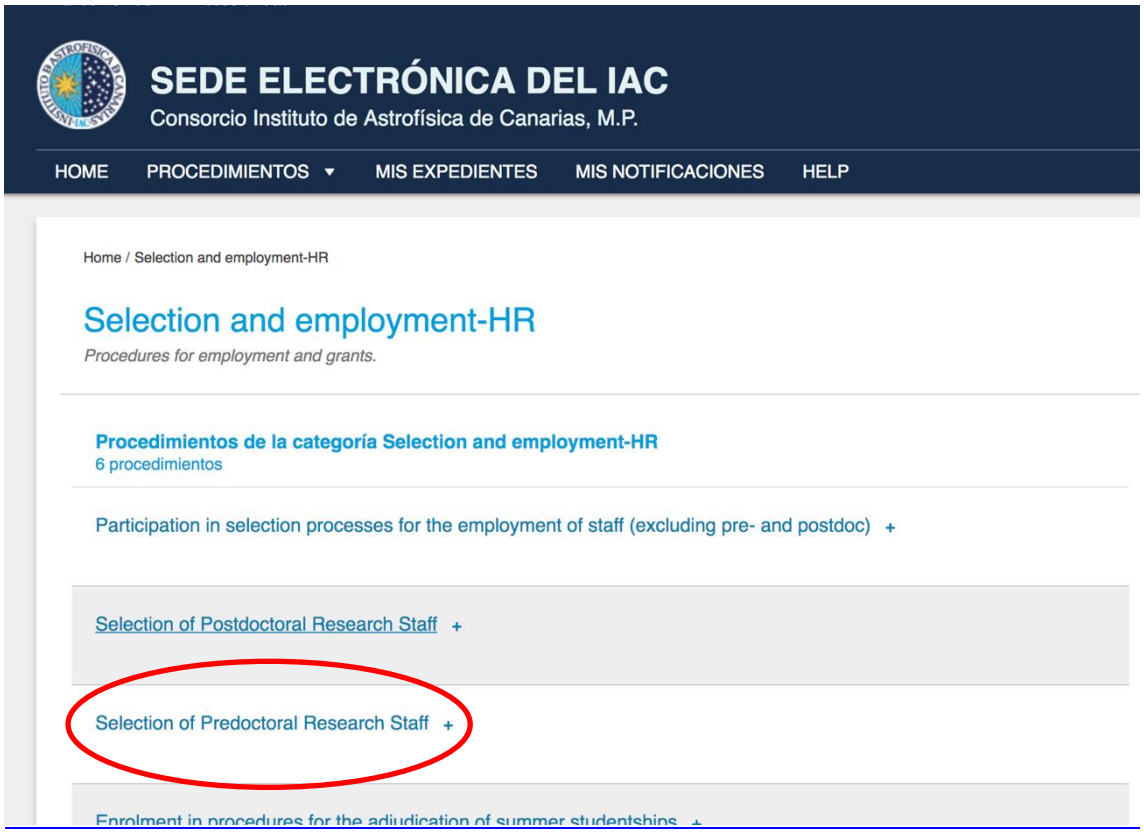


Applying for a position

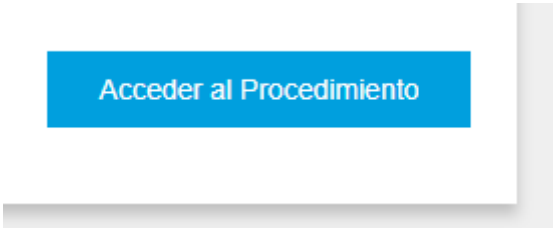
Go to “PROCEDIMIENTOS” (Procedures) and “Selection and Recruitment-HR” on the menu:



Click on the one you are interested in:

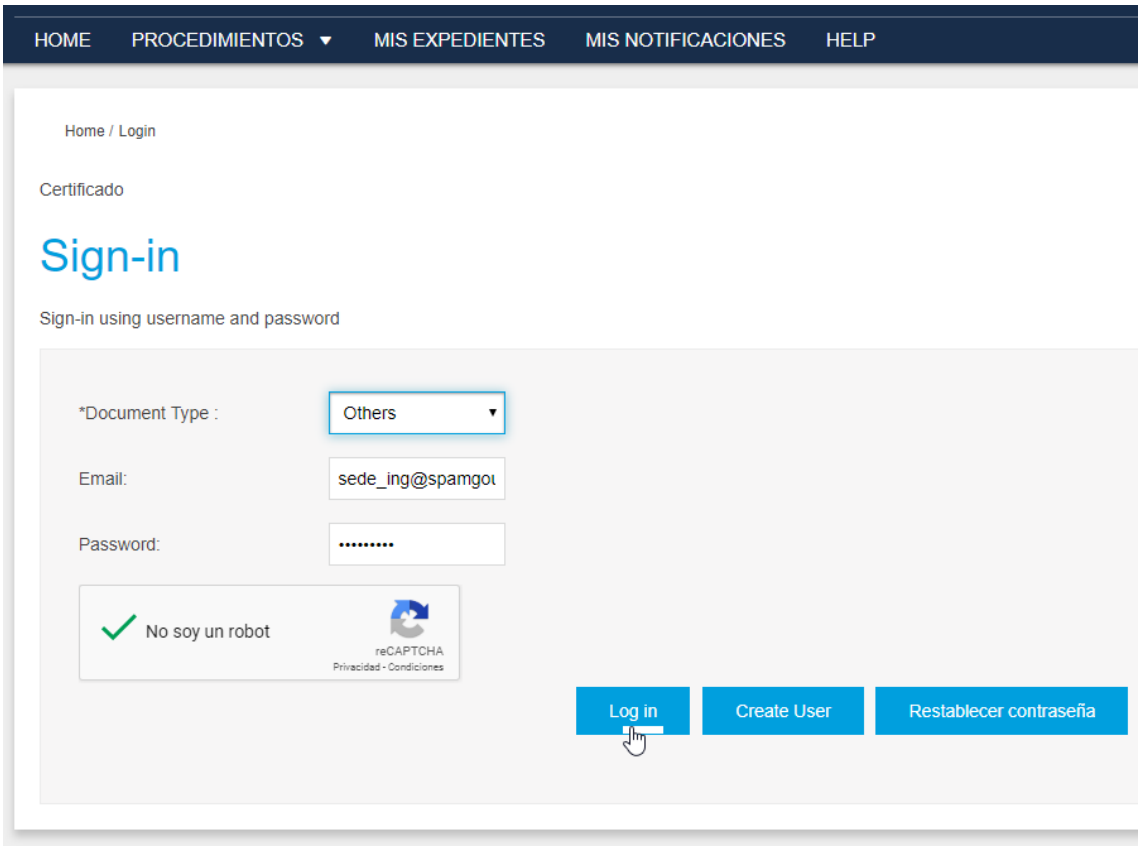


Click on the “Acceder al Procedimiento” (Access the procedure) to get to the application form:

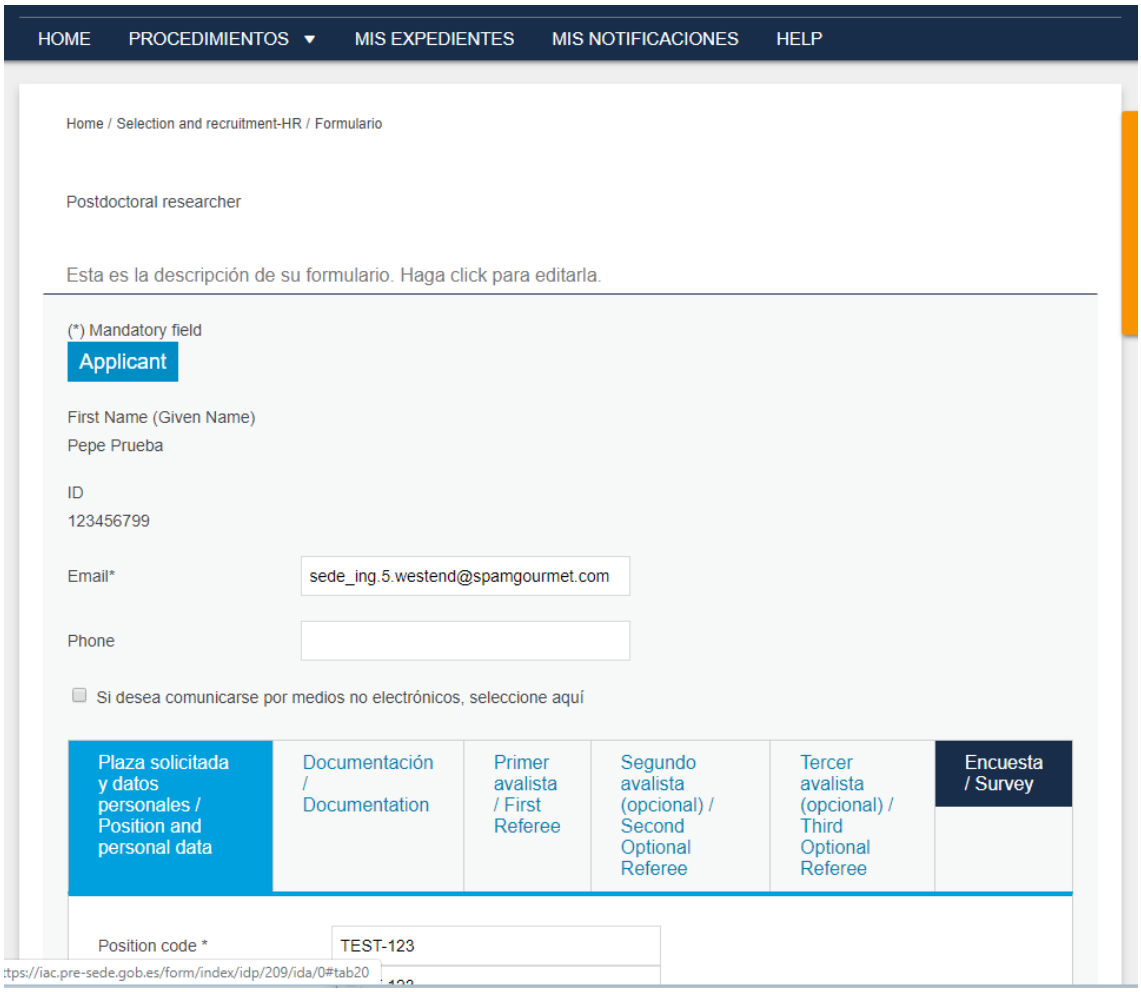


First you must validate your Username/Password (see previous section):

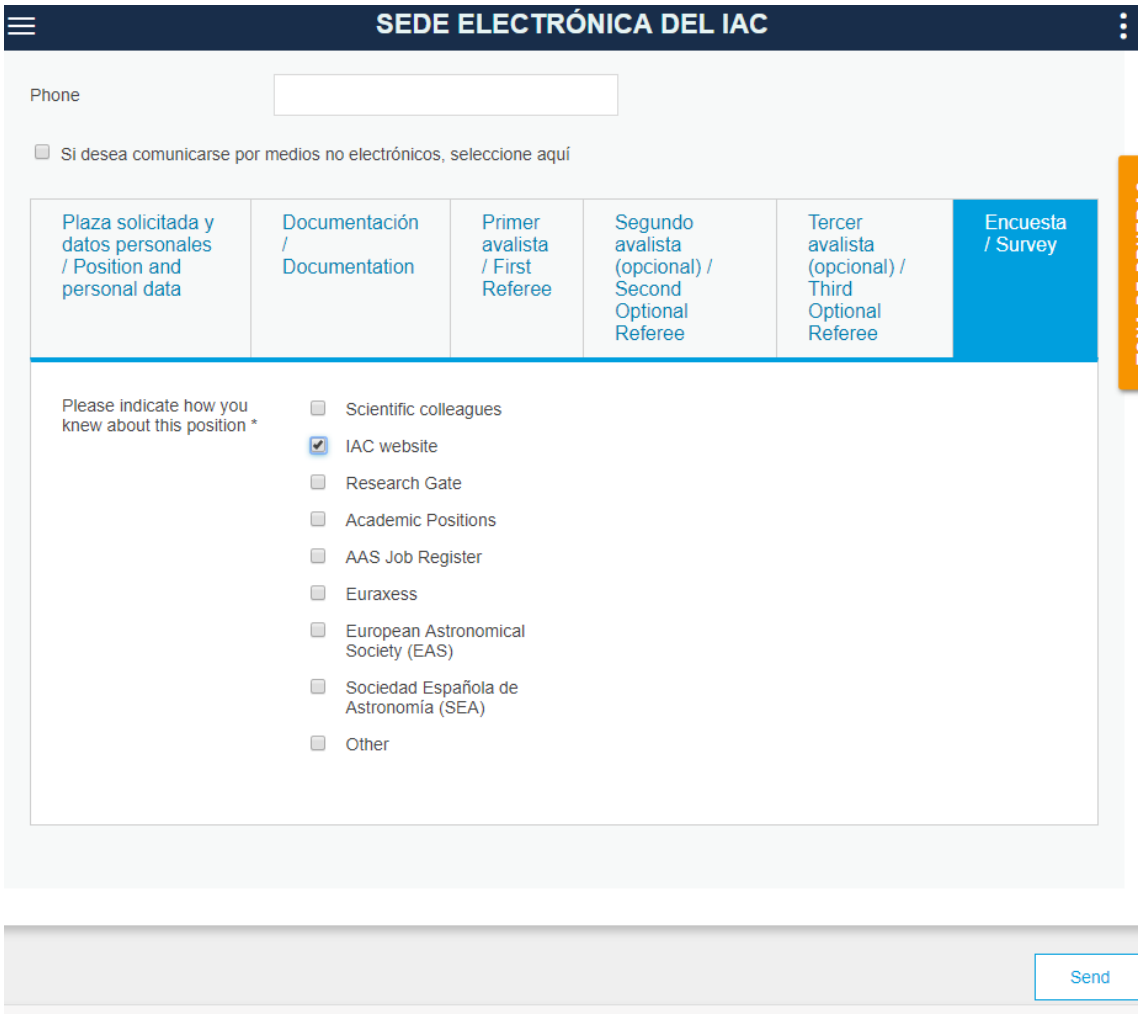




Once inside, fill in at least all required fields (marked "*"). All descriptions should show up in English (provided you chose to switch language in the top-right menu!)



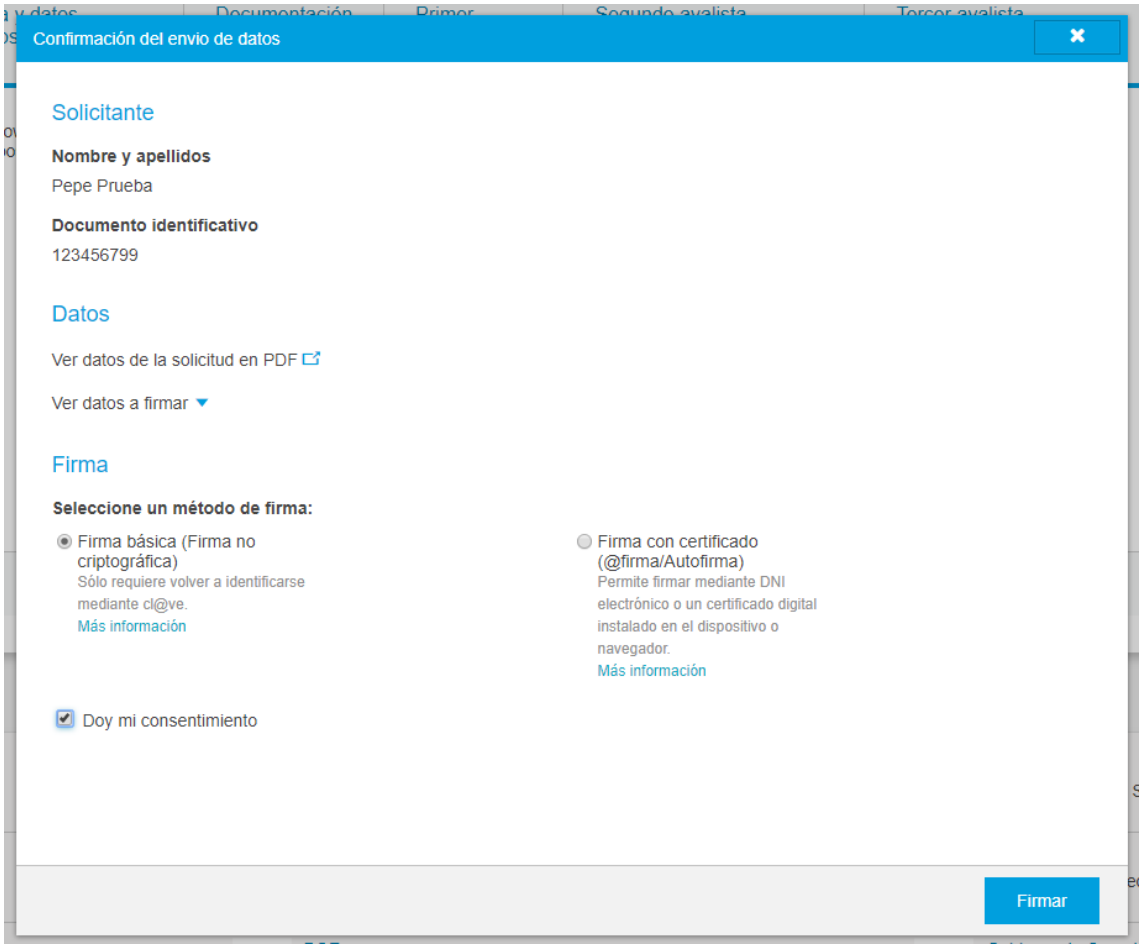
To be able to send the form the Encuesta/**Survey** (last tab) must also be filled in:



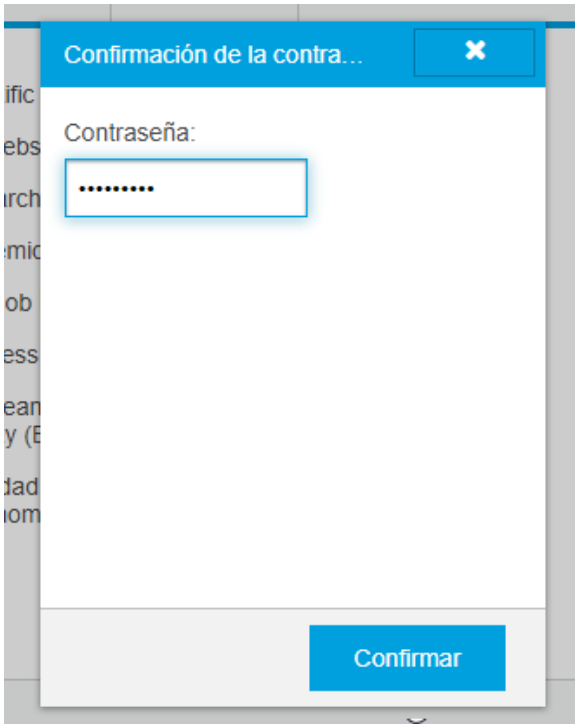
If all goes well (please have patience, the application works on servers hosted in the Spanish General Administration site!) you should see a pop-up window. By clicking “Send” you should then proceed to sign it.

Signing an application

In the pop-up window, select “Firma básica” (basic signature, i.e. username / password) and “Doy mi consentimineto” (“I agree”):



When pressing “Firmar” (“Sign”) you will be prompted for your password (as a way of signing):

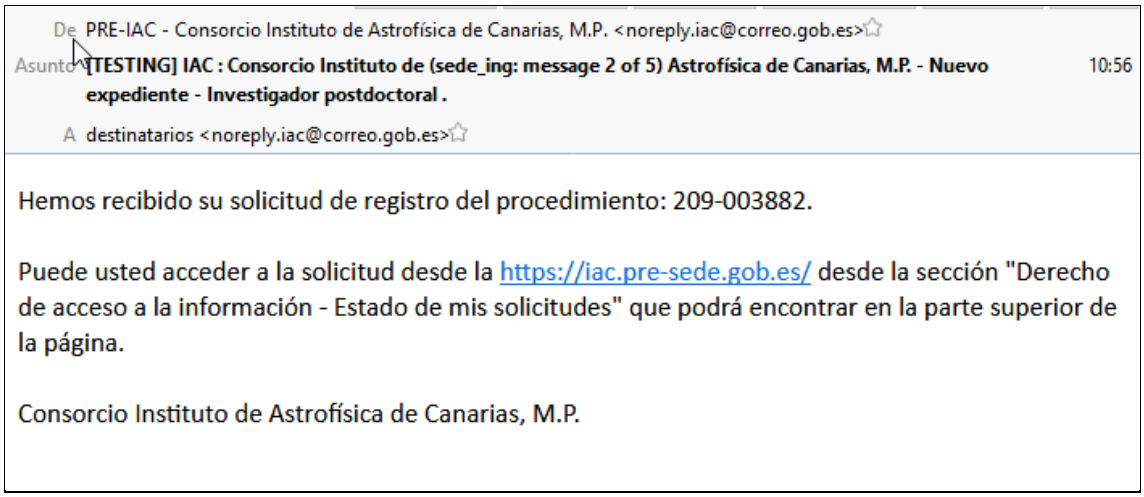


"Confirmar" to confirm that you are signing your application:

If all goes well you will see a screen such as this one:



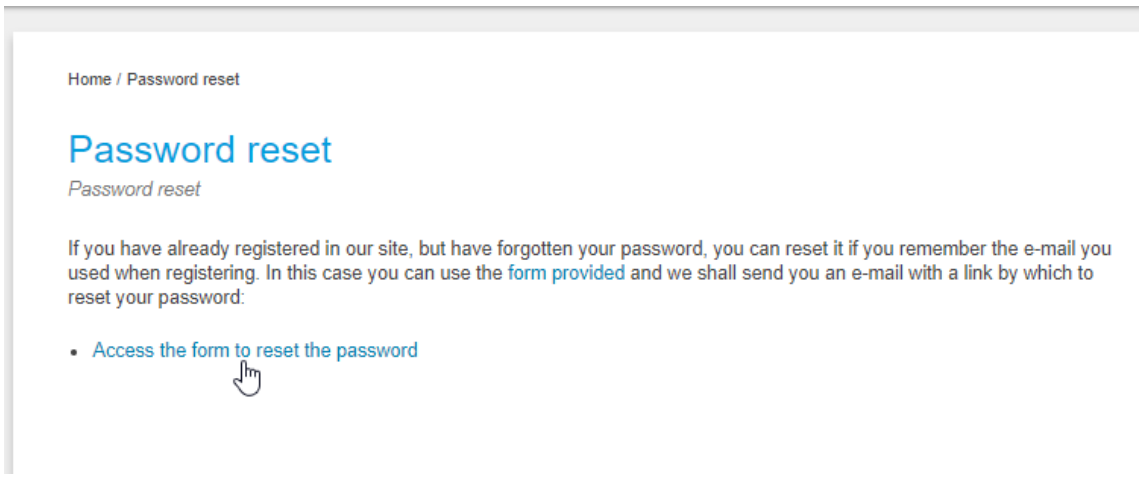
And you will receive an e-mail such as the following one confirming your application and receipt number:



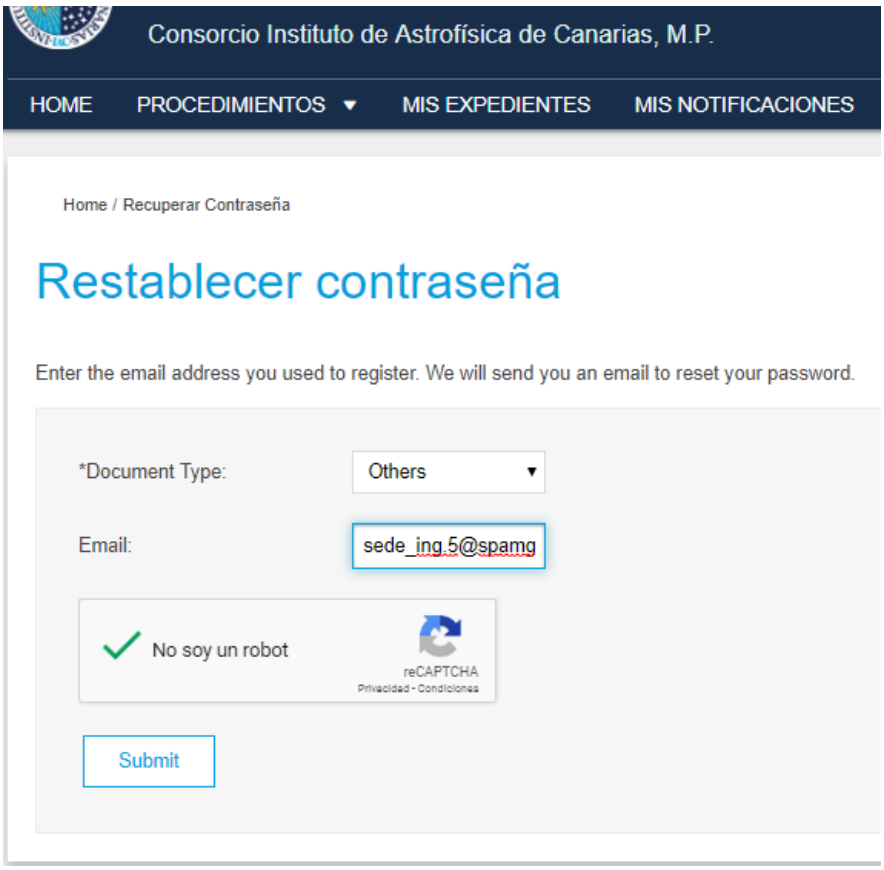
Recovering a lost password



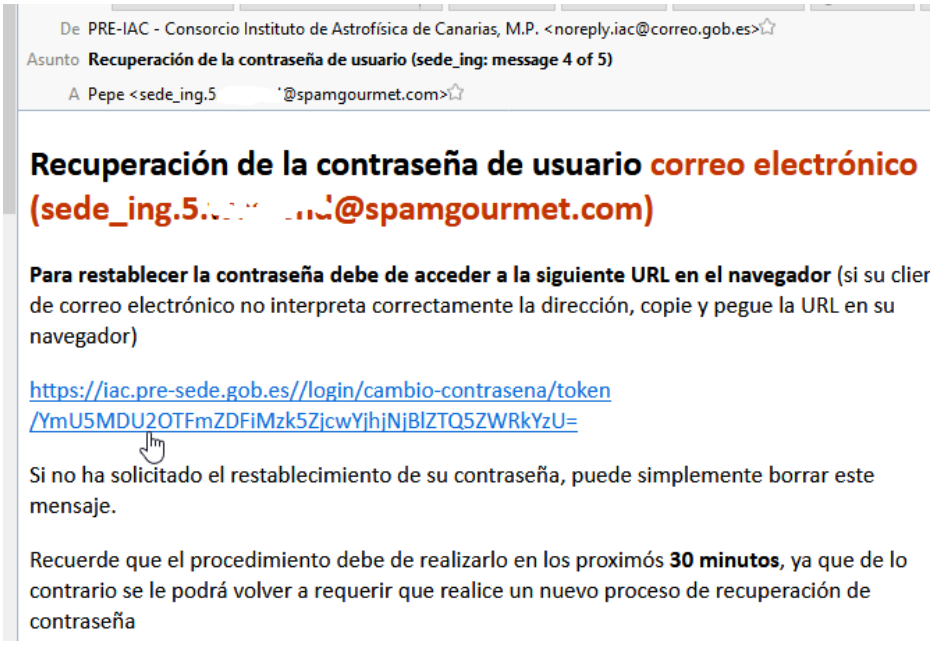
Follow the link to Access the form to establish a new password:



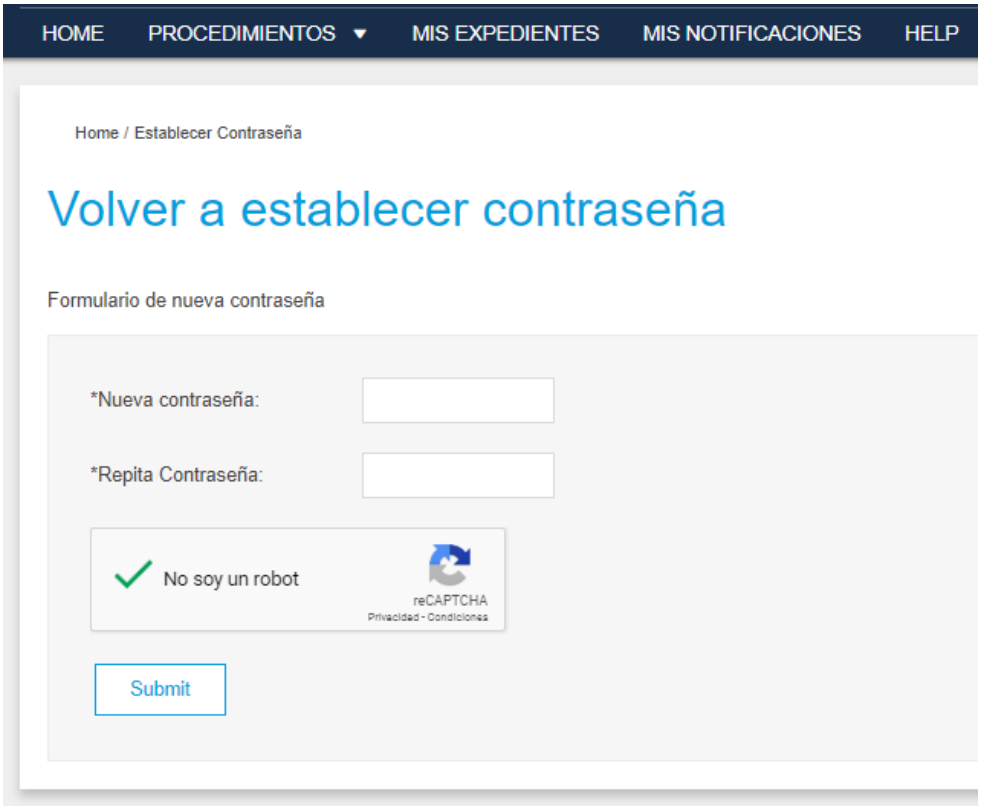
Insert the e-mail you used to register with, solve the Captcha and press “Submit”:



You will receive an e-mail (check your Spam!) such as this one with a link to enable you to reset your password:



Following this link, you will be presented with a form that reads “Volver a establecer contraseña” (“Set a new password”):



On this form you must enter a new password (“Nueva contraseña”) and repeat it (“Repita Contraseña”).