

General request

Fields marked with * are mandatory

Applicant details

Name*	First surname*	
Second surname	NIF/ NIE*	
Email address	Mobile phone No.	Telephone No.

- I wish to communicate electronically (this preference includes both your correspondence with authorities and notifications regarding the administrative procedures related to this request). In this case, you will need to provide an email address and a mobile phone number. If you do not check the box, you will receive notifications in paper format at the address given on this form.

Address

Street suffix	Street name			
Street No.	Block	Stairwell	Floor	Door
Post code	Province	Municipality		

Reason for the request

Subject (briefly state the reason for your request)*

I state and request (explain clearly and in detail the nature of your request)*

To whom it is directed

If you know to which Generalitat de Catalunya ministry or organisation your request is to be sent, state this. If you do not know, indicate the general area or topic related to the reason for the request.

Recipient organisation

Area/Topic

Attached documentation

I hereto attach the following documentation

If the document provided is related to a file currently being processed, please list the file number or reference number.

Signature details

Town*

Date*

Signature*



Statements

1. The General Register and the General Electronic Register of the Administration of the Generalitat de Catalunya automatically issues confirmation of registration of the documentation and a copy of the letter, request or communication that you have submitted. In the confirmation, you will find the reference number or code of the record of entry and the official date of submission of the documentation.
 2. The official date and time in the Register are what are officially used in Catalonia to calculate deadlines.
 3. The time limit in which the Administration of the Generalitat de Catalunya will complete the procedure is calculated according to the current regulations on administration procedure. The competent organisation must inform you of the exact date on which this period begins.
 4. Your request will be sent to the recipient organisation indicated. If instead of indicating an organisation, you have chosen a topic, it will be sent to the competent organisation according to this topic. If you have incorrectly chosen the organisation or topic, the first Register to receive the documentation will forward it to the competent organisation to resolve your request. In this case, we will inform you of the change and you will be able to consult it at gen.cat/areaprivada.
 5. If the request you submit to the Register has a specific online form, the organisation responsible for processing it may require you to carry out this procedure using the specific form or to complete any information that you have not provided. It will also inform you of the deadline for resolving this.
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Data protection

Processing: registration of incoming and outgoing documents.

Data controller: Directorare General for Digital Services and Citizen Experience.

Purpose: guarantee the traceability of all the procedures that citizens carry out with the Administration of the Generalitat de Catalunya, through the corporate platform for Gencat services and procedures.

Right of data subjects: request access to your data and to, rectify or delete it, as well as to object to or restrict its processing where appropriate. The procedure for exercising these rights is available on the website: presidencia.gencat.cat/tractament-dades-drets

Additional informaton: If you would like further information, please see the fact sheet on the processing of your personal data: presidencia.gencat.cat/tractament-dades-118

Depending on the type of request, the recipient organisation will inform you about the processing of your personal data. It will tell you who is responsible, for what purpose it will be processed, and where you can find more information.
