

P U E R T O L L A N O S A Y S :

¡HOLA!

INFORMATION GUIDE FOR THE NEW CITIZENRY

Ayuntamiento de  PUERTOLLANO

www.puertollano.es

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INFORMATION GUIDE FOR THE NEW CITIZENRY

AYUNTAMIENTO DE PUERTOLLANO

EDICIÓN

AYUNTAMIENTO DE PUERTOLLANO

DIRECCIÓN DE ARTE

VOLARTE Comunicación Estratégica

NOTE:

In order to facilitate the reading of the guide, we have used the male term in neutral gender form to designate both women and men.





W

elcome to Puertollano, a city that has continued to grow thanks to the arrival of people from other places, manchego villages, extremeños, Andalusians...; all in search of a better life.

Today, the search for new opportunities broadens its frontiers for new citizens, from a diversity of countries; you arrive in our city bringing your work, efforts and cultural wealth, with the aim of achieving your vital goals.

Puertollano has always been a city with open arms and we wish to maintain our hospitality. It is logical that your adaptation to a new life requires some time.

With this guide, we wish to facilitate this process so that each one, with their family, can find whatever is required to embark on the project of their lives.

The guide offers you basic information on the formalities and resources that the administrations provides and it describes, in a simple and practical terms, administrative procedures that you have to undertake during the first days in our city, so that your procedure is achieved in the most certain and planned manner.

On our side, we encourage you to collaborate so that we can work in unison in the happy task of constructing a Puertollano that is evermore open in solidarity. A Puertollano for all.

JOAQUÍN HERMOSO MURILLO
Alcalde de Puertollano

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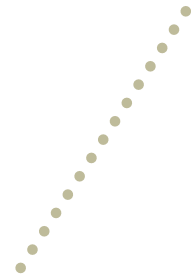
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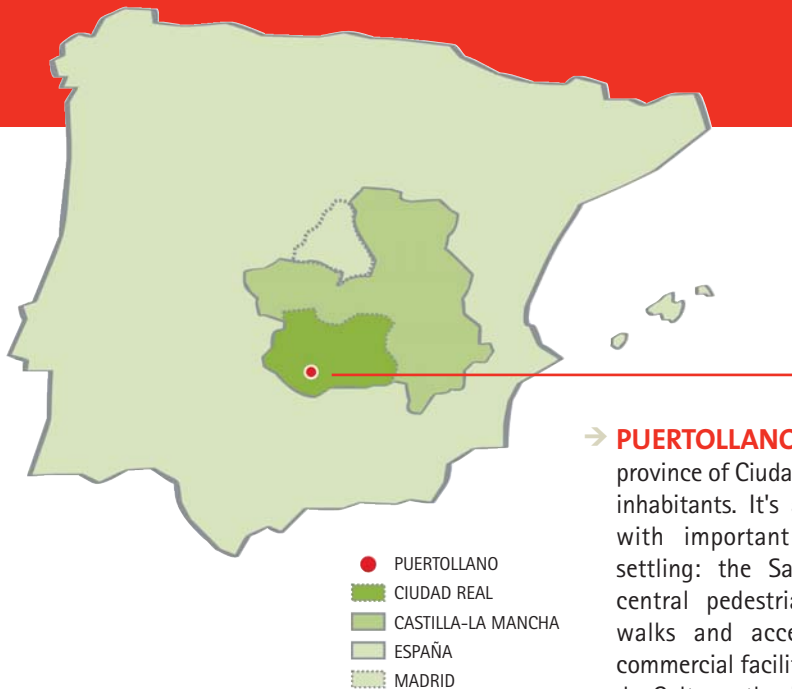
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I WISH TO BECOME A
NATIONAL

WHERE AM I?



→ **PUERTOLLANO** is a municipality of the province of Ciudad Real with more than 50 000 inhabitants. It's a dynamic city, modern and with important attractions conducive to settling: the San Gregorio Paseo and the central pedestrian zones enable enjoyable walks and access to a great variety of commercial facilities. The Auditorium, the Casa de Cultura, the Municipal Museum, de Coso Polivalente and the stadium provide a large cultural offer, for leisure and sports. Besides, Puertollano is an important industrial city. It has a large petrochemical complex and a resultant thermo electrical sector. Currently its economy is experiencing a strong impulse from many businesses related to alternative and renewable energy.

SPAIN is one of the members of the European Union whose currency is the Euro. **CASTILLA-LA MANCHA** is one of the autonomous communities in which the state is territorially divided. The community has five provinces: Toledo, Albacete, Ciudad Real, Cuenca and Guadalajara.



→ AYUNTAMIENTO DE PUERTOLLANO

Plaza de la Constitución, s/n

T: 926 418100

www.puertollano.es



OAC. Oficina de Atención al Ciudadano (The Office of Citizen Attention) offers centralized and personalized advisory services for undertaking all types of municipal management. It's located at Paseo s/n, (Casa de Baños)

T: 926 441990

E: oac@puertollano.es

CONCEJALÍA DE INMIGRACIÓN Y SOLIDARIDAD. The Service for Care and Inter Cultural Mediation (SAMI): Is a service for orientation and mediation, that avails information and access to public and private resources for immigrants. It's located at Benefica, 3

T: 926 441537

E: solidaridad@puertollano.es

SOCIAL SERVICES

These are centres that are attached to the municipality where I may get information and orientation or find solutions to various requirements. When I'm confronted with some personal, family or social difficulty, it's very important to approach these centres in the first instance. The centre nearest to my residence is where I may request for an appointment.

C. S. PINO C/ Pelayo, 5	T: 926426754
C. S. CARMEN C/San Manuel, s/n	T: 926413896
C. S. M^a AUXILIADORA Avda. M ^a Auxiliadora, 6	T: 926412243
C. S. CENTRO C/ Gran Capitán, 1	T: 926410404/5
C.S. CAÑAMARES Plaza Curtidores (esquina Don Quijote)	T: 926423405
C. S. FRATERNIDAD C/Hinojosas, s/n	T: 926440276

MY BASIC RIGHTS

HEALTH

As a foreign national **registered in the municipal census**, I have a right to health assistance with the same conditions as Spanish nationals. And in any case, if I require urgent medical attention due to disease or accident, or pregnancy, I have a right to public health up the highest medical level.

EDUCATION

As a foreign national under eighteen years, I have a right and obligation to education in the same conditions as Spanish nationals: free, basic and compulsory education and access to the public system of grants and aid.

EMPLOYMENT

In order to undertake any income generating activity, as an employee or professional, for a third party or as a self employed, it is compulsory to obtain the relevant administrative permission, as it amounts to a serious penal offence to work without prior obtaining of the permit. The lack of the permission of the company does not invalidate my work contract or the obtaining of my rightful entitlements.



HOUSING

If I reside legally in Spain, I have a right of access to the public system of aid with respect to housing in the same conditions as Spanish nationals.

WHAT DOCUMENTS DO I REQUIRE?

BE REGISTERED

The Padrón is the census register of all urban residents. The registration is independent of regularizing my administrative status, It is important because it enables me to access to Education and Health, besides as demonstrating the duration of my residing in Spain in the process regularization or settlement. In case I have to provide documentary proof of details of my residence (such as rent or purchase contract, water bills, etc. that will be useful) and present my identity document, residence permit or passport. **Beware! If I have no residence permit, it is necessary to renew the resident registration every two years.**

Oficina de Atención al Ciudadano.
(Casa de Baños).
Paseo de San Gregorio, s/n
T: 926 441990.

ACCESS TO RESIDENCE

Residence may be temporary (renewable yearly) or permanent. In order to obtain it, I have to hold the corresponding visa or permit. Once in Spain, I have to request for the Foreigners Identity Card from:

Comisaría de Policía
Cruces, 26
T: 091 / 926 441910

FAMILY REGROUPING

In the event that I wish to bring my children or spouse, I first have to renew my residence permit and have housing and economic means for the sustenance of all the whole family. I have to approach the Subdelegación del Gobierno, which is the relevant department, to file my application.

Oficina de Extranjería
Alarcos, 21- bajo. Ciudad Real.
T: 926 989002/60

SETTLEMENT

If I have resided for at least three years in Spain and I have minimum of one year's employment offer, I can obtain my temporary work and residence permit for reasons of social settlement. I have to file the application at the Subdelegation del Gobierno:

I NEED EMPLOYMENT

IN ORDER TO WORK I need to obtain authorization. If the work is for a third party, I will request for the permit through my employer and if its self employment, I will request for it personally; now under no circumstances must I be in Spain illegally at the moment of my application. The permit for self employment is processed at the office of the Subdelegación del Gobierno (Foreign Office) or in Consular Offices.



SEPECAM

Pablo Neruda, 8
T: 926 420004

AFEMJO-CLM

Pso. San Gregorio, 8
T: 926 431549

U.G.T.

Juan bravo, 6 - 2ª planta
T: 926 430153

FECMES

Tercia, 12
T: 926 431341

CC.OO. - CITE

Centro de Información a
Trabajadores Extranjeros

Juan Bravo, 6 - 1ª planta
T: 926 422852
L y V de 10 a 14 h.

Concejalía de Igualdad

Centro de Mujer.
Gran Capitán, 1
T: 926 432326

Servicios Integrados
de Empleo de Cruz Roja
Provincial

INTERLABORA

T: 926 200560
Federación de Empresarios de
la Comarca de Puertollano
CEOE-CEPYME y Fundación
Empresarial de Puertollano
Juan Bravo, 6 - Bajo
T: 926 440090

+ INFORMATION: www.sepecam.jccm.es + www.fundescop.es

I NEED A RESIDENCE



VENTANILLA
ÚNICA
DE VIVIENDA
La encina, 36
T: 900 110 011

ACCESS TO HOUSING in Puertollano can be acquired through a formal purchase contract, or as a rental. There is a law which governs the rights and obligations of owners and renters. Various services are at my disposal to facilitate my access to the first residence: promotion of protected housing, social integration, public promotion, etc.

T: 900110011

+ INFORMATION: www.vivienda.jccm.es

I REQUIRE MEDICAL ATTENTION



In order to obtain medical attention I have to request for the **TARJETA INDIVIDUAL SANITARIA (TIS)** at the Health centre corresponding to my residence or from the Social Security Agency. With this card, I will be assigned a regular doctor or as may apply, a pediatrician:

CENTRO DE SALUD I

Av. 1º de Mayo, 32
T: 926 432314

CENTRO DE SALUD II

Picón, s/n
T: 926 431215

CENTRO DE SALUD III

Encomienda, 72
T: 926 411811

AGENCIA DE LA SEGURIDAD SOCIAL

Cuadro, 44
T: 926 425070

+ INFORMATION: sescam.jccm.es

WHERE CAN MY CHILDREN GO TO SCHOOL?

I have a right and obligation to ensure the schooling of my children. To enroll them I can request for information in the college nearest to my residence or at the municipal administration.

C.P. Ángel Andrade

Socuéllamos, 49
T: 926 427988

C.P. Calderón de la Barca

Escuelas, 14
T: 926 426468

C.P. Cervantes

San Juan, 2
T: 926 420762

C.P. D. Jiménez Avendaño

Cañas, 21
T: 926 427632

C.P. Doctor Limón

La Rosa, s/n
T: 926 440069

C.P. E. Tierno Galván

Talavera Baja, 23
T: 926 431560

C.P. Giner De Los Ríos

Pº San Gregorio, 84
T: 926 426366

C.P. Gonzalo De Berceo

San José, 3
T: 926 420578

C.P. Juan Ramón Jiménez

Paraguay, s/n
T: 926 424325

C.P. Menéndez Pelayo

Palomar, 2
T: 926 421616

C.P. Miguel de Unamuno

Piedrabuena, s/n
T: 926 425218

C.P. Ramón y Cajal

Alejandro Prieto, 1
T: 926 420707

C.P. Severo Ochoa

Porzuna, s/n
T: 926 420243

C.P. Vicente Aleixandre

Valdepeñas, 1
T: 926 441788

C.P. Inmaculada Enpetrol

Valencia, 18
T: 926 421881

C. Maria Inmaculada

Pza. de la Asunción, 1
T: 926 426908

C. Salesiano

Mª Auxiliadora, 18
T: 926 425453

C. San José

La Plaza, 50
T: 926 425121

C.P. San Antonio

Los Pajaritos s/n. El Villar.
T: 926 430881

C. Santa Bárbara

Fulgencio Arias, 21
T: 926 431713

IES "Dámaso Alonso"

Av. Almadén, s/n
T: 926 420036

IES "Fray Andrés"

Copa, 1
T: 926 424934

IES "Galileo Galilei"

Jaén, 1
T: 926 430933

IES "Juan de Távora"

Crta. Asdrúbal, 51
T: 926 411205

IES "Leonardo Da Vinci"

Fernando El Santo, 86
T: 926 431900

IES "Virgen De Gracia"

Pº San Gregorio, 82
T: 926 426250

THOUGH I'M ALREADY AN ADULT. I WISH TO FURTHER MY EDUCATION. I can inform myself from/at:

Centro de Educación de Adultos. Cañas, 30 · T: 926 423850
CASA DE CULTURA. C/ CALZADA, T: 926 411965

+ INFORMATION: www.educa.jccm.es

I'M YOUNG

As I'm between 14 and 30 years old, I can access other services especially designed for me: bus-fare tokens, youth cards, Emancipation Office for resolving employment problems, training and housing (youth housing grant) and activities of leisure and sports: travels, workshops, courses.....

ESCUELAS DEPORTIVAS

Área de deportes.
Pza. de la Constitución, 1
T: 926 411989

CENTRO DE JUVENTUD

Malagón, s/n
T: 926 410952



+ INFORMATION: www.viviendajovenclm.com

I'M A WOMAN



THE CENTRO DE LA MUJER (Women's Centre) offers me, through a personalized and free attention, services of orientation and legal advice, psychological, employment or self employment, social and cultural resources, in order to succeed in my full participation in the society. I can inform myself at:

CENTRO DE LA MUJER

Gran Capitán, 1
T: 926 432326

If I'm a victim of
MALTREATMENT I can get free
24 hour attention.

EMERGENCY TELEPHONE:

900 100114

24 h.

+ INFORMATION: www.jccm.es/imclm

I WISH TO BECOME A NATIONAL



As a foreign national who has been living Spain legally and durably for a specified time, I can **REQUEST CITIZENSHIP**. The application is filed in an official document and I have to present it in the Registro Civil.

T: 926441870

REGISTRO CIVIL
Cruces, 8
T: 926 441870

WHERE SHOULD I ADDRESS MYSELF FOR FURTHER INFORMATION?

ASSOCIATIONS AND NGO'S

ACCEM

Galicia, 9
13170 · Miguelturra
T: 926 240394

CÁRITAS

Goya, 35
T: 926 415010

IGLESIA CRISTIANA EVANGÉLICA

Ancha, 21
T: 926 426297

CRUZ ROJA

Gran Capitán, 2. Entreplanta.
T: 926 420570

TODOS IGUALES

Bailén, 20
T: 926 426083/615961182

OTHER PUBLIC SERVICES

Policía Local

T: 926 410127 o 092

Estación de Autobuses

Av. Ciudad Real, s/n
T: 926 410957

Estación Renfe-Ave

Muelle, s/n
T: 926 410202

Parada de Taxis

Pso de San Gregorio, s/n
T: 926 424519

Emergencias. T: 112

Hospital Santa Bárbara

Malagón, s/n
T: 926 421100

WWW

www.migrar.org

www.cruzroja.es

www.mir.es

www.inmigracionclm.org

www.map.es

www.cepaim.org

SANIDAD

sescam.jccm.es

EDUCACIÓN

www.educa.jccm.es

JUVENTUD

www.viviendajovenclm.com

VIVIENDA:

www.vivienda.jccm.es

EMPLEO:

www.sepecam.jccm.es

www.fundescop.es

MUJER:

www.jccm.es/imclm

PUBLIC LEGAL COUNSEL, DOCUMENTATION AND FORMALITIES

Servicio de Orientación Jurídica y Social a Extranjeros (SOJSE):

Pza. Constitución, 1º, 1º dcha
T: 926 292572 ext. 346, 381

PUERTOLLANO CITIZEN

AS A CITIZEN OF PUERTOLLANO it is important to know the specific norms of coexistence that are stipulated in the municipal directives in order to facilitate community life. As all neighbors we must:

OBSERVE resting time from 22:00 to 7:00 hours.

CONTROL the volume of musical apparatus, T.V., etc.

DISPOSE WASTE in the relevant containers at the established time: 21:00 to 24:00.

RECYCLE. Use the containers for selective collecting in an adequate manner:

BLUE
paper and cardboard



GREEN
glass



YELLOW
plastics



GREY
clothing and shoes



For voluminous refuse (furniture, etc.) contact **CESPA**.
T: 926 411835

For other types of refuse there is a **PUNTO LIMPIO** (CLEAN POINT) at Ctra. de Asdrúbal.
From Tuesday to Saturday from 9:15 to 13:15.
From Tuesday to Friday from 9:15 to 13:15 and from 16:15 to 18:15.
T: 926 411835

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THANKS

Our most sincere thanks to all persons who selflessly collaborated in writing this guide.

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Ayuntamiento de  **PUERTOLLANO**

COLABORA:


Castilla-La Mancha