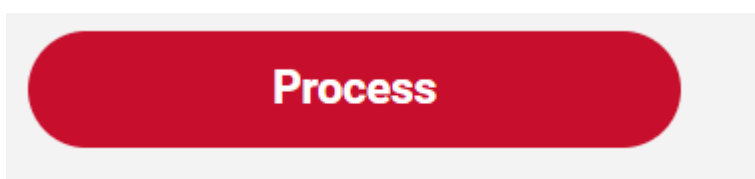


Instructions on how to access and submit the ESA BIC VR documentation through the Generalitat's platform:

1.-Click on the following link:

https://sede.gva.es/es/inicio/procedimientos?id_proc=G95565#presentacion

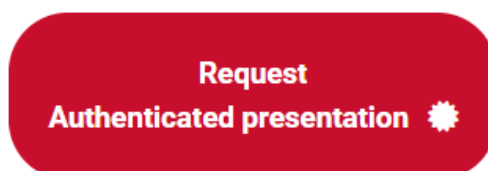
This page is available in English, please select the English language version, available in the top right hand corner of the screen.



2.- Click on the red button “Process”

Form of
presentation

 Telematics



3.- Click on the red button “Request Authenticated Presentation”

4.- This next step requires an electronic signature, in case of difficulty – please contact us:
esabic-coord@aeroportcastello.com

5.- This is the following screen, with the 5 steps, as shown:

95565 - GENERAL APPLICATION FOR INITIATION AND ONLINE PROCESSING OF GENERALITAT VAL

1 PLEASE NOTE

We will show you a brief explanation of each step to be taken to complete the request process.

Basic information of the procedure

- Subfase/Etapa: SOLICITUD
- Managing body: Presidencia de la Generalitat
- SIA code: 3109913
- Term Start-End: 02/06/2024 -
- Further information: [Details of the process](#)

2 COMPLETE

You must fill in the forms indicated as mandatory. There may be optional forms that can be filled in or not, depending on the information requested.

3 ATTACH

You will be asked to attach the documentation required for the request.

4 REGISTER

You must review the documentation to be submitted, taking into consideration that once sent, you will not be able to amend any data.

5 SAVE

An electronically signed receipt will be sent to you, which will serve as acknowledgement or as a legal receipt.

Start >

6- Once you have completed the 5 steps, please tick the box below to receive email confirmation and information regarding your application:

E AVISO DE NOTIFICACIÓN O PUESTA A DISPOSICIÓN:

Deseo recibir un aviso de notificación o puesta a disposición en el siguiente correo electrónico, así como información relacionada con mi solicitud que no requiera notificación.

7.- Please select the entity to which you are sending the application, in this case Sector Público
Select the organisation from the dropdown list, in this case Aeropuerto de Castellón SL.

F ÓRGANO AL QUE SE DIRIGE

* SELECCIONE UNA OPCIÓN

GVA Sector Público

* ORGANISMO

Selecciona...

Selecciona...

AEROPUERTO DE CASTELLÓN, S.L. ←

AGENCIA TRIBUTARIA VALENCIANA ATV

AGÈNCIA VALENCIANA D'AVALUACIÓ I PROSPECTIVA AVAP

AGENCIA VALENCIANA DE FOMENTO Y GARANTÍA AGRARIA AVFGA

AGENCIA VALENCIANA DE LA INNOVACIÓN AVI

AGÈNCIA VALENCIANA DE PROTECCIÓ DEL TERRITORI AVPT

AGÈNCIA VALENCIANA DE SEURETAT FERROVIÀRIA AVSF

AGENCIA VALENCIANA DE SEGURIDAD Y RESPUESTA A LAS EMERGENCIAS AVSRE

Cancelar ↗ Finaliza ✓

And click on the green box to finish.

For any difficulties, please consult the pdf attached or contact us directly: esabic-coord@aeroportcastello.com

General application for initiation and ONLINE processing of Generalitat Valenciana procedures. (Process to be used ONLY WHEN THERE IS NOT A SPECIFIC PROCESS in the Generalitat Valenciana online portal)

Organisme

Codi GVA 95565

Codi SIA 3109913

Estat Obert

Termini de sol·licitud Obert

INFORMACIÓ BÀSICA

Què és i per a què serveix?

In the relationship between citizenship and the administration, this telematic procedure of general application is used EXCLUSIVELY WHEN THERE IS NO SPECIFIC in a specific procedure in the Proprietary Guide or in the Electronic Seu de la Generalitat Valenciana, per initiation of a procedure, summary of errors, provision of documentation, al-legations, withdrawal, waiver of rights, filing of appeals, etc.

Requisits

- That there is no specific telematic procedure in the Prop Guide or Electronic Seu of the Generalitat Valenciana
- I allow legal persons to be registered in the Registry of Representatives that enables representation in administrative procedures of an electronic nature.

Interessats

Physical and/or legal persons, holders of rights or legitimate interests of individuals or communities, with the capacity to act in accordance with the Public Administrations, in accordance with that which is established by the law.

Normativa general

- [Normativa] DECREE 191/2014, of November 14, of the Consell, which regulates the attention to citizens, the registration of entry and exit of documents and the organization of the registry offices in the Administration of the Generalitat.
- [Normativa] LAW 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations

Enllaços

- Asked questions (<https://sede.gva.es/en/preguntes-frequents>)

SOL·LICITUD

Termini de presentació

Throughout the year

Formularis i documentació

Together with the general telematic application form, interested persons may attach the necessary documentation for the initiation/processing of the procedure.

(All of this according to what is established in the regulations that regulate it or, where appropriate, what is required by the Administration from the citizen or what the interested party considers appropriate to present).

Taxes

This procedure is exempt from paying taxes, provided that the regulations governing the specific procedure used by this general application template are not required.

Forma de presentació

Accés amb autenticació

https://www.tramita.gva.es/ctt-att-atr/asistente/iniciarTramite.html?tramite=DGM_Z_GEN&version=1&idioma=en&idProcGuc=95565&idSubfaseGuc=SOLICITUD&idCatGuc=PR

Enllaços

- Electronic signature systems accepted and/or used in the headquarters (<https://sede.gva.es/en/sistemas-d-identificacio-i-signatura-acceptats>)
- Signature Verification Systems (https://sede.gva.es/en/sede_verificacion_firma)

TRAMITACIÓ

Òrgans tramitació

This general request will be processed by the competent authority and is for EXCLUSIVE USE when there is no specific procedure available on the Sede Electrónica or in the Guía Prop of the Generalitat Valenciana.

RESOLUCIÓ

Òrgans resolució

Esgota via administrativa No

AJUDA

Problemes informàtics

- [Formulari de consulta](#)

Altres preguntes

- [Formulari de consulta](#)