



**MINISTERIO DE TRANSPORTES
Y MOVILIDAD SOSTENIBLE**



**Access through the e4F system for foreign
people and companies that cannot use Cl@ve.**

APPLICATION USER GUIDE.

Madrid, 21st June 2021

EDITION HISTORY

EDITION	EDITION DATE	APPLICABILITY DATE	MOTIVE OF EDITION/DOCUMENT REVIEW
1.0	12/03/2021	12/03/2021	Creation.
1.1	19/04/2021	19/04/2021	Changes in approved agreed password email template.
1.2	22/04/2021	22/04/2021	Updates in texts from email templates.
1.4	12/05/2022	12/05/2022	Update texts visualization and messages in e4F
1.5	20/04/2023	20/04/2023	Delete the signature validation.
1.6	05/02/2024	05/02/2024	New logo on the cover of the manual and header.
1.7	20/05/2025	20/05/2025	Modification of Authentication Screens and Standardization of Terminology (Password and Identification Documents).

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1. INTRODUCTION.

This guide details the functionality of the eSignature (also known as e4f) application and outlines the procedure for requesting access to the application.

2. APPLICATION REQUIREMENTS.

To access the application for the first time, you must request registration via the following link:

[eSignature for Foreigners \(seguridadaerea.gob.es\)](https://seguridadaerea.gob.es)

3. APPLICATION REGISTRATION

Once on the website, please complete the mandatory fields with your personal data:

3.1. Personal Data

Fields mark with (*) are required

Personal data

Type of identification: (*) Identification document	Issuer country: (*) Spain
Identification document number: (*)	Name: (*)
First surname: (*)	Second surname:
Email address: (*)	Repeat email: (*)
Phone Number:	
☐ Enable postal address	

It is essential that you remember the "issuer country" of your identity document and the "identity document" number, as these details will be required for future authentication within the application.

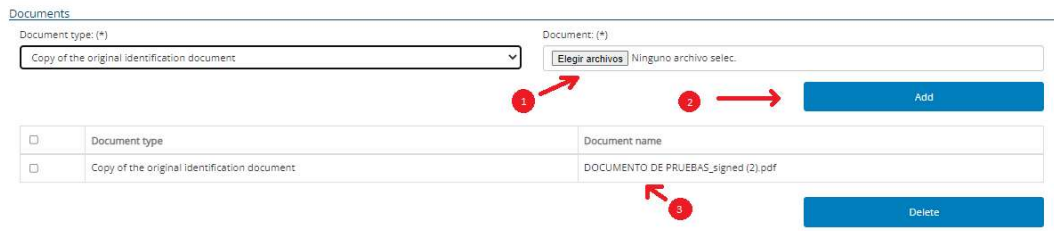
Optionally, by checking the "Enable postal address" box, you may complete the form with your postal address details:

☐ Enable postal address	
Postal address	
Type of address: (*) National Normalized	Country: (*) Spain
Postal Code: (*)	City: (*)
Province: (*)	Municipality: (*)
Type of street: (*)	Street Name: (*)
Portal:	House number:
Block:	Stairs:
Floor:	Door:
Complement:	Qualifier number:
Kilometer:	

3.2. Required documentation.

At the end of the previous page, you must attach a PDF copy of your valid identity document. Please click the "Choose files" button (number 1 in the image), select the PDF file from your device, and then click the "Add" button (number 2 in the

image). If the document is uploaded successfully, it will appear in the table below (number 3 in the image).



Documents

Document type: (*)
Copy of the original identification document

Document: (*)
[Elegir archivos] Ninguno archivo selec.

Add

	Document type	Document name
☐	Copy of the original identification document	DOCUMENTO DE PRUEBAS_signed (2).pdf

Delete

Should a document be uploaded in error, you may rectify the issue by selecting the document(s) and clicking the “Delete” button.

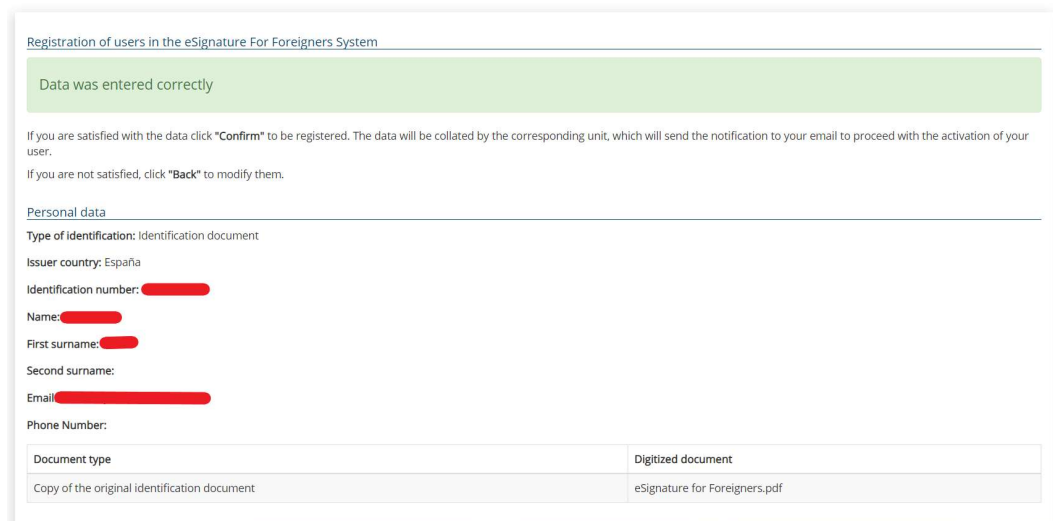
After completing the form, do not forget to click the green “ACCEPT” button, which performs the corresponding validations on the data entered, verifying that all mandatory fields have been completed.

3.3. Acceptance of Declarations

After completing the form described in the preceding sections, the next step of the process will load, displaying the following:

- The personal data and identity document details provided.
- The declarations required by AESA to grant access to the service.

If there are any errors in the data entered, please click the “Back” button to return to the previous form and correct the information.



Registration of users in the eSignature For Foreigners System

Data was entered correctly

If you are satisfied with the data click “Confirm” to be registered. The data will be collated by the corresponding unit, which will send the notification to your email to proceed with the activation of your user.
If you are not satisfied, click “Back” to modify them.

Personal data

Type of identification: Identification document
Issuer country: España
Identification number: [redacted]
Name: [redacted]
First surname: [redacted]
Second surname: [redacted]
Email: [redacted]
Phone Number: [redacted]

Document type	Digitized document
Copy of the original identification document	eSignature for Foreigners.pdf

If the data is correct, after reading and accepting the declarations and successfully completing the provided CAPTCHA, please click the “Confirm” button:

Declarations

☒ I declare I am not in possession of NIF or NIE and the information contained in my application for registration are true and updated, assuming otherwise the responsibilities that may arise from its inaccuracy. *

☒ I accept the electronic signature system through a fixed key from the Aviation Safety and Security Agency as a signature mechanism in the processes for which I subscribe. *

☒ The State Aviation Safety Agency (AESA), as Responsible for the processing of your personal data in compliance with the Organic Law 3/2018, of December 5, Protection of Personal Data and guarantee of digital rights and the Regulation (EU) 2016/679 of the European Parliament and of the Council, of April 27, 2016, concerning the protection of individuals with regard to the processing of personal data and the free circulation of these data (General Data Protection Regulations), informs you, explicitly and unequivocally, that you will proceed to the processing of your personal data obtained from "Common procedure", for the treatment "Entry and Exit Registry" and for the purpose:

- Of "Citizens and foreign companies from non-EU countries can be identified using the identification and electronic signature system." The user can not deny their consent as this is a legal obligation, defined by "Law 39/2015, of October 1, Common Administrative Procedure of Public Administrations."

This processing of personal data is included in the Personal Data Registry of AESA.
The legality of the treatment is based on a legal obligation.
Personal information will be kept as long as it is necessary or its right of cancellation or deletion is not exercised.
The information can be transferred to third parties to collaborate in the management of personal data, only for the purpose described above.
The category of the personal data that are treated are only "Identifying data (name, ID, address, email, signature, position ...)".
In accordance with the provisions of the aforementioned Organic Law on Data Protection and Digital Rights Guarantees and also the aforementioned General Data Protection Regulation, you can exercise your rights of Access, Rectification, Deletion, Portability of your data, Limitation and Opposition to his treatment before the Delegate of Data Protection, directing a communication to the email dpd.aesa@seguridadaerea.es.
For more information about the processing of personal data, click on the following link:
<https://www.seguridadaerea.gob.es/es/politica-de-privacidad>. *

☒ I'm not a robot 

Upon clicking the “Confirm” button, a message like the one below should appear, indicating that the application was successfully submitted.

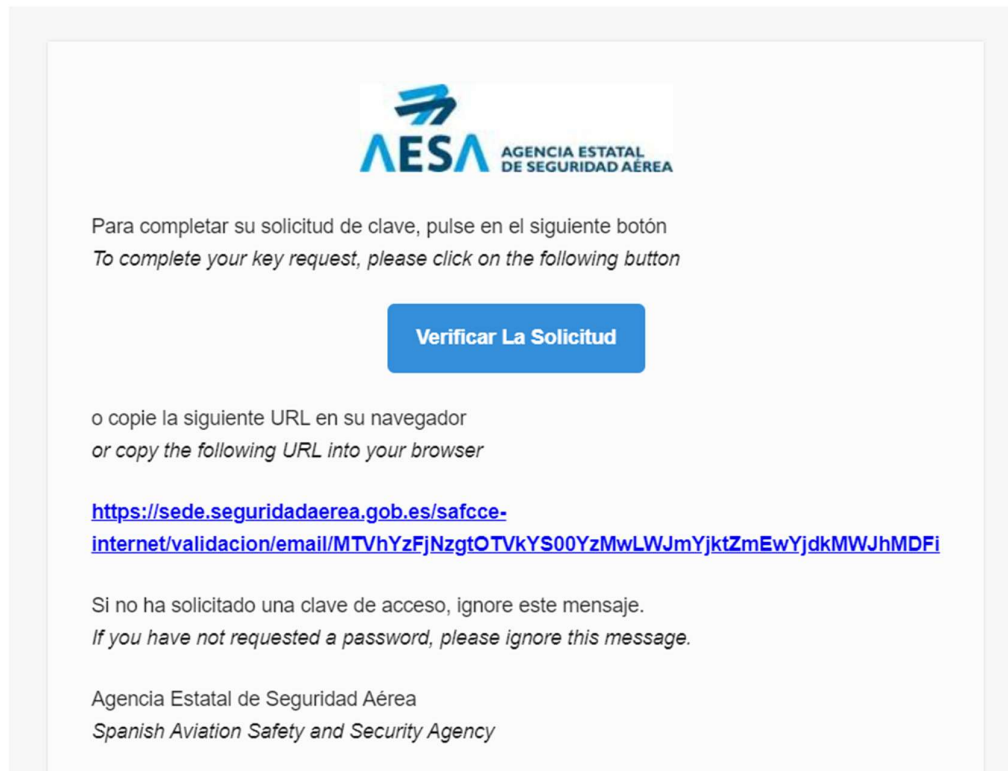
User registration - Pending Verification of email

YOUR APPLICATION HAS BEEN RECEIVED SUCCESSFULLY

You will receive a verification email shortly to the email address that you have given us. This may take a few minutes.
If you do not receive it, please check your spam tray.

3.4. Access validation

Once access has been requested, you will receive an email containing a link (the “Verificar la solicitud” button) to confirm that your email address is correct. An example of the format of this email is shown below:

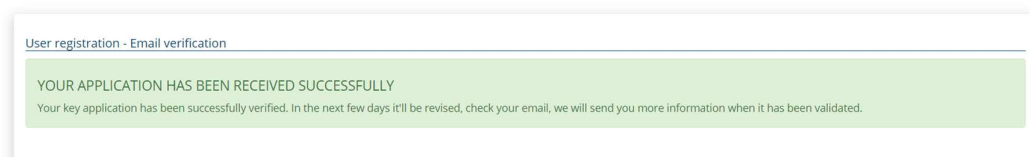


Upon clicking the “Verificar la solicitud” button, a web page should open on your device with a form where you must only enter the identity document number provided in the “Personal Data” section. It is crucial that this detail matches exactly the information entered in the application (in the form field labeled “identity document number”).

Verify Email

Identification document number:

Upon clicking the “Validate” button, if the identity number entered is correct, the following message will be displayed:

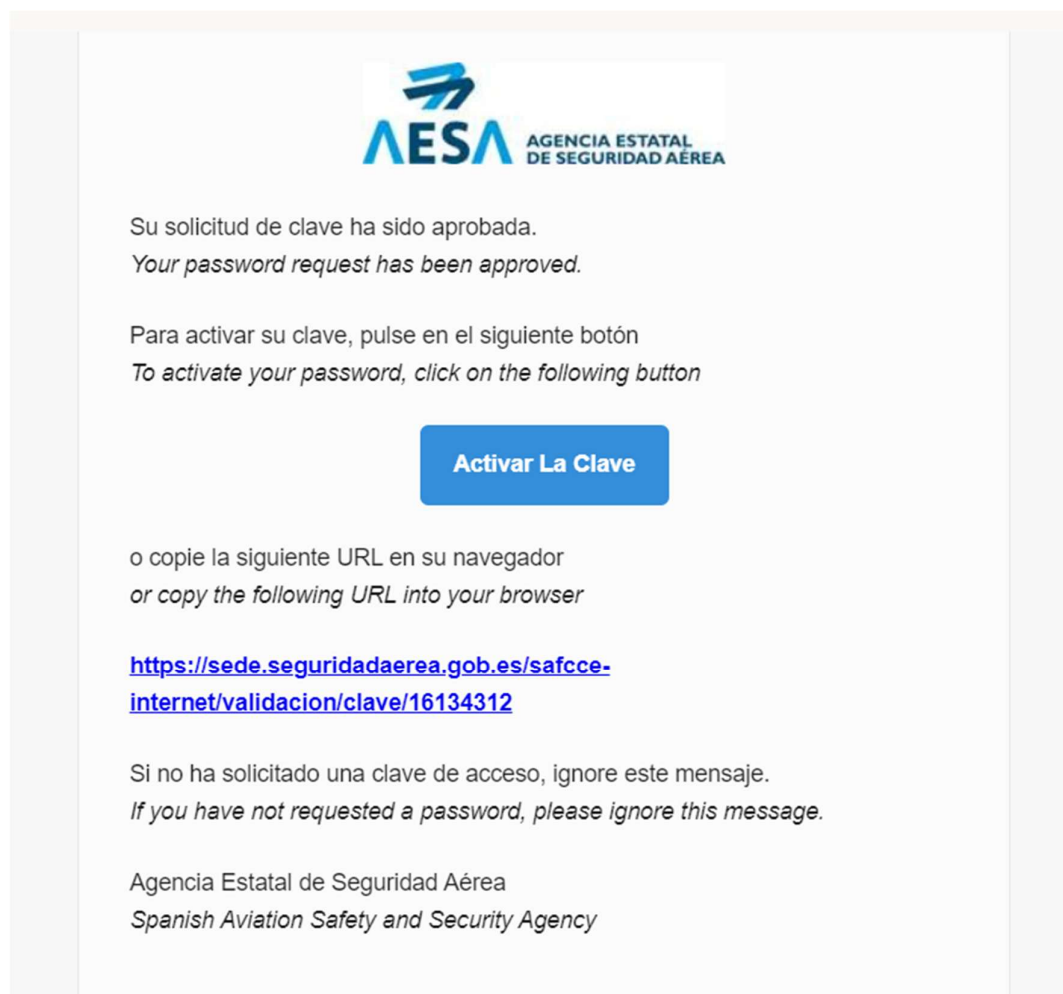


3.5. Access key activation

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Now that the application process has been completed and your email has been verified, AESA personnel will proceed to review the validity of the information provided. This process may take between one and several business days.

Once AESA approves the application, you will receive an email to activate your concerted keys. Please click the “Activar la clave” button that appears in the email. An example of the format of this email is shown below:



Upon clicking the “Activar la clave” button, a browser should open on your device which will require you to solve a CAPTCHA.



If you complete it successfully, you should see the following message:

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Concerted key activation

YOUR APPLICATION HAS BEEN RECEIVED SUCCESSFULLY

Thanks for activating your key. You will receive an email shortly with your fixed key and the instructions for using it.

After successfully activating the key, an email notification will be sent to you shortly, containing a link where you can establish a password for the generated concerted keys. (If you experience issues when clicking the "here" link that appears in the email, and the browser does not open, please try right clicking the "here" link, copying the link, navigating to a browser, and pasting the copied link into the address bar):



Su clave concertada ha sido aprobada.
Your agreed password has been approved.

El usuario con identificación [REDACTED] puede cambiar su clave concertada
The user with identification number [REDACTED] can change his/her agreed password

Para cambiar su clave pinche [aquí](#)
Click [here](#) to change you password

Por favor, guarde su clave en un lugar seguro y no la comparta con nadie.
Please keep your password in a safe place and do not share it with anyone.

Agencia Estatal de Seguridad Aérea
Spanish Aviation Safety and Security Agency

The password entry page is as follows:

Enter the following information

The password must contain between 8 and 15 characters, of which there must be:

- Lowercase letter
- Capital letter
- A number
- A special character (@!%*?&_-)

Processing Form

Identification document number: (*)

New password

Confirm password

Please enter the password (twice), ensuring compliance with the minimum-security requirements established by AESA, which are displayed in the image above:

- It must be between 8 and 15 characters in length.
- It must contain at least one lowercase letter.
- It must contain at least one uppercase letter.
- It must contain at least one number.
- It must contain at least one special character from the following list:
\$@!%*?&_-

If the password meets or exceeds the security requirements, the following message will be displayed:

Change of password

Congratulations

Your password has been changed successfully

Kindly note that the validity period for your password is 365 days. Following this period, the password must be changed.

Important:

A time limit is enforced for setting the password before the generated agreed-upon the concerted keys expire for security reasons. Should you fail to set the password within this period, the system will display a message such as the following:

Error contraseña caducada

La contraseña ha caducado

Fecha y hora : 4 de noviembre de 2025 15:44:23 CET

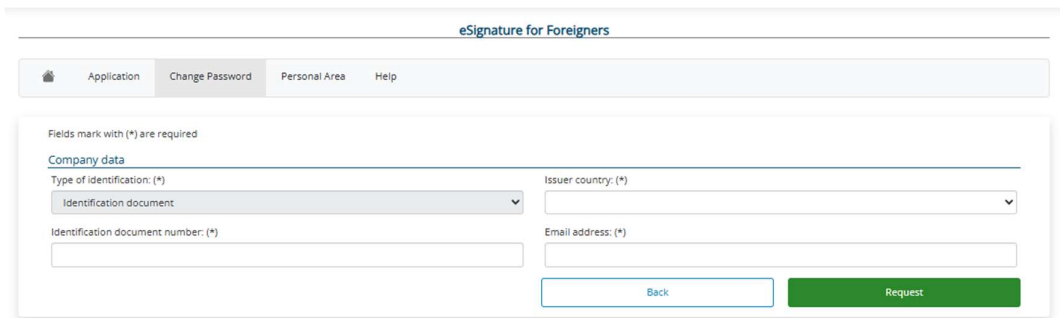
Este error pudo ser debido a un corte puntual en la comunicación con AESA. Pulse [aquí](#) para volver a la página y continuar con su tramitación.

Para informar de este error, contacte con nuestro Centro de Atención al Usuario a través del correo electrónico cau.aesa@seguridadaerea.es, del teléfono (+34) 91 396 8590, o del formulario de [Solicitud de Ayuda](#), incluyendo la información de este mensaje y toda la información que pueda aportar sobre lo que estaba realizando en la aplicación cuando se produjo el error.

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Should this occur, please do not be concerned: you must request a 'Password Change.' To do so, please access the following link:

<https://sede.seguridadaerea.gob.es/safcce-internet/nuevaclave>



The screenshot shows the 'eSignature for Foreigners' web application. At the top, there is a navigation bar with links: Application, Change Password, Personal Area, and Help. Below this, a section titled 'Company data' contains several required fields marked with an asterisk (*):

- Type of identification: (*) - A dropdown menu currently showing 'Identification document'.
- Identification document number: (*) - A text input field.
- Issuer country: (*) - A dropdown menu.
- Email address: (*) - A text input field.

At the bottom of the form, there are two buttons: a blue 'Back' button and a green 'Request' button.

Please re-enter the data precisely as submitted in your initial application. The process will then be repeated as follows:

- First, by activating a new agreed-upon credential (concerted keys).
- Second, by establishing a new password.

This process is explained in further detail in Section 4.2 of this document.

4. APPLICATION LOGIN

Once you have completed the registration in the application, the generated agreed-upon credentials (concerted keys) may be used to access various procedures within AESA. The complete list of available procedures is located on the AESA website, specifically at:

<https://sede.seguridadeaerea.gob.es/sede-aesa/contenido/claves-concertadas-e4f-esignature-foreigners>

The application's main page is located at:

<https://sede.seguridadeaerea.gob.es/safcce-internet/accesoSafcce?inicio=true>

After completing the registration process in the application, you may use your agreed-upon credentials (concerted keys) to view and/or modify your data. Please click on the “Personal Area” menu option.



Please enter your credentials into the entry form (issuer country of the document, identification number, and password):

Fields mark with (*) are required

Enter your identification and your password

Type of identification: (*) Identification document	Country: (*)
Identification number: (*) 	password: (*)

[Have you forgotten your password, or have you never registered?](#)

[What is it?](#)

It is an Authentication system designed for people who need frequent access to the electronic services of the administration. It is based on your identification document and a user password that is generated during the activation process and should only be known to you. To access the activation process, it is necessary that you have previously registered in the system. [...\[read more\]](#)

[Accept](#) [Change Password](#) [Register in E4F](#)

4.1. Personal Area

Once authenticated, the Personal Area enables you to view and modify your data as required:

Personal data

Type of identification: (*)

Identification document number: (*)

First surname: (*)

Email address: (*)

Phone Number:

Issuer country: (*)

Name: (*)

Second surname:

Repeat email: (*)

[Modify Postal Address](#)

4.2. Generate new password.

If you are unable to access the application due to a forgotten or expired password, you may request a new password by selecting the 'Change Password' menu option.

As observed in the 'Change Password' section, a form will be displayed which must be completed with the data from your initial application to request a password change:

Application Change Password Personal Area Help

Fields mark with (*) are required

Company data

Type of identification: (*)

Identification document number: (*)

Issuer country: (*)

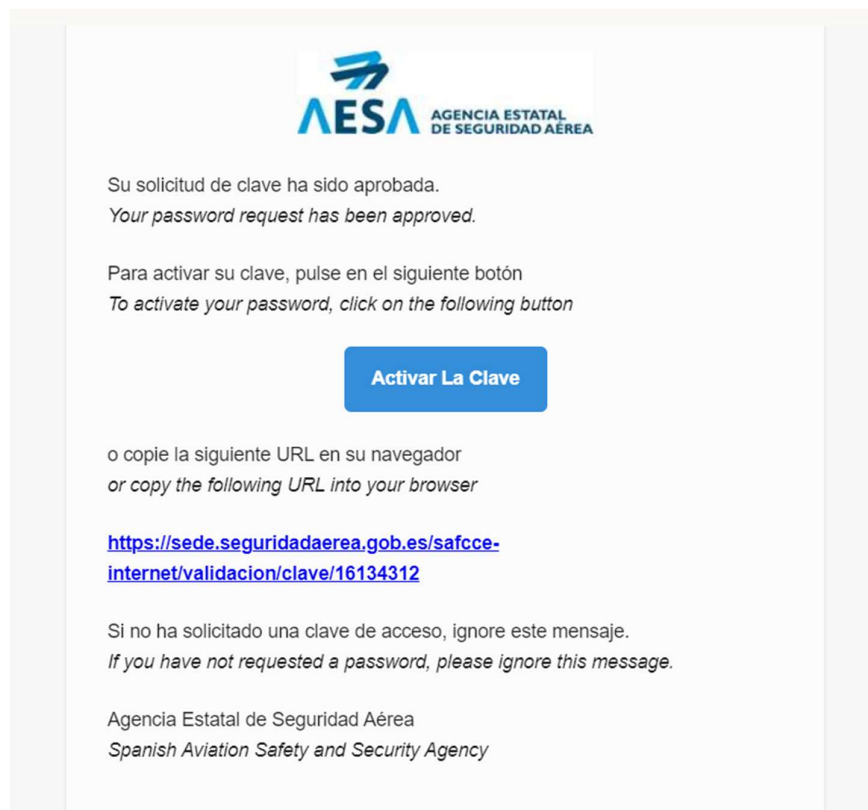
Email address: (*)

[Back](#) [Request](#)

<https://sede.seguridadeaerea.gob.es/safcce-internet/nuevaclave>

In this form, you will be required to enter the identification document number, the document's issuer country, and the email address utilized during registration. Upon clicking 'Request', you will receive an email with the following content:

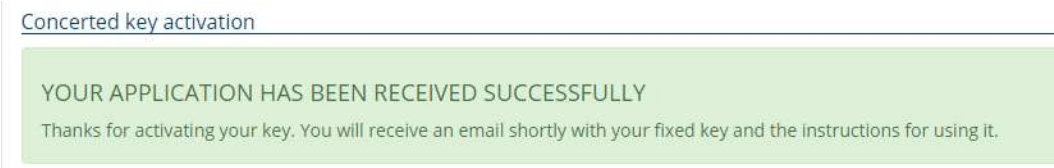
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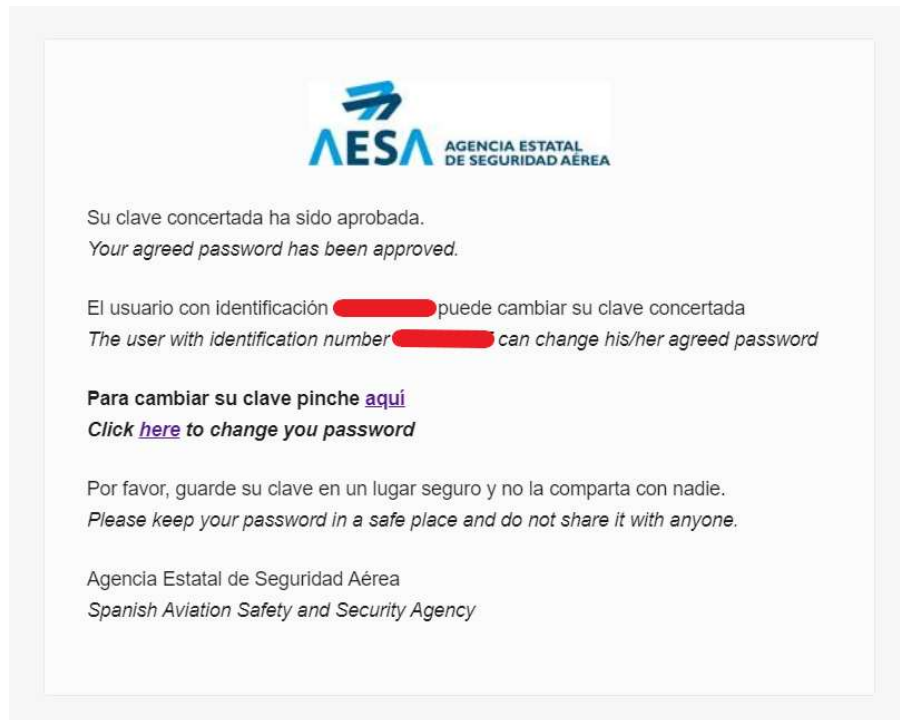
Upon clicking the “Activar la Clave” button, a browser window will be opened on your device where you will be prompted to solve a CAPTCHA.



If completed successfully, you should see the following message:



After successfully activating the credential, you will receive an email within a few minutes containing a link where you can set a password for the generated agreed-upon credentials (if you experience any difficulty clicking the "here" link in the email and the browser does not open, please try right-clicking the "here" link, copying the link, navigating to your browser, and pasting the copied link into the address bar)



The password entry page is as follows:

Enter the following information

The password must contain between 8 and 15 characters, of which there must be:

- Lowercase letter
- Capital letter
- A number
- A special character (@!%*?&_-)

Processing Form

Identification document number: (*)

New password

Confirm password

Submit

Please enter the password (twice), ensuring compliance with the minimum-security requirements established by AESA, which are displayed in the image above:

- It must be between 8 and 15 characters in length.
- It must contain at least one lowercase letter.
- It must contain at least one uppercase letter.
- It must contain at least one number.

- It must contain at least one special character from the following list:
\$@!%*?&-_

If the password meets or exceeds the security requirements, the following message will be displayed:

Change of password

Congratulations
Your password has been changed successfully

[Back](#)

Please note that your password is valid for 365 days, after which it must be changed.