

PRACTICAL GUIDE

Request for a Social Security Identification Number (NISS) –
Foreign Citizens and National Citizens who are not required to
have a Citizen Card

Effective from 4 January 2023

INSTITUTO DA SEGURANÇA SOCIAL, I.P.



TECHNICAL FILE

TITLE

Practical Guide – Request for a Social Security Identification Number (NISS) – Foreign Citizens and National Citizens who are not required to have a Citizen Card (1010 – v1.13)

OWNERSHIP

Instituto da Segurança Social, I.P.

AUTHOR

Benefits and Contributions Department

PAGINATION

Communication and Customer Management Department

CONTACTS

Social Security Line: 210 545 400/ 300 502 502 business days from 9:00 a.m. to 6:00 p.m.

Website: www.seg-social.pt, please consult the Social Security Online Service.

PUBLICATION DATE

11 October 2023

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The information in this practical guide does not waive the consultation of the law.

A – Request for a Social Security Identification Number (NISS) – What is it?

Social Security provides for an online service aimed to the request of a Social Security Identification Number (NISS) by foreign citizens or Portuguese citizens who are not required to have a citizen card. To make the request, they must complete the online form available for this purpose

B – Target group

Citizens applying for the allocation of a Portuguese Social Security Number (NISS), who are in the following situations: Foreign Citizens and National Citizens who are not required to have a Citizen Card (eg. citizens with a lifetime ID Card).

C – Who may submit the request?

The request for the allocation of a Social Security Identification Number (NISS) may be submitted by:

- National Citizens without a Citizen Card
- Foreign Citizens
- their Legal Representatives
- their Employers acting as Legal Representatives.
- Undivided inheritance entities [Administrator of Estate (*Cabeça de Casa*)...] when these entities have employees or another relationship with Social Security;

Whenever the application for the allocation of a Social Security Identification Number (NISS) to the Undivided Inheritance is submitted, it must be accompanied by the following documents:

- *Tax return [Taxpayer number (NIF) of the Undivided Inheritance];*
- *Information on whether or not the entity has employees or another relationship with Social Security; and*
- *Notarial certification of heirs attesting the administrator of estate status.*

In cases where the Undivided Inheritance entities do not have employees or do not have another relationship with Social Security, there is no place for the allocation of a Social Security Identification Number (NISS) due to the lack of this same relationship, and a statement must be issued by the Social Security services, upon request, certifying that the Taxpayer Number (NIF) submitted does not require registration in the Social Security system.

D – Where to submit the request

The request for the allocation of a Social Security Identification Number (NISS) is made through an online form available on the Social Security Information Portal; in the **Sou Cidadão** (I am a Citizen) menu, click on **Atribuição de Número de Identificação de Segurança Social (NISS)** (Allocation of Social Security Identification Number – NISS) > [Formulário para pedido de Número de Identificação de Segurança Social](#) (Social Security Identification Number application form).

Please note: When the application is submitted by the Employer, it is exclusively aimed to the allocation of a Social Security Identification Number to the citizen, being the Employer required to communicate the worker's employment relationship, through the Social Security Online Service (SSD – *Segurança Social Direta*).

E – Necessary Forms and Documents for the NISS application submission

National Citizens who are not required to have a Citizen Card and Foreign Citizens

Necessary documents for the NISS online application submission by the citizen himself/herself

- Identification document valid at the time of the online application submission. The accepted ID documents are the following:
 - In the case of a **national citizen without a citizen card**, he/she must submit a copy of a valid ID card.
 - In the case of a **foreign citizen from a third country**, i.e., countries that are not members of the European Union (EU) or of the European Economic Area (EEA) - Any country not bound to Portugal by an international agreement or convention on the coordination of social security systems:
 - ✓ Simple copy of the Passport, Work Visa, Residence Permit, Residence Authorization (Temporary/Permanent), whether the application is submitted by the citizen or a legal representative on his/her behalf.

Please note: In accordance with Article 84 of Law no. 23/2007, the residence permit shall replace, for all legal purposes, the identification document, without prejudice to the arrangements provided for by the Treaty of Friendship, Cooperation and Consultation between the Portuguese Republic and the Federative Republic of Brazil, signed in Porto Seguro on 22 April 2000.

- In the case of a **foreign citizen of another EU/EEA Member State or Switzerland:**
 - ✓ Simple copy of the civil identification document of the country of origin, whether the application is submitted by the citizen or a legal representative on his/her behalf;

- ✓ Work Visa.
- In the case of **citizens covered by International Protection (outside the scope of Temporary Protection – Ukraine) and in the case of citizens who do not have another ID document, the following documents should be considered for identification purposes:**
 - ✓ Proof of the application submission for a temporary residence permit; temporary residence permit; proof of the temporary residence permit extension; proof of granting of residence permit/subsidiary protection - refugee; residence permit/subsidiary protection - refugee; proof of the residence permit extension – refugee; proof of the residence permit/subsidiary protection extension; statement of international protection.

Necessary additional documents for the NISS application submission by the Employer or Legal Representative:

- ✓ Valid ID document of the legal representative;
 - ✓ Formal proof of the legal representation (power of attorney – original document);
- or
- ✓ Form PA-12 (Declaration of Authorization to Third Parties) and copy of the valid identification document of the represented person. [This Declaration is available at www.seg-social.pt; in the **Acessos Rápidos** (Quick Access) menu, click on **Formulários** (Forms) and in the field **Pesquisar por palavra-chave** (Keyword Search) insert the form/model number or name].

Please provide all the necessary data for the identification of the person concerned (foreign citizen or national citizen without a Citizen Card) before the Social Security System; more specifically, the data included in the application form, such as:

- a) Full name;
- b) Date of Birth;
- c) Gender;
- d) Marital status;
- e) Country of birth;
- f) Place of birth;
- g) Nationality;
- h) Type and Number of Civil Identification Document;
- i) Expiry date;
- j) Taxpayer number (if already allocated);
- k) Country of residence;
- l) Address
- m) Address (to be indicated only if the country of residence is ≠ PT);
- n) Mobile phone number

- o) Email
- p) Please attach copy of the ID document and of the legal representation document (if there is a legal representative)

F – Necessary documents for the NISS document collection

The NISS document collection is made by the citizen himself/herself (to whom the NISS was allocated) with submission of a valid ID document (identity card, passport, residence permit or other civil identification document).

The NISS document may also be delivered to a **Lawyer** who submits his/her **professional certificate and an original power of attorney**.

It may also be collected by a **third party, provided he/she submits an original power of attorney or form PA 12 and the respective ID document**.

The NISS document may be collected at any Social Security Customer Information Service **only after an email confirming the respective allocation is sent** to the email registered in the online application form.

To avoid queues, the citizen may schedule an appointment to collect the NISS, through the Appointment Line 210 548 888 or 300 088 888, business days from 9:00 a.m. to 6:00 p.m.,

G – Other situations after the allocation of the Social Security Identification Number (NISS)

In the case of a foreign citizen who already has a NISS and wants to be registered/qualified as a Self-employed Person in the Social Security Information System, please see the Practical Guide – New Scheme for Self-Employed Persons (Guia Prático – Novo Regime dos Trabalhadores Independentes).

In the case of a foreign citizen who already has a NISS and wants to be registered/qualified as an Employee in the Social Security Information System, please see the Practical Guide – Registration, Qualification and Cessation of Activity as an Employee/Trainee (Guia Prático Inscrição, Vinculação e Cessação de Atividade de Trabalhador/Estagiário por Conta de Outrem).

In the case of a foreign citizen who already has a NISS and wants to apply for the Family Benefit for Children and Young People, please see the Practical Guide – Family Benefit for Children and Young People (Guia Prático – Abono de família para crianças e jovens).

Please note – These guides are available at www.seg-social.pt; in the **Acessos Rápidos** (Quick Access) menu, click on **Guias Práticos** (Practical Guides) and in the field **Pesquisar por palavra-chave** (Keyword Search) insert the Practical Guide number or name.

For any situation within the scope of the Citizenship Social Protection System, please use Form Mod. RV 1017/2019 - DGSS - Identification of Natural Persons Covered by the Citizenship Social Protection System (Mod. RV 1017/2019 – DGSS - Identificação de Pessoas Singulares Abrangidas pelo Sistema de Proteção Social de Cidadania).

Please note: This Form/Model is available for printing at www.seg-social.pt; in the **Acessos Rápidos** (Quick Access) menu, click on **Formulários** (Forms) and in the field **Pesquisar por palavra-chave** (Keyword Search) insert the form/model number or name.

H – Applicable legislation

Order no. 4-I/SESS/2022

It establishes the reduction of bureaucracy and the streamlining of procedures with regard to the relationship between Social Security and the citizens, determining that the identification of a foreign citizen in the social security system is independent of the existence of a link to the Social Security Welfare System.

Law no. 110/2009 of 16 September, in its updated versions

Code of Contributory Schemes of the Social Security Welfare System (Código dos Regimes contributivos do Sistema Previdencial de Segurança Social).

Regulatory Decree no. 6/2018 of 2 July

It establishes the sixth amendment to Regulatory Decree no. 1 -A/2011 of 3 January, amended by Law no. 64 -B/2011 of 30 December, Regulatory Decrees no. 50/2012 of 25 September, no. 6/2013 of 15 October and no. 2/2017 of 22 March, and Decree-Law no. 93/2017 of 1 August, which regulates the Code of Contributory Schemes of the Social Security Welfare System.

Law no. 4/2007 of 16 January

It defines the general foundations on which the Social Security system is based.