

# PRACTICAL GUIDE

## STATEMENT OF CONTRIBUTORY SITUATION – NATURAL PERSON

INSTITUTO DA SEGURANÇA SOCIAL, I.P



## **TECHNICAL FILE**

### **TITLE**

Practical Guide – Statement of Contributory Situation – Natural Person  
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### **OWNERSHIP**

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Website: [www.seg-social.pt](http://www.seg-social.pt), please consult the Social Security Online Service

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## **A – Statement of Contributory Situation – What is it?**

The Statement of Contributory Situation is issued to certify that a person has no debts towards social security, i.e., that he/she has fulfilled his/her contributory duties; therefore, there are rules and requirements to request it.

The Contributory duties are fulfilled when:

- a) there are no debts of contributions from employers and employees, interests for late payments and other amounts owed by social security contributors;
- b) there are debts, but the contributor was authorized to pay them in instalments and while the authorization conditions are being met.
- c) there are debts, but the contributor has claimed, appealed against, lodged an opposition or challenged the debt in court, and as long as a guarantee has been provided for that purpose.

**Note:** Payments and other debt settlements may take up to 72 hours to be processed in the system.

## **B – Who may request the Statement of Contributory Situation?**

**The Statement of Contributory Situation may be requested by:**

Natural persons and other citizens covered by another social protection system, or their legal representatives.

Any *creditor* or the Public Prosecutor's Office (if requested by a *creditor*, the statement will only indicate whether there is a debt or not).

## **C1 – How to request the Statement of Contributory Situation? What forms and documents do I have to submit?**

### **Forms**

### **Necessary documents**

### **Where to submit the Statement request?**

### **Forms**

[RC3042-DGSS](#) – *Pedido de declaração - Situação contributiva - Não aplicação de sanções* (Statement request – Contributory situation – Non-application of penalties); this form is available at the Social

Security customer information services and for printing on the Internet, at [www.seg-social.pt](http://www.seg-social.pt), in the **Documentos e Formulários** (Documents and Forms) menu.

### **Necessary documents**

If you authorize a third person to receive the statement in your name, you must provide his/her identification details:

- Name;
- Civil Identification Number (ID or Citizen Card)

### **Where to submit the Statement request?**

- Preferably, through the Social Security Online Service (*Segurança Social Direta*) by completing the respective online Statement request available at [www.seg-social.pt](http://www.seg-social.pt)
- By letter addressed to the Social Security District Centre, preferably from your residence area;
- In the Social Security face-to-face customer information services, preferably from your residence area.

Note: For more information on how to submit the request for a Statement of Contributory Situation through the *Segurança Social Direta* (Social Security Online Service), you may consult the *Guia Prático - Segurança Social Direta* (Practical Guide - Social Security Online Service) also available at [www.seg-social.pt](http://www.seg-social.pt); in the **Documentos e Formulários** (Documents and Forms) menu, click on **Guias Práticos** (Practical Guides).

## **C2 – When will I receive the statement?**

The statement is issued within 10 business days after the submission of the request (with all the necessary elements), or judicial notification (when the statement is requested by the Public Prosecutor's Office), whether the request is submitted online, through the Social Security Online Service, or by mail or face-to face customer information services, using the form RC3042 – *Pedido de declaração - Situação contributiva - Não aplicação de sanções* (Statement request – Contributory situation – Non-application of penalties).



## D1 – For how long is this statement valid?

The statement of contribution situation is valid for 4 months.

## D2 – What are my duties?

You must report any fact or situation which constitutes an infringement of the rights and duties towards Social Security.

## E1 – Applicable legislation

In the **Documentos e Formulários** (Documents and Forms) menu, select **Legislação** (Legislation) and in the search field enter the **number/year** of the Law or Decree.

### **Order no. 5130/2011. Official Gazette no. 59, Series II of 2011-03-24, MTSS-GSESS (Ministry of Labour and Social Security - Office of the State Secretary of Social Security)**

Approval of the information systems foreseen in Regulatory Decree no.1-A/2011 of 3 January, which regulates the Code of Contributory Schemes of the Social Security Welfare System (*Código dos Regimes contributivos do sistema Previdencial de Segurança Social*).

### **Ministerial Order no. 66/2010 of 4 February**

Complementary rules for the definition of the procedures and delimitation of the elements and means of evidence, in compliance with the provisions of article 3(4) of Regulatory Decree no.1-A/2011, of 3 January.

### **Regulatory Decree No. 1-A/2011 of 3 January**, in its updated version

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

### **Law no. 110/2009 of 16 September**, in its updated version

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

## E2 – Glossary

**Creditor**

Entity to whom the person owes money. It may be a person, a company or the State.

## Frequently Asked Questions

### **What should I do if I disagree with the content of the statement?**

When you do not agree with the content of the statement (debt) and want to complain, you must attach to the complaint the documents proving that you paid your contributions up to the month immediately preceding that in which the statement was issued.