

PRACTICAL GUIDE

NISS NA HORA – Allocation of a Portuguese Social Security Identification Number to Foreign Citizens, on time

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INSTITUTO DA SEGURANÇA SOCIAL, I.P.



TECHNICAL FILE

TITLE

Practical Guide – NISS NA HORA – Allocation of a Portuguese Social Security Identification Number to Foreign Citizens, on time (1010 - v.03)

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TABLE OF CONTENTS

A – NISS NA HORA – What is it? 4
B – Target group..... 4
C – Who may submit the NISS NA HORA application?..... 4
D – Where to submit the NISS NA HORA application? 4
E – Necessary documents 4
F – COVID-19 contingency solution 6
G – Applicable legislation 7

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

A – NISS NA HORA – What is it?

It is a service aimed to the allocation of a NISS (Social Security Identification Number) to foreign citizens who wish to carry out a professional activity as employees or self-employed workers in Portugal, i.e., who intend to have a relationship with the Portuguese Social Security system within the scope of a contributory obligation (rights/duties).

B – Target group

The NISS NA HORA service is aimed at foreign citizens who are in Portugal and wish to carry out a professional activity as:

- Employees;
- Domestic Service Workers;
- Self-employed Workers.

C – Who may submit the NISS NA HORA application?

The application for the allocation of a Social Security Identification Number on Time (NISS NA HORA) may be submitted by:

- foreign citizens who intend to carry out a professional activity as employees or self-employed workers;
- their employers or legal representatives.

D – Where to submit the NISS NA HORA application?

The Social Security Institute has customer information services available throughout the country:

- in the headquarters of the Social Security District Centres, with specific NISS NA HORA desks, and
- in the Social Security local services.

E – Necessary documents

In what concerns **Employees** and **Domestic Service Workers**, the citizen, his/her employer or his/her legal representative must submit the following documents:

Forms

Mod RV 1009-DGSS – *Inscrição/Enquadramento de Trabalhador por Conta de Outrem/Comunicação de Admissão de trabalhador/estagiário profissional/jovem contratado em férias escolares/Início da atividade do trabalhador ou do estagiário profissional/Vínculo a nova entidade empregadora ou equiparada Cessação/Suspensão da atividade do trabalhador ou do estagiário profissional* (Registration/Coverage of

an employee - Communication of: the admission of a worker/vocational trainee/young person hired during school holidays; the beginning of activity of the worker or vocational trainee/link to a new employer or similar entity; the end/suspension of activity of the worker or vocational trainee).

Mod RV 1006-DGSS – *Cidadão Estrangeiro – Identificação Complementar* (Foreign Citizen – Additional ID information).

Necessary documents

- The worker's civil identification document valid at the time of the application submission:
 - Passport and its simple copy, or a certified copy, if the application is submitted by the employer or a legal representative in the name of the applicant (foreign citizen of a third country), or
 - Citizen card or other civil identification document of the country of origin and its simple copy, or a certified copy, if the application is submitted by the employer or a legal representative in the name of the applicant (foreign citizen of another EU/EEA country or Switzerland);

- Copy of the employer's civil identification document in the case of Domestic Service workers;

- Employment contract containing the following information:
 - ✓ The worker's name and address;
 - ✓ The employer's name and headquarters address;
 - ✓ The employer's activity;
 - ✓ Activity for which the worker was hired;
 - ✓ Workplace and normal working period;
 - ✓ Earnings amount and frequency of payment;
 - ✓ Date of the employment contract beginning;
 - ✓ Type of employment contract;
 - ✓ Signatures of the parties.

As for **Domestic Service Workers**, if the employer and worker agree on the payment of contributions based on the actual earnings received, in addition to the aforementioned documents, they must submit:

- Photocopy of the agreement if this information is not included in the employment contract and
- Medical certificate, stating the applicant's physical and mental capacity to perform the professional activity, issued by the "Serviço Nacional de Saúde" (National Health Service).

In what concerns foreign citizens who have communicated the beginning of an activity as **self-employed Workers** to the Tax and Customs Authority, the citizen or his/her legal representative must submit:

Forms

Mod RV 1000-DGSS – *Inscrição/Enquadramento de trabalhador independente* (Registration/Coverage of a Self-employed worker).

Mod RV 1006-DGSS - *Cidadão Estrangeiro – Identificação Complementar* (Foreign Citizen – Additional ID information).

Necessary documents

- The worker's civil identification document valid at the time of the application submission:
 - Passport and its simple copy, or a certified copy, if the application is submitted by the employer or a legal representative in the name of the applicant (foreign citizen of a third country), or
 - Citizen card or other civil identification document of the country of origin and its simple copy, or a certified copy, if the application is submitted by the employer or a legal representative in the name of the applicant (foreign citizen of another EU/EEA country or Switzerland);
- Statement of of the self-employment activity beginning, issued by the Tax and Customs Authority.

F – COVID-19 contingency solution

- Considering the public health emergency declared by the World Health Organization and the restrictions imposed by the State of Emergency declaration, and the consequent restraint in the public services provision, the Social Security services are currently unable to provide face-to-face customer information services to foreign citizens applying for the allocation of a Social Security Identification Number on Time (NISS NA HORA).
- During the COVID-19 Contingency Solution, the employers or legal representatives may submit the “NISS NA HORA” supporting documents and application through the Social Security Online Service – *Segurança Social Direta* – by selecting the following menu options: **Perfil** (Profile) -> **Documentos de Prova** (Supporting Documents) -> **Enviar documento de Prova** (Send Support Document) -> in the **Assunto** (Subject) menu -> select **NISS na Hora – Pedido de Entidade Empregadora** (NISS on Time – Employer's Application)
- The employer, after being notified by email of the Social Security Identification Number (NISS) allocation to the foreign citizen, must communicate the worker's admission through the Social Security Online Service – *Segurança Social Direta*.
- In what concerns the allocation of a Social Security Identification Number on Time (NISS NA HORA) to foreign citizens registered as Self-employed Workers – all the application documents must be scanned and sent to the following email address: ISS-Pedido-NISS@seg-social.pt

Note: During the COVID-19 Contingency Solution, employers and citizens (employees and self-employed workers) applying for the allocation of a Social Security Identification Number (NISS) may submit a simple copy of the documents that needed to be duly certified before the entry into force of the COVID-19 Contingency Solution.

G – 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.

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

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

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.

Decree-Law no. 10-A/2020 of 13 March, ratified by Law no. 1-A/2020 of 19 March

It establishes exceptional and temporary measures concerning the epidemiological situation of the new Coronavirus - COVID 19.