

NISS NA HORA

FOR FOREIGN CITIZENS

TARGET GROUP

Foreign citizens who want to start their professional activity under the Employment, Self-Employed Workers or Domestic Service schemes.

WHERE TO SUBMIT THE APPLICATION

- Employers:

The “NISS na hora” application is submitted at the “Segurança Social Direta” (Social Security Online Service), by sending the required forms and documents through the menu option “Documentos de prova/NISS na hora/Pedido da Entidade Empregadora” (Supporting documents/NISS on Time/Employer’s application).

- Self-Employed Workers:

The “NISS na hora” application is submitted by sending the scanned documents to the following email address: ISS-Pedido-NISS@seg-social.pt

NECESSARY DOCUMENTS

Employees and Domestic Service Workers:

- Application forms RV 1009/2018-DGSS and RV 1006/2018-DGSS;
- Simple copy of an identification document – Passport, Citizen Card or other civil identification document of the country of origin;
- Copy of the tax identification document (NIF);

- Employment contract and the respective simple copy 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;
 - Work place and normal working period;
 - Earnings amount and frequency of payment;
 - Date of the employment contract beginning;
 - Type of employment contract;
 - Signatures of the parties.

THE DOMESTIC SERVICE WORKERS MUST ALSO SUBMIT THE FOLLOWING DOCUMENTS:

- Contributions payment agreement based on the actual earnings received, if this information is not included in the employment contract;
- 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);
- Copy of the Employer's civil identification document.

SELF-EMPLOYED WORKERS:

- Application forms RV 1000/2019-DGSS and RV 1006/2018-DGSS;
- Simple copy of an identification document – Passport, Citizen Card or other civil identification document of the country of origin;
- Copy of the self-employment activity beginning statement, issued by the Tax and Customs Authority.

ADDITIONAL INFORMATION AVAILABLE ON THE SOCIAL SECURITY PORTAL, AT:

[www.seg-social.pt/Guias Práticos/Atribuição de NISS NA HORA a Cidadãos Estrangeiros](http://www.seg-social.pt/Guias%20Pr%C3%A1ticos/Atribui%C3%A7%C3%A3o%20de%20NISS%20NA%20HORA%20a%20Cidad%C3%A3os%20Estrangeiros) (Practical Guides/NISS on Time allocation for Foreign Citizens)