



PRACTICAL GUIDE

REQUEST FOR A PORTUGUESE SOCIAL SECURITY IDENTIFICATION NUMBER (NISS) - FOREIGN CITIZENS AND NATIONAL CITIZENS WHO ARE NOT REQUIRED TO HAVE A CITIZEN CARD

INSTITUTO DA SEGURANÇA SOCIAL, I.P.

TECHNICAL FILE

TITLE

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

(1010 – v.1.18)

OWNERSHIP

Instituto da Segurança Social, I.P. (Social Security Institute, P.I.)

AUTHOR

Benefits and Contributions Department

PAGINATION

Communication and Customer Management Department

CONTACTS

Social Security Line: +351 210 545 400 | +351 300 502 502, business days from 9:00 a.m. to 6:00 p.m.

Appointments line: +351 210 548 888 | +351 300 088 888, business days from 9:00 a.m. to 6:00 p.m., for personalised service, and 24 hours a day, 7 days a week for automatic service.

Site: www.seg-social.pt

PUBLICATION DATE

24 September 2025

TABLE OF CONTENTS

A – What is it?	4
B – Who is entitled?.....	4
C – What are the application conditions?	4
D – How to apply	4
D1. Where to apply	4
D2. What documents must be submitted with the application?	6
D3. How to collect the document attesting the Social Security Identification Number (NISS) allocation	11
E - Single Application for the allocation of a Social Security Identification Number (NISS), a Taxpayer Number (NIF) and a National User Number (NNU) of the National Health Service (SNS).....	12
E1. Necessary conditions for the allocation of the three identification numbers	12
E2. Where to submit the application	12
E3. How to apply	13
F - Exceptional situations for foreign citizens	13
G – Other situations after the allocation of the Social Security Identification Number (NISS) to foreign citizens.....	14
H – Where to consult the NISS application status	14
I – Supporting documentation	15
I1. Applicable legislation	15

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

A – What is it?

It is the **request for the allocation of a Social Security Identification Number (NISS)** by foreign citizens and Portuguese citizens who are not required to have a Citizen Card, made through the application form available online.

B – Who is entitled?

Foreign citizens and Portuguese citizens who are not required to have a Citizen Card (e.g. citizens with a lifelong Identity Card) who apply for the allocation of a Portuguese Social Security Number (NISS).

C – What are the application conditions?

You may apply for the allocation of a Social Security Identification Number (NISS) if you **meet at least one of the following conditions**:

- you are a Portuguese citizen without a Citizen Card;
- you are a foreign citizen;
- you are the legal representative of the applicant;
- you are an employer acting as a legal representative.

D – How to apply

D1. Where to apply

- The application must be submitted exclusively through the Social Security Online Service, in the *Ajuda* (Help) menu > *Número de Identificação de Segurança Social* (NISS) (Social Security Identification Number) > *Atribuição de Número de Identificação de Segurança Social* (NISS) (Allocation of a Social Security Identification Number).

To register your application, please take the following steps:

- Click on *Pedido do NISS* (Social Security Identification Number application, i.e., NISS application)
- Read the General Information
- Confirm that you have read the information and agree to the statements and click on *Iniciar pedido do NISS* (Start NISS application).
- Insert the email address you wish to associate with your NISS application > Click on *Confirmar e-mail* (Confirm email).

Check the code you received in your mailbox

- Insert the confirmation code
- Complete the security check to continue > Click on *não sou um robô* (I am not a robot)
- Click on *Confirmar código* (Confirm code).
- Select the reason for the NISS application:

- To work for an employer
 - To work as a self-employed person
 - To apply for a Social Security benefit
 - To apply for support/benefits from another entity
 - Other
- Select the type of document that supports the reason for the NISS application:
 - Proof of employment status
 - Other
 - Select the document, previously scanned and saved on your computer, and click on
 - *Carregar documento para adicionar o documento ao pedido* (Upload document to attach it to the application).

If the selected reason is 'to work for an employer', you must insert the employer's Social Security Identification Number (NISS) in the corresponding field that appears on the screen.

If the selected reason is 'to work as a self-employed person', you must insert your taxpayer number (NIF – Número de Identificação Fiscal) in the Identification tab.

If you select the 'Other' option, you must:

- Describe the reason for the NISS application
 - Indicate the document that supports the reason for the NISS application
 - Select the document, previously scanned and saved on your computer, and click on *Carregar documento para adicionar o documento ao pedido* (Upload document to attach it to the application).
- Legal Representation
 - Does the applicant have a legal representative?
 - *Sim* (Yes)
 - *Não* (No)

In the information regarding Legal Representation, you must select one of the following options:

- *SIM* (YES), if you have a legal representative. In this case, you must upload the legal representative's ID document, which you must have previously scanned and saved on your computer
- *NÃO* (NO) > Clique on *Seguinte* (Next)

In the next tab, which refers to identification, complete the mandatory fields:

- First name
- Surname
- Date of birth

- Gender
- Marital status
- Parents' first names
- Parents' surnames
- Country of origin (country of nationality, country of birth and place of birth)
- ID document (Type of civil ID document, civil ID document number and expiry date)

If the document has two sides, each side must be uploaded separately, the data must be legible, the edges of the document must be visible, and the photograph must be 100% visible and without reflections.

- Go to the next tab, *Morada e contactos* (Address and contact details), and insert the following information:
 - Address (Country of residence, Address, Locality, Postal Code)
 - Contact details (Country code, Mobile phone number)
 - Click on *Seguinte* (Next)

You will see a summary of the inserted information.

- Click on *Submeter pedido* (Submit request)

You must ensure that the uploaded documents have the correct extension. Only files in the formats indicated in the fields where it is necessary to upload a file are accepted (Maximum size: 3 MB | Accepted formats: PNG, JPG, PDF; files with different extensions or that are not of the specified origin are not recognised by the system.

A message is displayed on the screen indicating that the NISS application has been registered, its identifier and the next steps.

Note: Members of statutory bodies and domestic service workers must select the reason 'to work for an employer' in order to access the field for inserting the employer's Social Security Identification Number (NISS).

Note: If the reason for the NISS application is to apply for the Voluntary Social Insurance Scheme, select 'Other'.

Note: When the application is submitted by the Employer, it is exclusively aimed to the allocation of a Social Security Identification Number (NISS) to the citizen. After that, the Employer must communicate the employee's beginning of activity through the Social Security Online Service.

D2. What documents must be submitted with the application?

- Valid ID document at the time of the online application submission:
 - **portuguese citizens** – a copy of the following document must be attached to the form:
 - Valid Identity Card.
 - **foreign citizens from third countries**, 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) – a copy of one of the following documents must be attached to the form:

- Passport, or
- Residence Permit/Authorisation (temporary or permanent) (a simple copy, whether the application is submitted by the citizen or a legal representative on his/her behalf).

Note: The Residence Permit legally replaces the identification document, in accordance with 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.

Law no. 23/2007 of 4 July, Art. 84

- **foreign citizens from other EU/EEA Member States or Switzerland** – one of the following documents must be attached to the form:
 - Civil identification document of the country of origin, or
 - Passport (a simple copy, whether the NISS application is submitted by the citizen or a legal representative on his/her behalf), or
 - Residence card (a simple copy, whether the NISS application is submitted by the citizen or a legal representative on his/her behalf).
- **In the case of citizens covered by International Protection (outside the scope of Temporary Protection – Ukraine) who do not have another ID document, the following documents shall 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 residence permit/subsidiary protection granting - 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.

Documentary evidence supporting the reason for the NISS application

For the purposes of the Social Security Identification Number (NISS) allocation, the person concerned must have a **legal link to the Social Security system**.

This may occur, for example, if the person:

- has an employment contract (employee), or
- is self-employed (self-employed person), or

- is a member of a statutory body;
- is in any other situation covered by Social Security;
- is covered by the Voluntary Social Insurance scheme;
- needs to be granted Social Security benefits.

Law no. 4/2007 of 16 January, Art. 99

In what concerns national citizens, they are **automatically identified** by the system, but foreign citizens are required to submit one of the following documents:

- proof of employment status:
 - Employment Contract (employees or domestic service workers) – translated into Portuguese, or
 - Copy of the Document attesting the Self-employment Activity Beginning and Copies of Receipts/Invoices (Self-employed persons), or
 - Company Registration Certificate issued by the Institute of Registries and Notary (IRN) – permanent commercial certificate (Members of Statutory Bodies), or
 - Proof of Employment Contract with a Foreign Employer (in the case of digital nomads), or
 - Document attesting that the person concerned is a member of the Voluntary Social Insurance Scheme.

Note: In the case of an employment relationship, for the NISS to be allocated, the Employer must have previously concluded an employment contract with the person concerned.

When the **NISS application is for a child/young person** who needs to be granted a Social Security benefit, it is also necessary to submit a sworn statement stating the type of the Social Security benefit and the reason for its application, as well as the following documents:

- ID document of the applicant and of the person exercising parental responsibilities or who proves to be legally entrusted with the care of the minor concerned;
- Proof of the application for a residence permit from the person exercising parental responsibilities or who proves to be legally entrusted with the care of the minor concerned, and proof of the application for a residence permit for the child/young person;
- Alternatively, when the granting of the family benefit for children and young people is concerned, proof of the application for a residence permit from the person exercising parental responsibilities or who proves to be legally entrusted with the care of the minor concerned;

Decree-Law no. 176/2003, Art. 7(5)

Regulatory Decree no. 84/2007 of 5 November, Art. 51(19)

- In the case of a person exercising parental responsibilities or to whom the minor has been legally entrusted, whose residence permit has already been granted, the minor shall have the same status

as his/her guardian, provided that the person concerned submits proof of the residence permit granting or renewal.

Decree-Law no. 176/2003, Art. 7(5)

Regulatory Decree no. 84/2007 of 5 November, Art. 51(19)

- Document attesting the exercise of parental responsibilities or legal entrustment of the minor, if the applicant is not the minor's parent.

If the NISS application is for a person that needs to apply for a Social Security benefit not covered by the previous paragraph, in addition to the ID document submission, the Social Security services responsible for the granting of the benefit concerned will assess if the NISS is actually required for that purpose and the necessary documents for the NISS allocation (for example: NISS application for a household member not resident in Portugal).

In situations where the **NISS application is not aimed to the granting of any Social Security support or benefits**, but it is necessary for the applicant to be registered in certain organisations, or may become necessary for those organisations to grant support or benefits to the applicant:

- Statement from the organisation, confirming that the applicant must have a NISS to be entitled to any support or benefits from that organisation (example: statement from the educational establishment for school enrolment purposes).

Documents required for the application examination:

In the case of a foreign citizen from a third country, one of the following documents must be attached to the form:

- Residence Permit/Authorisation (temporary or permanent);
- Short-Stay visa/Temporary Stay Visa for Seasonal Work;
- Work or Residence Visa, such as:
 - Residence visa for carrying out an activity as an employee;
 - Residence visa for self-employed persons or for immigrant entrepreneurs;
 - Residence visa for teaching, highly qualified or cultural activities;
 - Residence visa for highly qualified activities carried out by an employee;
 - Residence visa for professional activities carried out remotely for entities outside the national territory;
 - Residence visa for research, studies, exchange of secondary school students, internships or voluntary work;
 - Residence visa for the purpose of family reunification;
 - Temporary stay visa for the transfer of workers.
- Job-Seeking Visa;
- Digital Nomad Visa.

Note: In the case of Members of Statutory Bodies, the residence permit submission is only required if the person concerned is residing in Portugal. If not, he/she is only required to submit a copy of the respective ID document and a document attesting that he/she is a Member of a Statutory Body (company registration certificate issued by the Institute of Registries and Notary - permanent commercial certificate)

Or

A document proving that one of the following applications has been submitted:

- Residence Permit/Authorisation (temporary or permanent);
- Residence Visa for citizens of the Community of Portuguese Speaking Countries (CPLP);
- Residence Permit Certificate for citizens of the Community of Portuguese Speaking Countries (CPLP).

In the case of foreign citizens of EU/EEA Member States or Switzerland, they have the right to move and reside in Portugal and are therefore not subject to the rules that apply to nationals of countries outside these areas.

Law no. 23/2007 of 4 July

Note: If the NISS applicant is holder of a resident registration number or residence card, this document must be attached to the NISS application form.

Additional documents required when the NISS application is submitted by an employer or legal representative:

- A valid ID document of the representative;
- Proof of the legal representation (original power of attorney), or
- Form PA-12 (Declaration of Authorisation to Third Parties) and copy of the valid identification document of the person being represented.

All the necessary information to identify the foreign national or the Portuguese citizen who is not required to hold a Citizen Card before the Social Security System must be provided; more specifically, the details 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 legal residence;
- l) address;
- m) contact address (only if the country of residence is not Portugal);
- n) mobile phone number;
- o) email address;
- p) attachments: copy of the ID document and of the legal representation document (when the application is submitted by a legal representative, i.e., a Third Party).

D3. How to collect the document attesting the Social Security Identification Number (NISS) allocation

The document attesting the Social Security Identification Number (NISS) allocation must be collected through the Social Security Online Service, clicking on *Consulta do Pedido de NISS* (Consult NISS application status).

To consult your NISS application status, click on *Ajuda* (Help) > *Número de Identificação de Segurança Social* (NISS) (Social Security Identification Number) > *Consulta do pedido de NISS* (Consult NISS application status).

Then, complete the mandatory search criteria:

- ID of the application
- Email address of the person who submitted the application/email address associated with the application
- Date of birth of the person to whom the application concerns
- Complete the security check
- Click on *Consultar pedido* (Consult application)

Click on *Obter comprovativo do NISS* (Collect proof of NISS allocation): to collect the document attesting the Social Security Identification Number (NISS) allocation, you must undergo biometric verification.

If the biometric verification is successful, the document attesting the NISS allocation will be available for consultation and download.

If it is not possible to complete the biometric verification, you can schedule a video call to collect the proof of NISS allocation being necessary for this purpose to make the scheduling by phone, or you may collect the document in person at a Social Security Customer Information Service.

E - Single Application for the allocation of a Social Security Identification Number (NISS), a Taxpayer Number (NIF) and a National User Number (NNU) of the National Health Service (SNS)

Foreign citizens who do not have a Portuguese Citizen Card and who fulfil one of the conditions listed below may request the allocation of a Social Security Identification Number (NISS), a Taxpayer Number (NIF) and a National User Number (NNU) of the National Health Service (SNS) in a single application.

E1. Necessary conditions for the allocation of the three identification numbers

You may apply for all three identifiers (NISS, NIF, and NNU) if you **meet at least one of the following conditions**:

- Have already applied for or obtained a Residence Permit;
- Be a national of a European Union country;
- Have applied for international protection (such as asylum or subsidiary protection), except in cases of citizens under temporary protection;

Council of Ministers Resolution no. 29-A/2022

- Be holder of the refugee status or beneficiary of international protection.

E2. Where to submit the application

The application for a NISS, NIF, and NNU allocation may be submitted at the following Customer Information Services:

- *Espaço Cidadão de Braga – Município* (Citizen Space of Braga - Municipality),
- *Espaço Cidadão de Lagos* (Citizen Space of Lagos),
- *Espaço Cidadão da Loja de Cidadão de Cascais* (Citizen Space of the Cascais Citizen Shop),
- *Espaço Cidadão da Loja de Cidadão do Saldanha* (Citizen Space of the Saldanha Citizen Shop),
- *Espaço Cidadão da Loja de Cidadão das Laranjeiras – Lisboa* (Citizen Space of the Laranjeiras Citizen Shop – Lisbon),
- *Espaço Cidadão da Loja de Cidadão de Setúbal* (Citizen Space of the Setúbal Citizen Shop),
- *Espaço Cidadão de Loures – LoureShopping* (Citizen Space of Loures in *LoureShopping*),
- *Espaço Cidadão de Oeiras Parque* (Citizen Space of *Oeiras Parque*),

- *Espaço Cidadão de Olhão* (Citizen Space of Olhão), and
- *Espaço Cidadão da União das Freguesias de Cedofeita, Santo Ildefonso, Sé, Miragaia, São Nicolau e Vitória* (Citizen Space of the Union of Parishes of Cedofeita, Santo Ildefonso, Sé, Miragaia, São Nicolau and Vitória).

E3. How to apply

In order to make the request for the allocation of NISS, NIF and NNU, the person concerned is required to make the authentication with Digital Mobile Key (CMD) or through the European Authentication System (eIDAS) – which is available for member countries. If the citizen does not have a CMD, he/she can use his/her passport to activate the application

Note: In the case of a foreign national that has already requested the allocation of a NISS through the Social Security Website and also applies for a NISS, NIF and NNU allocation in one of the 10 Customer Information Services, only one NISS will be allocated, although there are two applications.

F - Exceptional situations for foreign citizens

Specific situations in which certain documents cannot be submitted:

- when the Agency for Integration, Migration and Asylum (AIMA, I.P.) requires the following persons to **already have a NISS issued by Social Security in order to grant a residence permit so that they may carry out a professional activity**:
 - foreign citizens with a job-seeking visa;
 - foreign citizens with a student visa;
 - citizens with a temporary stay visa (e.g. seasonal work).

In this type of situation, and **when it is not possible to submit, for example, a residence permit/authorisation, or proof of the respective application submission, or even proof of the performance of a professional activity**, the foreign citizen must attach the following documents to the NISS application form:

- the applicable ID documents (as previously mentioned);
- Statement/Request from AIMA, I.P. justifying the need for the NISS allocation to the foreign citizen.

When it is necessary to **allocate a NISS to citizens covered by EU regulations**, regardless of their nationality (spouses/partners, dependants, etc.), the foreign citizen must attach the following documents to the NISS application form:

- the applicable ID documents (as previously mentioned);
- any additional documents requested in coordination with the department responsible for the support being provided.

When the **application form is submitted by a “frontier” worker**, i.e., a **person who works in Portugal but lives in another EU country**, to which he/she returns every day or at least once a week,

the residence permit/authorisation is not required (as the person concerned does not live in Portugal nor intends to live in Portugal). In this case, the foreign citizen must attach the following documents to the NISS application form:

- the applicable ID documents (as previously mentioned);
- proof of employment, as an employee (e.g. employment contract or employer's statement) or as a self-employed person.

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

In the case of a foreign citizen who already has a NISS and wants to be registered as a **Self-employed Person** in the Social Security Information System, please see the Practical Guide – New Scheme for Self-Employed Persons.

In the case of a foreign citizen who already has a NISS and wants to be registered as an **Employee** in the Social Security Information System, please see the Practical Guide – Registration, legal link and cessation of activity of an employee/a trainee.

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.

If you need to deal with any matters related to social support for residents in Portugal, please use Form RV 1017/2019 Identification of Natural Persons Covered by the Citizenship Social Protection System.

H – Where to consult the NISS application status

To consult your NISS application status, click on *Ajuda* (Help) > *Número de Identificação de Segurança Social* (NISS) (Social Security Identification Number) > *Consulta do pedido de NISS* (Consult NISS application status).

Then, complete the mandatory search criteria:

- ID of the application
- Email address of the person who submitted the application/email address associated with the application
- Date of birth of the person to whom the application concerns
- Complete the security check
- Click on *Consultar pedido* (Consult application)

You can access the general information about the application: the application details, email address associated with the application, reason for the NISS application, proof of the reason for the NISS application, legal representation, personal details, country of origin, ID documents, address, and contact details.



You can view the documents you attached to the application, namely proof of the reason for the NISS application, your ID document and, if you have a legal representative, you can also view the document concerning the legal representative.

You can also view the Information regarding the NISS application status.

I – Supporting documentation

I1. Applicable legislation

Order no. 2/SESS/2024

Revokes Order No. 4-I/SESS/2022 of 16 March.

Order no. 4-I/SESS/2022

Ensures that the interaction between Social Security and the citizens is simpler and faster, allowing foreign citizens to be registered in the Social Security system even if they do not yet have a legal link to Social Security (such as an employment contract).

Law no. 110/2009 of 16 September, as amended

Code of Contributory Schemes of the Social Security Welfare System.

Regulatory Decree no. 6/2018 of 2 July

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

Defines the general foundations on which the Social Security system is based.