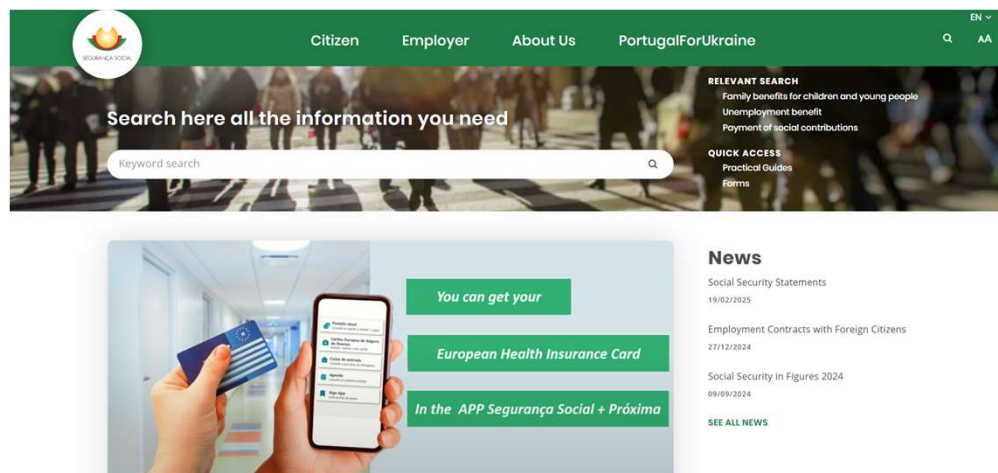


## **Application for the Allocation of a Social Security Number to a Foreign National**

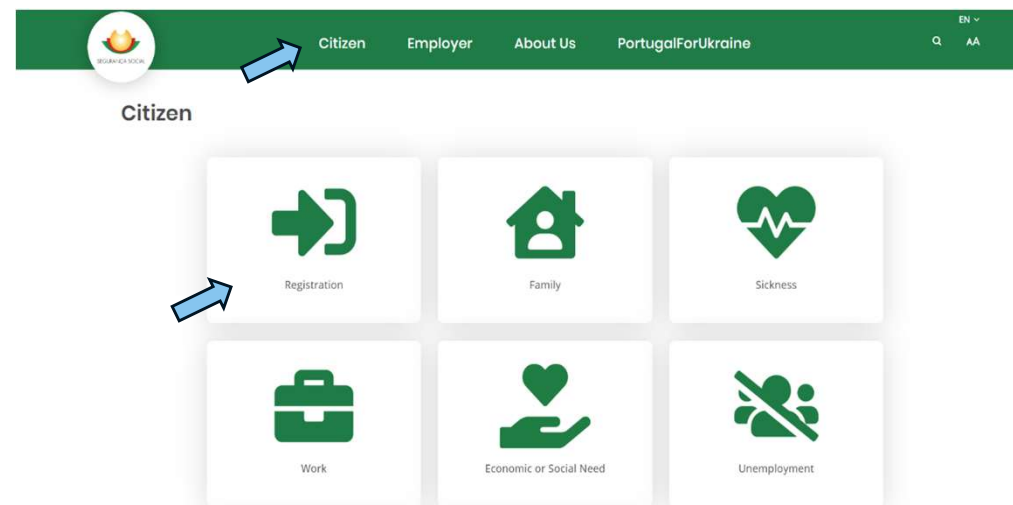
Salary, payment and social Benefits Unit  
Well-Being and People Development Area  
Human Resources Department

## Procedure for Allocation of a NISS to a Foreign National

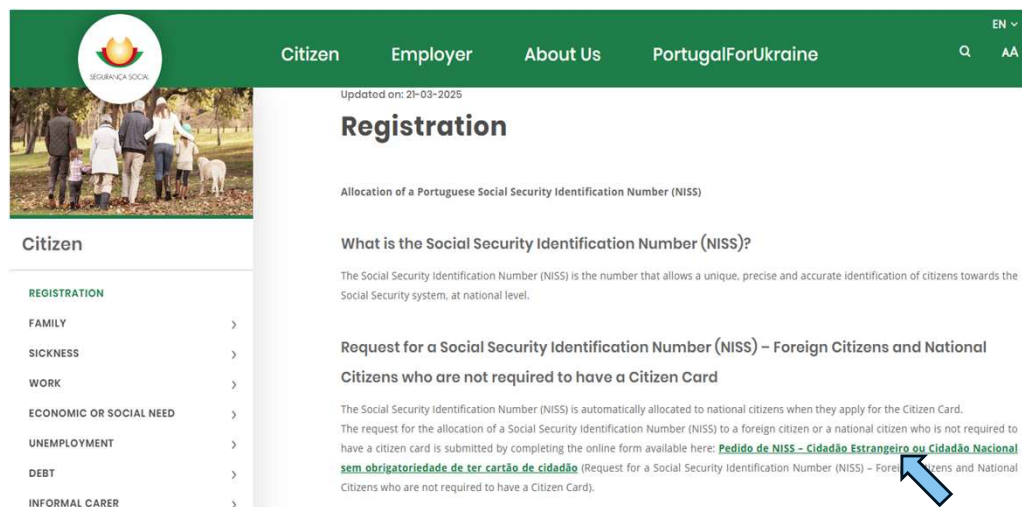
1 - Access the Social Security website via the following link: <https://en.seg-social.pt/homepage>.



2 - Click on the “**Citizen**” tab and select the “**Registration**” option.



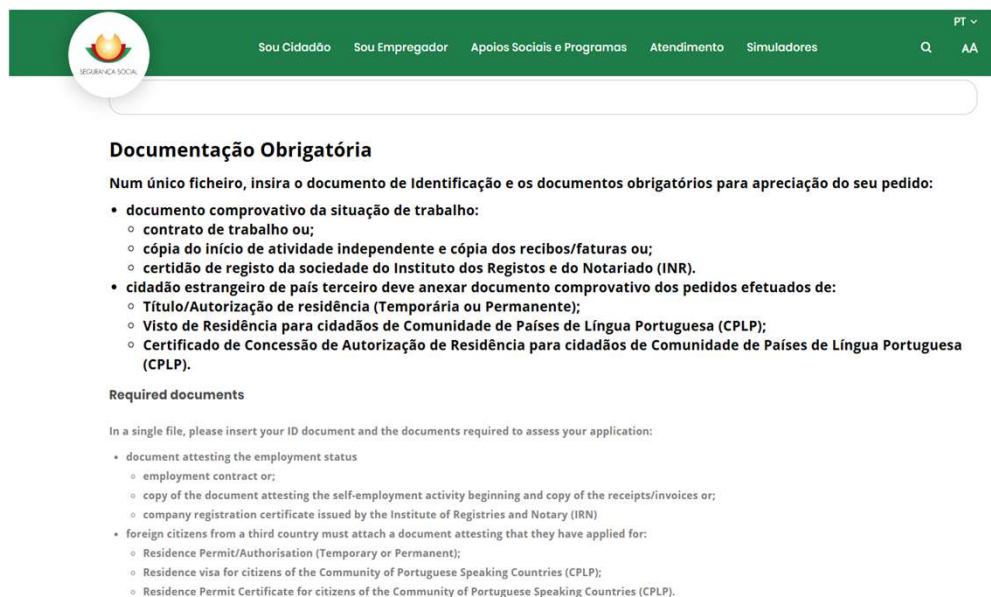
3 – Under the registration section, click on the link titled: Pedido de NISS – Cidadão Estrangeiro ou Cidadão Nacional sem obrigatoriedade de ter cartão de cidadão.



4 - Fill in the form with your personal details. Please note that all fields marked with an asterisk (\*) are mandatory.



5 – Attach the required documentation to your NISS application.



**Documentação Obrigatória**

Num único ficheiro, insira o documento de identificação e os documentos obrigatórios para apreciação do seu pedido:

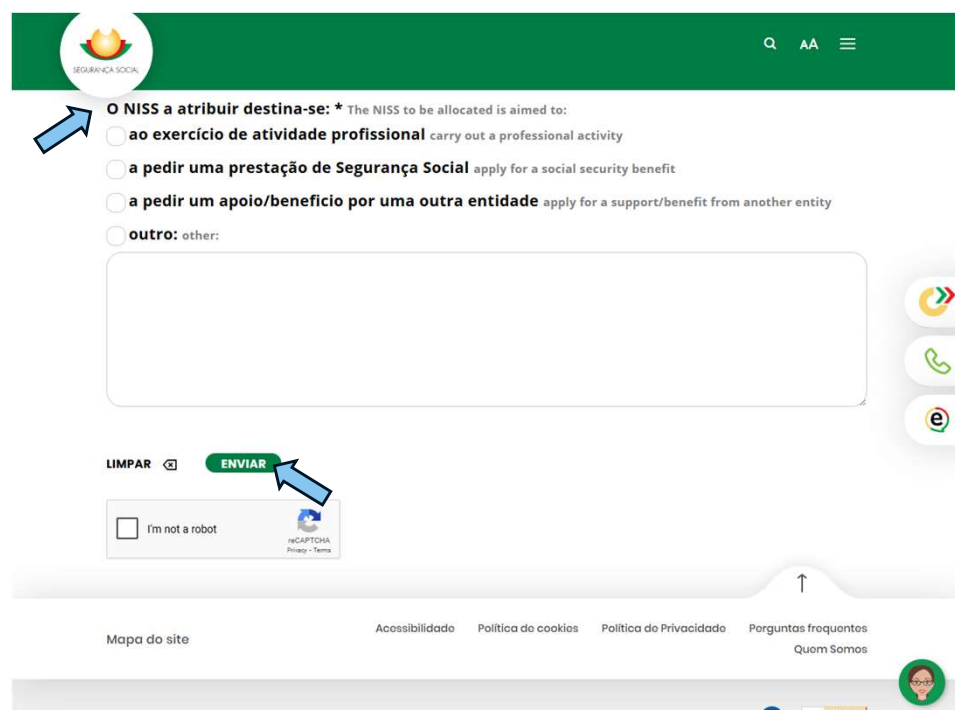
- documento comprovativo da situação de trabalho:
  - contrato de trabalho ou;
  - cópia do início de atividade independente e cópia dos recibos/faturas ou;
  - certidão de registo da sociedade do Instituto dos Registos e do Notariado (INR).
- cidadão estrangeiro de país terceiro deve anexar documento comprovativo dos pedidos efetuados de:
  - Título/Autorização de residência (Temporária ou Permanente);
  - Visto de Residência para cidadãos de Comunidade de Países de Língua Portuguesa (CPLP);
  - Certificado de Concessão de Autorização de Residência para cidadãos de Comunidade de Países de Língua Portuguesa (CPLP).

**Required documents**

In a single file, please insert your ID document and the documents required to assess your application:

- document attesting the employment status
  - employment contract or;
  - copy of the document attesting the self-employment activity beginning and copy of the receipts/invoices or;
  - company registration certificate issued by the Institute of Registries and Notary (IRN)
- foreign citizens from a third country must attach a document attesting that they have applied for:
  - Residence Permit/Autorisation (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).

6 - To complete the request, select the option “**carry out a professional activity**” then click “ENVIAR” (Submit).



**O NISS a atribuir destina-se: \*** The NISS to be allocated is aimed to:

- ☒ **ao exercício de atividade profissional** carry out a professional activity
- ☐ **a pedir uma prestação de Segurança Social** apply for a social security benefit
- ☐ **a pedir um apoio/benefício por uma outra entidade** apply for a support/benefit from another entity
- ☐ **outro:** other:

**LIMPAR** **ENVIAR**

☐ I'm not a robot

**Note:** If you do not receive a response from Social Security with your NISS information within 4 working days, you may contact the Salary, Payment and Social Benefits Unit ([remuneracoes@drh.tecnico.ulisboa.pt](mailto:remuneracoes@drh.tecnico.ulisboa.pt)) to request that your application be followed up with the relevant authority.

To do so, in the email, you must include the reference number you received when submitting your request to Social Security, as well as your identification document number (Passport, Residence Permit, or other).