

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

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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 through their identification in the Social Security Identification System.

B – Target group

Foreign citizens applying for the allocation of a Portuguese Social Security Number (NISS).

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
- their Legal Representatives
- their Employers (when there is an employment relationship)

D – Where to submit the NISS NA HORA application?

The application submission by the foreign citizen is made at the Social Security Customer Information Services by prior appointment. To schedule the appointment, please call **210 548 888** or **300 088 888**.

The application submission by the Employer is made through the institutional email of each Social Security District Centre of the place where the company's headquarters is located. To contact the relevant District Centres, see the link: <https://www.seg-social.pt/contactos4>

Please note: This NISS NA HORA application is exclusively aimed to the allocation of a Social Security Identification Number to the foreign citizen, being the employer required to communicate the worker's employment relationship, through the Social Security Online Service (SSD – *Segurança Social Direta*).

E – Necessary Forms and Documents for the NISS NA HORA application submission

Foreign Citizens

Forms

[Mod RV 1006-2022 DGSS](#) — *Atribuição de Número de Identificação de Segurança Social – Cidadão Estrangeiro* (Allocation of a Social Security Identification Number — Foreign citizen)

This Form/Model is available at www.seg-social.pt; in the **Acessos Rápidos** (Quick Access) menu, click on **Formulários** (Forms) and in the field **Pesquisar por palavra-chave** (Keyword Search) insert the form/model number or name.

Necessary documents for the NISS NA HORA application submission

All the necessary data for the identification of a foreign citizen before the Social Security System must be provided, namely:

- a) Full name
- b) Birth date
- c) Place of birth
- d) Nationality
- e) Sex
- f) Marital status
- g) ID document number of the citizen's country of origin
- h) Residence address
- l) Taxpayer number (if already allocated)

A copy of the civil identification document of the foreign citizen, valid at the time of the application submission, must be submitted to prove his/her identification:

- o Simple copy of the passport, residence permit or other civil identification document of the country of origin, whether the application is submitted by the citizen or a legal representative in his/her name (foreign citizen of a third country), or
- o Simple copy of the citizen card, residence permit or other civil identification document of the country of origin, whether the application is submitted by the citizen or a legal representative in his/her name (foreign citizen of another EU/EEA country or Switzerland);

Employers

Forms

[Mod RV 1006-2022 DGSS](#) — *Atribuição de Número de Identificação de Segurança Social – Cidadão Estrangeiro* (Allocation of a Social Security Identification Number — Foreign citizen)

This Form/Model is available at www.seg-social.pt; in the **Acessos Rápidos** (Quick Access) menu, click on **Formulários** (Forms) and in the field **Pesquisar por palavra-chave** (Keyword Search) insert the form/model number or name.

[PA-12-V01-2022](#) – Declaration of Authorization to Third Parties or, in its place, submission of a power of attorney (in this case, the Employer acts as the legal representative of the future employee).

This Form/Model is available at www.seg-social.pt; in the **Acessos Rápidos** (Quick Access) menu, click on **Formulários** (Forms) and in the field **Pesquisar por palavra-chave** (Keyword Search) insert the form/model number or name.

Necessary documents for the NISS NA HORA application submission

- ID document of the employee

F – Other situations after the allocation of the Social Security Identification Number (NISS)

In the case of a foreign citizen who already has a NISS and wants to be registered/qualified as a Self-employed Person in the Social Security Information System, please see the Practical Guide – New Scheme for Self-Employed Persons ([Guia Prático – Novo Regime dos Trabalhadores Independentes](#)).

In the case of a foreign citizen who already has a NISS and wants to be registered/qualified as an Employee in the Social Security Information System, please see the Practical Guide – Registration, Qualification and Cessation of Activity as an Employee/Trainee ([Guia Prático Inscrição, Vinculação e Cessação de Atividade de Trabalhador/Estagiário por Conta de Outrem](#)).

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 ([Guia Prático – Abono de família para crianças e jovens](#)).

Please note – These guides are available at www.seg-social.pt; in the **Acessos Rápidos** (Quick Access) menu, click on **Formulários** (Forms) and in the field **Pesquisar por palavra-chave** (Keyword Search) insert the Practical Guide number or name.

For any situation within the scope of the Citizenship Social Protection System, please use form Mod. RV 1017/2019 - DGSS - Identification of Natural Persons Covered by the Citizenship Social Protection System ([Mod. RV 1017/2019 – DGSS - Identificação de Pessoas Singulares Abrangidas pelo Sistema de Proteção Social de Cidadania](#)).

Please note: This Form/Model is available at www.seg-social.pt; in the **Acessos Rápidos** (Quick Access) menu, click on **Formulários** (Forms) and in the field **Pesquisar por palavra-chave** (Keyword Search) insert the form/model number or name.

G – Applicable legislation

Order no. 4-I/SESS/2022

It establishes the reduction of bureaucracy and streamlining of procedures with regard to the relationship between Social Security and the citizens, determining that the identification of a foreign citizen in the social security system is independent of the existence of a link to the Social Security Welfare System.

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.