



PRACTICAL GUIDE

Request for a 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 Social Security Identification Number (NISS) – Foreign Citizens and National Citizens who are not required to have a Citizen Card
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The information in this practical guide does not waive the consultation of the law.

A – Request for a Social Security Identification Number (NISS) – What is it?

Social Security provides for an online service aimed to the request of a Social Security Identification Number (NISS) by foreign citizens or Portuguese citizens who are not required to have a citizen card. To make the request, they must complete the online form available at www.seg-social.pt.

B – Target group

Citizens applying for the allocation of a Portuguese Social Security Number (NISS), who are in the following situations: Foreign Citizens and National Citizens who are not required to have a Citizen Card (eg. citizens with a lifetime ID Card).

C – Who may submit the request?

The request for the allocation of a Social Security Identification Number (NISS) may be submitted by:

- National Citizens without a Citizen Card;
- Foreign Citizens;
- their Legal Representatives;
- their Employers acting as Legal Representatives.

D – NISS application and necessary documents

Where to submit the application

Valid civil ID documents

Documentary evidence of the reason for the NISS application

Documents required for the application examination

Additional documents required when the NISS application is submitted by the Employer or Legal Representative

Where to submit the application

Foreign citizens or national citizens without a Citizen Card - the request for the allocation of a Social Security Identification Number (NISS) is made through an online form available on the Social Security Information Portal at www.seg-social.pt; in the **Sou Cidadão** (I am a Citizen) tab, click on **Atribuição de Número de Identificação de Segurança Social (NISS)** (Allocation of Social Security Identification Number – NISS) > [Formulário para pedido de Número de Identificação de Segurança Social](#) (Social Security Identification Number application form).

Please note: When the application is submitted by the Employer, it is exclusively aimed to the allocation of a Social Security Identification Number to the citizen, being the Employer required to communicate the worker's employment relationship, through the Social Security Online Service (*SSD – Segurança Social Direta*).

Valid civil ID documents

- In the case of a **national citizen without a citizen card**:
 - ✓ copy of the ID card.
- In the case of a **foreign citizen from a third country**, 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:
 - ✓ copy of the Passport, or
 - ✓ Residence Permit/Authorization (Temporary/Permanent).

(simple copies of the documents, whether the application is submitted by the citizen or a legal representative on his/her behalf).

Please note: In accordance with Article 84 of Law no. 23/2007 of 4 July ([Lei n.º23/2007, de 4 de Julho](#)), approving the legal scheme for the entry, stay, exit and removal of foreigners from the national territory, the residence permit shall replace, for all legal purposes, the identification document, without prejudice to the arrangements provided for by 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.

- In the case of a **foreign citizen of another EU/EEA Member State or Switzerland**, one of the following documents must be attached to the form:
 - ✓ Civil identification document of the country of origin, or
 - ✓ Passport, or
 - ✓ Residence card.

(simple copies of the documents, whether the 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) and in the case of citizens 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 of the reason for the NISS application

In accordance with Article 99 of the Social Security Framework Law ([Lei n.º no. 4/2007 de 16 de Janeiro](#)) and for the purposes of the Social Security Identification Number (NISS) allocation, the person concerned must have a relationship with Social Security, resulting from the payment of contributions as an employee, as a member of a statutory body or as a self-employed person, or within the scope of other framework categories, or because the person concerned needs to be granted social security benefits.

Therefore, in what concerns nacional 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 copy of the 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 an employment contract with a foreign Employer in the case of Digital Nomads, or
 - ✓ document attesting that the person concerned is entitled to be covered by the Voluntary Social Insurance Scheme.

Please 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 citizen 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, as provided for in Article 7(5) of

Decree-Law no. 176/2003 ([Decreto-Lei n.º 176/2003](#)), in conjunction with Article 51(19) of Regulatory Decree no. 84/2007 of 5 November ([Decreto Regulamentar n.º 84/2007](#)), from the person exercising parental responsibilities or who proves to be legally entrusted with the care of the minor concerned,

- ✓ 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, as provided for in Article 7(5) of Decree-Law No 176/2003 ([Decreto-Lei n.º 176/2003](#)), in conjunction with Article 51(19) of Regulatory Decree no. 84/2007 of 5 November ([Decreto Regulamentar n.º 84/2007](#)), 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.
- ✓ 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/Authorization (Temporary/Permanent).
 - Short-stay visa/temporary stay for seasonal work;
 - Work/residence visa, such as:
 - Residence visa for the exercise of subordinate professional activity;
 - Residence visa for self-employed persons or immigrant entrepreneurs;
 - Residence visa for teaching, highly qualified or cultural activities;
 - Residence visa for highly qualified activities carried out by a subordinate worker;
 - Residence visa for professional activities provided remotely for entities outside the national territory;

- Residence visa for research, studies, exchange of secondary school students, internships and voluntary work;
- Residence visa for the purpose of family reunification;
- Temporary stay visa for the transfer of workers;
- Visa for job search;
- Digital nomad visa.

Please 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

Proof of application for:

- Residence Permit/Authorization (Temporary/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 a foreign citizen of another EU/EEA Member State or Switzerland, and given the right of free movement and residence that these citizens enjoy, they do not fall within the personal scope of Law no. 23/2007 of 4 July, approving the legal regime for the entry, stay, exit and removal of foreigners from the national territory.

Please note: If the NISS applicant is holder of a residential register number or residence card, this document must be attached to the NISS application form.

Additional documents required when the NISS application is submitted by the Employer or Legal Representative

- ✓ Valid ID document of the legal representative;
- ✓ Formal proof of the legal representation (power of attorney – original document);

or

- ✓ Form PA-12 (Declaration of Authorization to Third Parties) and copy of the valid identification document of the represented person. [This Declaration 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].

Please provide all the necessary data for the identification of the person concerned (foreign citizen or national citizen without a Citizen Card) before the Social Security System; more specifically, the data 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 residence;
- l) Address
- m) Address (to be indicated only if the country of residence is ≠ PT);
- n) Mobile phone number
- o) Email
- p) Please attach copy of the ID document and of the legal representation document (if there is a legal representative)

E – Single Application for the allocation of a Social Security Identification Number (NISS), a Tax Identification 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 Tax Identification Number (NIF) and a National User Number (NNU) of the National Health Service (SNS) in a single application.

Necessary conditions for the allocation of the three identification numbers

In order to be allocated the three identification numbers (NISS, NIF and NNU) the foreign citizen must:

- have submitted an application for a residence permit or already have such permit, or
- be a national of an European Union (EU) country, or
- have applied for International Protection, including asylum and subsidiary protection, with the exception of citizens covered by Temporary Protection under the Council of Ministers Resolution no. 29A/2022, or

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

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 the LoureShopping),
- *Espaço de Cidadão de Oeiras Parque* (Citizen Space of the Oeiras Park),
- *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).

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.

Please Note: In the case of a foreign national that has already requested the allocation of a NISS through the Social Security Portal 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 allocation of a Social Security Identification Number (NISS) by the Social Security Institute (ISS, I.P.) to the following persons, in order to grant them a residence permit so that they may carry out a professional activity:
 - Foreign citizens with a visa for job search;
 - Foreign citizens with a student visa;
 - Citizens with a temporary stay visa (seasonal work);
 - Among others.

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, dependants, etc.), the foreign citizen must attach the following documents to the NISS application form:

- ✓ The applicable ID documents, as previously mentioned;
 - ✓ Documents necessary for a Social Security benefit granting, according to the Social Security services of the area concerned.
- When the application 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 (Employees, Domestic Service Workers) or self-employment (Self-employed Persons).

G – Necessary documents for the NISS document collection

The NISS document collection is made by the person to whom the NISS was allocated, with submission of the notification/communication of the respective allocation and a valid ID document (identity card, passport, residence permit or other civil identification document).

The NISS document may also be delivered to a **Lawyer** who submits his/her **professional certificate and an original power of attorney**, as well as the notification/communication of the NISS allocation to the represented person.

It may also be collected by a **third party, provided that he/she submits an original power of attorney or form PA 12, the respective ID document** and the notification/communication of the NISS allocation.

The notification/communication of the NISS allocation, informing that the respective document must be collected at a Social Security Customer Information Service (with prior appointment), is sent to the applicant's address stated in the Application Form, or to the address of the Legal Representative, by Registered Letter.

H – 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/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 **Guias Práticos** (Practical Guides) 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 RV 1017/2019 Identification of Natural Persons Covered by the Citizenship Social Protection System (RV 1017/2019 - Identificação de Pessoas Singulares Abrangidas pelo Sistema de Proteção Social de Cidadania)

Please note: This Form is available for printing 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 number or name.

I – Applicable legislation

Order no. 2/SESS/2024

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

Order no. 4-I/SESS/2022

It establishes the reduction of bureaucracy and the 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

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

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.