

# LIVING IN LAGOS

## Guide for foreigners citizens



REGISTRATION CERTIFICATE FOR  
EU/EEA/ANDORRAN/SWISS NATIONALS

PERMANENT RESIDENCE CERTIFICATE FOR  
EU/EEA/ANDORRAN/SWISS NATIONALS

PERMANENT RESIDENCE CARD  
RENEWAL FOR EU/EEA/ANDORRAN/SWISS  
NATIONALS



# Registration Certificate issued to **EU | EEA | Andorran | Swiss nationals**

REGISTRATION CERTIFICATE FOR  
EU/EEA/ANDORRAN/SWISS NATIONALS WHOSE  
FAMILY MEMBERS ARE EU/EEA/ANDORRAN/SWISS  
NATIONALS

RESIDENCE CARD FOR THIRD-COUNTRY  
FAMILY MEMBERS OF  
EU/EEA/ANDORRAN/SWISS NATIONALS

PERMANENT RESIDENCE CARD (OR RENEWAL)  
FOR THIRD-COUNTRY FAMILY MEMBERS OF  
EU/EEA/ANDORRAN/SWISS NATIONALS



# Residence Permits for family members of **EU | EEA | Andorran | Swiss nationals**

RESIDENCE PERMIT FOR EMPLOYED WORKERS

RESIDENCE PERMIT FOR SELF-EMPLOYED  
WORKERS

NATIONAL REGISTER OF FOREIGN MINORS



# Residence Permits for **Third-country Nationals**

The background of the image is the European Union flag, featuring a blue field with twelve five-pointed stars in a circle. The flag is shown as if it is waving, with folds and shadows. The text is centered over the flag.

**REGISTRATION  
CERTIFICATE ISSUED TO  
EU | EEA | ANDORRAN |  
SWISS NATIONALS**

# Registration Certificate for EU/EEA/ANDORRAN/SWISS nationals

## Eligibility:

- Citizens may stay in Portugal for up to three months without registering their presence, as long as they have a valid identity document or passport.
- Once the three months are up, citizens have 30 days to apply for a registration certificate at their local town hall. This certificate is valid for up to five years.
- Once a citizen has lived in the country legally for five consecutive years, they may apply for “Permanent Residence Permit” (point 2.), which formalises their right to reside in Portugal permanently.

## **Documents required:**

- Fill out the bilingual form available at [http://cm-lagos.com/X\\_balcaovirtual/ficheiros/minutas/Mod.09.15.00.pdf](http://cm-lagos.com/X_balcaovirtual/ficheiros/minutas/Mod.09.15.00.pdf)
- Tick the applicable declarations on the form.
- Provide a valid identity document or Passport.
- If the applicant does not live in a conventional home, proof of address must be provided (for example an address at a campsite or of a boat in a Marina).

## **Where and how to apply:**

- Applicants should go in person to the Gabinete do Município (Residents' Office) at Lagos Town Hall, at Paços do Concelho Séc. XXI, Praça do Município, 8600-293 Lagos.

- Applicants should take a ticket labelled “C”. The office works on a first come, first served basis during its normal opening hours (between 9 am and 4.30 pm).
- Registration certificates can only be issued to the applicant themselves, and cannot be issued to attorneys-in-fact or any other legal representative.

**Costs:**

- €15.00 – payable when the certificate is issued.

# **Permanent Residence Certificate for EU/EEA/ANDORRAN/SWISS nationals**

## **Eligibility:**

- Citizens who have resided in Portugal legally for a period of five consecutive years.

## **Documents required:**

- Two Photographs;
- Valid passport or civil identity card (and photocopies);
- European Union Citizen Registration Certificate (original);
- Taxpayer Identification Number;
- Social Security Number;
- National Health Service Number;
- If the applicant has a new address: Proof of new address – original and a photocopy (for example a Civil Parish Council Certificate; Purchase and Sale Agreement; or Rental Agreement; etc.).



## **Where and how to apply:**

- At any Immigration and Borders Service (SEF) help desk.
- Before your residence permit expires, you must make an online appointment via the following link <https://www.sef.pt/pt/Pages/pre-marcacao-online.aspx> . To do so, make sure you have the following information to hand: email address, phone no., date of birth, nationality and residence certificate no.
- Appointments can also be made online at Lagos Town Hall via a service provided at the Espaço Cidadão (Citizens' Service Centre) for individuals who do not know how to book online or are unable to do so.

## **Costs:**

- €15.00 – to be paid at the SEF help desk.

# **Permanent residence card renewal for EU/EEA/ANDORRAN/SWISS nationals**

## **Eligibility:**

- Citizens who already hold a certificate of permanent residence and continue to live in Portugal are eligible if their residence permit is nearing its expiry date. Renewal of a permanent residence card may be requested before a current residence certificate expires.

## **Documents required:**

- At any Immigration and Borders Service (SEF) help desk, having booked your appointment in advance.
- Before your residence certificate expires, you must make an online appointment via the following link

<https://www.sef.pt/pt/Pages/pre-marcacao-online.aspx>. To do so, make sure you have the following information to hand: email address, phone no., date of birth, nationality and residence certificate number.

- Appointments can also be made online at Lagos Town Hall via a service provided at the Espaço Cidadão (Citizens' Service Centre) for individuals who do not know how to book online or are unable to do so.

### **Costs:**

- €15.00 – to be paid at the SEF help desk.



**Residence Permits  
for family members of  
EU | EEA | Andorran |  
Swiss nationals**

# **Registration Certificate for EU/EEA/ANDORRAN/SWISS nationals whose family members are EU/EEA/ANDORRAN/SWISS nationals**

## **Eligibility:**

- Spouses;
- Descendants aged under 21;
- Descendants aged over 21 if proof is provided that they are dependent on the relevant family member;
- Parents or grandparents who are dependent on the relevant family member;
- Other dependent family members, with the necessary proof of dependency (for example, dependents in the process of being adopted; nieces or nephews for whom the family member is a legal guardian etc.).

## **Documents required:**

- Fill out the bilingual form available at: [http://cm-lagos.com/X\\_balcao\\_virtual/ficheiros/minutas/Mod.09.15.00.pdf](http://cm-lagos.com/X_balcao_virtual/ficheiros/minutas/Mod.09.15.00.pdf)
- Provide the following documents:
  - A valid identity document or Passport.
  - Supporting document proving family ties or relationship with relevant family member if the applicant's identity document/passport does not contain this information;
  - Registration certificate of the EU/EEA/Andorran/Swiss national with whom the applicant is travelling or reuniting;
  - If a dependent direct descendant aged over 21 or a dependent parent or grandparent of an EU/EEA/ANDORRA/SWISS national:
    - Proof of dependency on the EU/EEA/ANDORRAN/SWISS nationals with

whom the applicant is travelling or reuniting.

- Other dependent family members (for example, dependents in the process of being adopted; nieces or nephews for whom the family member is a legal guardian etc.):
  - Document issued by the competent authority of the applicant's country of origin or provenance, certifying their dependency on the EU/EEA/Andorran/Swiss national in question, or that they live together and are part of the same household;
  - or
  - Evidence of a serious health condition that makes it imperative that the applicant is personally assisted by the EU/EEA/Andorran/Swiss national in question.

## **Where and how to apply:**

- Applicants should go in person to the Gabinete do Município (Residents' Office) at Lagos Town Hall, at Paços do Concelho Séc. XXI, Praça do Município, 8600-293 Lagos.
- The applicant should take a ticket labelled "C". The office works on a first come, first served basis during its normal opening hours (between 9 am and 4.30 pm).
- Registration certificates can only be issued to the applicant themselves, and cannot be issued to attorneys-in-fact or any other legal representative.

## **Costs:**

- €15.00 – Payable when the certificate is issued.
- €7.50 – For children under 6 (only payable for 1st certificate issued).



# **Residence Card for third-country family members of EU/EEA/ANDORRAN/SWISS nationals**

## **Eligibility:**

- Spouses;
- Descendants aged under 21;
- Descendants aged over 21 if proof is provided that they are dependent on the relevant family member;
- Parents or grandparents who are dependent on the EU/EEA/ANDORRAN/SWISS national.

## **Documents required:**

- Valid passport or civil identity card (and photocopies);
- Registration certificate of the EU/EEA/SWISS national with whom the applicant is travelling or reuniting;
- Two passport photos with a white background;

- Photocopy of any pages with entry/exit stamps in the up-to-date, valid passport;
- Proof of dependent family members (if applicable);
- The following documents may be required, depending on each specific circumstance:
  - Spouse: Full narrative birth certificate or marriage certificate;
  - Civil partner: Birth certificates of both civil partners and documentary proof of having lived together for at least two years;
  - Descendant: Birth certificate and, if a dependant aged over 21, proof of school enrolment or other proof of dependency;
  - Stepchild: Birth certificate and parent's residence card;
  - Parent or grandparent of an EU/EEA/ANDORRAN/SWISS national: Birth certificate of the EU/EEA/Andorran/Swiss national who is already a resident of Portugal and, if the parent or grandparent is under 65, proof of tax return indicating dependency as well

as other documents proving the dependency of the relevant family member (for example, bank transfers to the country of origin, declaration from the country of origin that the relative does not receive any form of pension or financial support, etc.).

### **Where and how to apply:**

- At any SEF help desk, having booked your appointment in advance.
- Applicants must book appointments at one of the SEF help desks in advance, via the available channels or at the CLAIM office in Lagos town hall. If applicants choose to request an appointment at the CLAIM office, they must book it in advance. On the day of their appointment, they must bring along their own identity document, and the identity document of the European family member with whom they are reuniting as well as their European Union Citizen Registration Certificate.

### **Costs:**

- €15.00 – to be paid at the SEF help desk.

# **Permanent Residence Card (or Renewal) for third-country family members of EU/EEA/ANDORRAN/SWISS nationals**

Permanent Residence Cards, which formalise a citizen's right to reside in Portugal permanently, can only be requested by a third-country family member of an EU/EEA/Swiss national once they have lived in Portugal legally for 5 consecutive years. The card must be renewed.

## **Eligibility:**

- Third-country family members of European Union, European Economic Area, Principality of Andorra and Swiss nationals who are already holders of a Residence Card.

## **Documents required:**

- Residence Card
- Two passport photos with a whitebackground;

- Valid passport (and photocopies).
- If the applicant has a new address: Proof of new address – original and a photocopy (for example a Civil Parish Council Certificate; Purchase and Sale Agreement; or Rental Agreement; etc.).

### **Where and how to apply:**

- At a SEF help desk, having booked your appointment in advance.
- Applicants must book appointments at one of the SEF help desks in advance, via the available channels or at the CLAIM office in Lagos town hall. If applicants choose to request an appointment at the CLAIM office, they must book it in advance. On the day of their appointment, they must bring along their own identity document, and the identity document of the European family member with whom they are reuniting as well as their European Union Citizen Registration Certificate.

### **Costs:**

€15.00 – to be paid at the SEF help desk



**Residence Permits  
for  
Third-country Nationals**

# Residence permit for employed workers

## Eligibility:

- Third-country nationals who have a valid, legal employment contract and are registered with the Portuguese social security services.

## Documents required:

- Valid passport;
- Proof of legal entry into Portugal (Passport Stamp, Flight Tickets, Hotel Bill, Declaration of Entry) or residence visa, if applicable;
- Employment contract or the promissory employment contract;
- Criminal record certificate from the applicant's home country (Translated and authenticated by the relevant consulate in Portugal if the official language of the applicant's home country is not Portuguese);

- Criminal record certificate from the applicant's country of residence if they have lived there for over a year (if not Portugal);
- Authorisation for the Immigration and Borders Service (SEF) to access the applicant's Portuguese criminal record;
- Certificate from the applicant's Civil Parish Council – Proof of accommodation;
- Proof of Social Security registration and that no debts are owed to the Social Security service, except for when an application is made on the basis of a promissory employment contract;
- Proof of registration with the Tax Authority.

### **Where and how to apply:**

- Applicants should go in person to the Gabinete do Município (Residents' Office) at Lagos Town Hall, Paços do Concelho Séc. XXI, Praça do Município, 8600-293 Lagos. Applicants should take a ticket labelled "R" The office works on a first come, first



served basis during its normal opening hours (between 9 am and 4.30 pm).

- Applicants may also schedule an appointment with the CLAIM office in advance.
- Remarks:
  - In either case, applicants must register an expression of interest on the SEF website using their own email address.
  - Once a request is submitted on the platform and analysed by the SEF, applicants will be contacted electronically so that they can make an appointment at a SEF help desk. When applicants attend their appointment at the SEF help desk, they must take all the documentation previously submitted on the website with them.

### **Costs:**

- Fees and charges may vary and will be applied by the SEF.

# Residence permit for self-employed workers

## Eligibility:

- Self-employed third-country nationals who work in Portugal.

## Documents required:

- Valid passport;
- Proof of legal entry into Portugal (Passport Stamp, Flight Tickets, Hotel Bill, Declaration of Entry) or residence visa, if applicable;
- Proof of sufficient means of subsistence, for example invoices for the previous 3 months, in order to prove the applicant earns at least the Minimum Guaranteed Monthly Income;
- Criminal record certificate from the applicant's home country (Translated and authenticated by the relevant consulate in Portugal if the official language of the applicant's home country is not Portuguese);

- Criminal record certificate from the applicant's country of residence if they have lived there for over a year (if not Portugal);
- Authorisation for the Immigration and Borders Service (SEF) to access the applicant's Portuguese criminal record;
- Certificate from the applicant's Civil Parish Council – Proof of accommodation;
- Proof of Social Security registration and that no debts are owed to the Social Security service;
- Proof of registration with the Tax Authority;
- Proof of the applicant having legally incorporated a company and declared the commencement of business to the Portuguese Tax and Social Security Services as a natural person;

or

- A service provision contract relating to the exercise of a liberal profession and a declaration from a professional body serving as proof of registration with same (when applicable).

## **Where and how to apply:**

- Applicants should go in person to the Gabinete do Município (Residents' Office) at Lagos Town Hall, Paços do Concelho Séc. XXI, Praça do Município, 8600-293 Lagos. Applicants should take a ticket labelled "R". The office works on a first come, first served basis during its normal opening hours (between 9 am and 4.30 pm).
- Applicants may also schedule an appointment with the CLAIM office in advance.
- Remarks:
  - In either case, applicants must register an expression of interest on the SEF website using their own email address.
  - Once a request is submitted on the platform and analysed by the SEF, applicants will be contacted electronically so that they can make an appointment at a SEF help desk. When applicants

attend their appointment at the SEF help desk, they must take all the documentation previously submitted on the website with them.

**Costs:**

- Fees and charges may vary and will be applied by the SEF.

# National Register of Foreign Minors

## Eligibility:

- Minors who are third-country nationals and are in an irregular situation in Portugal insofar as entering and remaining in the country are concerned. This register is intended exclusively to ensure minors are able to access healthcare, pre-school and school education.

## Documents required:

- The minor's identity document (passport and birth certificate);
- Up-to-date photo of the minor;
- Proof of address of those who exercise parental responsibility over the minor;
- The minor's parents or holders of parental responsibility or guardianship's identity documents;
- When necessary, proof of awarding of parental responsibility (awarding of parental responsibility by a

court or a court document proving the awarding of parental responsibilities to a third party).

### **Where and how to apply:**

- By booking an appointment in advance at the CLAIM office at Lagos Town Hall, (Paços do Concelho Séc. XXI, Praça do Município, 8600-293 Lagos) during the office's normal opening hours (between 9 am and 4.30 pm).
- The application must be made in person, by whoever exercises parental responsibility over the minor.

### **Document:**

- Holders of parental responsibility over registered minors are given a certificate identifying the minor, which will serve exclusively for the aforementioned purposes, i.e. ensuring they have access to healthcare, pre-school and school education, enjoying the same rights as those granted by law to legally-resident minors in Portugal. Said certificate

will be posted by the High Commission for Migration to the above mentioned address. It remains valid for two years and is renewable.

**Costs:**

- No applicable costs.

• .....

**Remarks:** The High Commission for Migration is the service responsible for the collecting, processing and storing of personal data relating to foreign minors who are in an irregular situation in Portugal. The data collected must be limited to that strictly necessary in order to identify the minor, specifically: the minor's name, the minor's parents' names, the name of the person exercising parental responsibility over the minor and the address.



## **Sources:**

### **SEF:**

- [https://www.sef.pt/pt/Pages/conteudo-detalhe.aspx?nID=63#p\\_id1](https://www.sef.pt/pt/Pages/conteudo-detalhe.aspx?nID=63#p_id1)
- [https://www.sef.pt/pt/Documents/TAXAS\\_Portaria164\\_2017.pdf](https://www.sef.pt/pt/Documents/TAXAS_Portaria164_2017.pdf)

### **Legislation:**

- Ordinance no. 164/2017, of 18 May;
- Ordinance no. 1334-D/2010, of 31 December;
- Law no. 23/2007, of 4 July
- Law no. 37/2006, of 09 August;
- Law no. 67/2004, of 25 March;
- Ordinance 995/2004, of 9 August.