

WHAT DOCUMENTS WILL YOU NEED?

NIF

- Civil identification document, or Passport;
- Document containing the address abroad, unless the address appears in the identification document;
- Civil identification document of the legal representative and the official authorization document (power of attorney).

CHANGE OF ADDRESS

Citizen of the European Union (EU) or the European Economic Area (EEA - Norway, Iceland or Liechtenstein), including Nationals of Andorra and Switzerland:

- Civil identification document or Passport;
- European Union Citizen Registration Certificate issued by the local council in the area of residence;

The following may also be accepted as proof of address in Portuguese territory:

- Public deed for the purchase of residential property;
- Rental agreement for residential property;
- Employment contract or document issued by any public entity.

Third country national (non-EU/EEA country):

- Civil identification document or Passport;

You will also have to present any of the following documents which expressly state the address to be indicated as your tax domicile:

- Residence permit (valid on the date of the application) issued by the competent authority;
- Document proving that an appointment has been made, or a receipt proving that an application has been made, in all other situations of pending cases, namely grants or renewals of residence permits, based on the general regime or the exceptional regimes.

For further information, please read the leaflet



**I DON'T HAVE
A CITIZEN'S CARD.**

**HOW CAN I OBTAIN
MY NIF OR CHANGE
MY ADDRESS?**

TO REQUEST:

- Tax Identification Number- *NIF*
- Change of Address

YOU MUST USE ONE OF THE CUSTOMER SERVICE CHANNELS:

- *e-balcão*
- Attendance by Appointment
Tax Office

The request for *NIF* on the *Portal das Finanças*, through the *e-balcão*, must be made by a legal representative (a citizen who has been granted power of attorney for this purpose).

Note: The power of attorney given to a lawyer or to a solicitor doesn't need signature recognition.

E-BALCÃO

PORTAL DAS FINANÇAS

Access at "Contactos"

- REQUEST *NIF*

Select:

Imposto ou área: Registo Contribuinte

Tipo de Questão: Identific

Questão: Atrib/Alter *NIF*-Singulares

- CHANGE OF ADDRESS

Select:

Imposto ou área: Registo Contribuinte

Tipo de Questão: Identific

Questão: Alteração Morada/Singulares



ATTENDANCE BY APPOINTMENT

- PORTAL DAS FINANÇAS

Access at "Contactos"

Select:

Para pedido de *NIF* ou alteração de morada para pessoas sem cartão de cidadão.

Assunto: Identificação

Subassunto(s):

- Alteração de morada - cidadão da UE e Espaço Económico Europeu
- Alteração de morada - cidadão de País Terceiro
- Pedido de *NIF*

In **Observações** section, write the civil identification or passport number.



- CAT - 217 206 707

Working days from 9 a.m. to 7 p.m.

Through the Tax and Customs Call Centre - CAT, choose the option **6 - Atendimento Presencial por Marcação**.