

# Support Guide for Immigrants

Ansião



# Welcome to Ansião!

This guide aims to facilitate the access to useful information towards integration in Ansião, by people coming from other countries, especially those that don't speak Portuguese.

Produced by the Social Radar Team in Ansião, it doesn't intend to substitute the information provided by governmental sources, which will be recommended further on in this document. Besides, this document doesn't approach all the unique aspects concerning people coming from CPLP countries or refugees/asylum seekers.

We would like to thank the contribution of the local social security and tax office services (Citizen One-Stop-Shop in Ansião), USF of Ansião (Health Centre), IEFP Figueiró dos Vinhos (Employment Centre), the local Secondary School (Escola Básica e Secundária Dr. Pascoal José de Mello), ETP Sicó, CLDS 5G project and the Tourist Office, for gathering information and translating/revising these texts in English and French.

## Goals:

- To provide simple and useful information about the relevant initial procedures of integration in Portugal and, especially, in Ansião;
- To facilitate the knowledge about the public services available;
- To enable the access to contacts of state organizations relevant to the process of integration;
- To promote the knowledge about the main social resources in Ansião.



# Entrance in Portugal

To enter Portugal for residence purposes, you must meet the following conditions:

- Have a passport valid for at least three months beyond the duration of the stay;
- Have a valid visa appropriate to the purpose of the stay - some countries are exempt from visa requirements for short stays.
- Have sufficient means of subsistence for the duration of the stay;
- Not have any legal impediment to enter Portugal.

The statement of entry is compulsory for all foreign nationals of a Third Country (countries that do not belong to the EU or to the European Economic Area) when entering Portugal – see information about AIMA ahead.

# AIMA

**When you come from a Third Country to reside in Portugal, you must always make an appointment at AIMA – Agência para a Integração, Migrações e Asilo (Asile, Migration and Integration Agency).**

AIMA intends to implement the national and european public policies in asile and migration regards to the entrance, permanence and integration of foreign citizens, guiding its mission by the principles of iguality and non discrimination, and ensuring that the migrants can develop in Portugal their ativities, freely, in appliance of their rights and according to the law. The main mission of AIMA is, therefore, to regulate the entrance and permanence of foreign citizens in national territory.

## **Headquarter Address:**

Av. António Augusto de Aguiar, 20. 1069-119

Lisboa

## **Contacts:**

**Phone number:** 217 115 000

**Working Days:** from 8am to 8pm

**Email:** [geral@aima.gov.pt](mailto:geral@aima.gov.pt)

## Documents you will need:

- Two “passport” (“head”/ “face”) photographs (in case of Aveiro e Odivelas AIMA);
- Passport or another valid identification document;
- Valid residence visa;
- Proof of sufficient means of subsistence (see information ahead);
- Permission to access the Portuguese criminal record system;
- Declaration of honour about the residence address and type (for example, ownership, tenant):
  - in case of ownership, you need to present the land registry / house registration certificate;
  - in case you are a tenant, a declaration by the landlord about your right to use the property is needed.
- Proof of registration in the Tax Office (see information ahead);
- Proof of registration on Social Security services (see information ahead);
- Health insurance or proof of coverage by SNS - “National Health System” (see information ahead).

## Proof of sufficient means of subsistence

In short, you will need documents that prove that you have (or will have) sufficient means of subsistence while your stay in Portugal.

The criteria for determination of sufficient means of subsistence is based on the minimum monthly salary guaranteed in Portugal, which is 870€ in 2025. Usually, this value is updated every year.

### Documents you will need:

- Copy of the contract with promise of employment or copy of the employment contract with the payment receipts for the last three months;
- If it applies, copy of service agreement, copy of the promise of service agreement or proof of self employment - activity beginning (which can be requested at the Tax Office – see ahead) and receipts of the last six months of activity;
- Other documents that confirm your employment or self employment, income sources or future investments in Portugal.

**Note:**

*the procedures described can periodically change. Please, make sure you obtain current information.*

## Temporary and Permanent Residence

Depending on the purpose, you may request:

### Temporary Residence Permit:

- It's valid for a period of two years counted from the date of issue of the respective title and is renewable for successive periods of three years.

### Permanent Residence Permit:

- It's issued for a period of five years and has no limit of validity. The residence title must be renewed every five years or whenever a change occurs with its holder.

**See the present Foreign Law (Lei de Estrangeiros):**  
Decree-law n.º 9/2025, de 13 de fevereiro

The request of Residence Permit implies the payment according to the ordinance n.º 307/2023, de 13 de outubro.

# AIMA next to you

Regarding Ansião, the closest AIMA services are:

## Leiria

**Address:** Largo Dr. Manuel de Arriaga, 1. 2400-177 Leiria

**Working days:** from 9am to 12am, until 15 ticket at maximum and per arrival time (informations and delivery of residence permit)

## Coimbra

**Address:** Avenida Central 16/20. 3000-617 Coimbra

**Working Days:** from 9am to 4pm

## Castelo Branco

**Address:** R. Prof. Dr. Faria de Vasconcelos, 6 R/C. 6000-266 Castelo Branco

**Working Days:** from 9am to 12am | 2pm to 4:30pm

## Figueira da Foz:

**Address:** Avenida de Espanha, 380. Edifício da Administração do Porto. 3080-271 Figueira da Foz

**Working Days:** from 9am to 12am | 2pm to 4pm.

Informations, delivery of Residence Permits and request of Nationality Certificates: 2pm to 4pm

**For more information  
about AIMA, see:  
<https://aima.gov.pt/pt>**

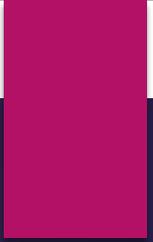
## If you come from an EU country:

- For up to three months you only need your ID or Passport valid;
- Beyond a three months stay, you need a **Registration Certificate**.

The Registration Certificate should be requested at the Town Hall in Ansião (Câmara Municipal de Ansião), up to 30 days after the three months.

### Documents you will need:

- Valid ID Card or valid Passport;
- Declaration of honour that you have a professional occupation in Portugal (as an employee or as self-employed)  
or
- Declaration of honour that you are studying in Portugal;
- Proof of sufficient means of subsistence;
- Proof of health insurance.



As an EU citizen, you automatically achieve the right of permanent residence if you have legally resided in Portugal for five consecutive years – in this case you can request the Permanent Residence Card at AIMA (the appointment has to be previously scheduled).

**Documents you will need:**

- Your Registration Certificate;
- Proofs you have been living in Portugal for the past five years (for example: receipts of expenses, receipts from your landlord/landlady, income receipts, documents that prove you have been studying, documents that prove you are looking for a job, etc.).

# Social Security

## **Request for a Social Security Identification Number (NISS):**

NISS is the number that allows you to access to your rights (for exemple, support and subsidies) and obligations (contributions) towards Social Security.

You shall request the NISS online. If you start working as an employee, the employer can also request the NISS from the Social Security.

## **To request the NISS, you must:**

-Fill out the form available online, on the Social Security Portal.

**Note:** *Applying for a NISS is free of charge.*

## How to request the NISS online:

1-Access to Social Security Homepage: <https://en.seg-social.pt/homepage>;

2-Select the tab "Citizen" and then "Registration";

3-See "Social Security Identification Number application form" and click the given link;

4-Fill the information required;

5-Insert the documents asked, according to the type of attribution of NISS you are asking for.

The requirement for NISS may be related to:

### 5.1- Exercise of professional activity:

Employee – insert your **employment contract**;

Self-employee – insert the **declaration of activity beginning**, the **service agreement contract** and **three receipts** issued by you;

Member of Statutory Bodies - insert the **society registration certificate** at the Institute of Registries and Notary;

Domestic Service Worker – insert a **copy of the agreement** (if it doesn't come at the employment contract) and a **medical certificate**.

5.2 – Attribution of **social security system benefits** (e.g. in case of unemployment, illness or old age);

5.3 – Attribution of **social benefits**.

**For any of the type of request, it's mandatory the presentation of one of the following documents:**

Residence Permit/Authorization (Temporary/Permanent);

Short-stay visa/temporary stay for seasonal work;

Work/residence visa:

- 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.

## **Economic support to promote the integration and autonomization of citizens seeking for international protection** (Leiria Distrital Centre, ISS.IP):

You have right to social benefits if you have one of the following legal status:

- International protection seeker with temporary residence permit (ARP);
- International protection seeker in situation of appeal:
  - the decision of non admissibility of the request for international protection;
  - the decision of denial of international protection.
- Beneficiary of international protection with residence permit under the statute of refugee or subsidiary protection.

### **Types of support granted:**

- Accommodation;
- Supplementary allowance for accomodation (monthly);
- Food in kind;
- Monthly pecuniary benefit for food, clothing, hygiene and transport.

**The following types of benefits can be accumulated:**

Accommodation and food in kind, with the pecuniary benefit for personal expenses and transport;

Accommodation or supplementary allowance for accommodation, with the pecuniary benefit of social support.

**For more information about Social Security, see**

<https://en.seg-social.pt/>

There you can find several Practical Guides

**SIGA – Scheduling an appointment at the Social Security Customer Information Services**

<https://siga.marcacaodeatendimento.pt/>



If you need urgent social protection (e.g. situation of poverty, homelessness), call 144.

# Tax Office

The registration in the Tax Office gives you a **Tax Identification Number (NIF)**, which allows you to work, open a bank account or comply with tax obligations in Portugal. A foreign person, resident or non-resident in Portugal, who works and pays taxes in Portugal must have a NIF. Children and young people will only need a NIF for health and education expenses, for example, so that their parents can include the health and education expenses in their Personal Income Tax (IRS) statement.

## **To request for a Tax Identification Number (NIF), you must:**

### **In case of foreign citizens resident in Portugal:**

- Present your passport or your ID card from the country of origin;
- Present your residence permit.

**In case of foreign citizens non-resident in Portugal (that is, that don't live in Portugal or are still waiting for residence permit):**

- Present your passport\* or your ID card;
- You need a person who legally represents you in Portugal (with more than 18 years old and resident in Portugal); your legal representative may be your fiscal representative;
- You need a **fiscal** representative\*\* only if you become passive of paying taxes (e.g., by buying a house/car, by exerting a professional activity in Portugal).

*\***Note:** If you present the passport, you must also present the visa for entry into Portugal or the Schengen Area.*

*\*\***Note:** You don't need a fiscal representative if you live in EU, Iceland or Norway.*

## How to request the NIF:

Online via Tax Office Homepage (e-balcon), through your **legal representative**.

In person, at the Tax Office in the One-Stop-Shop (Loja do Cidadão).

Make an appointment for personal attendance through the **Call Centre (CAT) - 217 206 707**.

**Working days:** from 9am to 7pm

**Note:** *Applying for a NIF is free of charge.*

**For more information about taxes in Portugal, see**

[https://info.portaldasfinancas.gov.pt/pt/docs/Conteudos\\_1pagina/Pages/portuguese-tax-system.aspx](https://info.portaldasfinancas.gov.pt/pt/docs/Conteudos_1pagina/Pages/portuguese-tax-system.aspx)

**See also the information leaflets available in different languages**

Portal das Finanças (Tax Office Homepage) → Apoio ao Contribuinte (Taxpayer support) →  
Informação Útil (Useful information) → Folhetos Informativos (Information leaflets)

# National Health Service (SNS)

Any person with legal residence in Portugal can request the National Health Service Number (user number of SNS), which provides medical assistance in public SNS units. The request can be made at the Public Health Centre (Centro de Saúde) of your residence area.

## **In case of citizens from EU:**

- You need your European Health Card valid;
- You need your Residence Permit valid.

## **In case of citizens from a Third Country, you need to present:**

- Your passport;
- A valid residence permit;
- A residence statement from your local Junta de Freguesia, as proof of your address;
- If you come from Brazil, you need to present a Certificate of Entitlement to Medical Assistance (CDAM), the old PB4;
- Proof of having a health card from the country of origin, if you still don't have any discounts for social security.

If you come from a Third Country and you still don't have a residence permit, a provisory SNS user number is assigned the first time you go to a public health unit, for example, a public health centre or hospital. In this case, you should present the residence statement from your local Junta de Freguesia as proof of your address.

If you are in an emergency situation, you can call the **emergency contacts (112 or 808 24 24 24)** before going to the emergency unit of the public hospital where you live.

**Note:** The attribution of a user number of SNS does not guarantee the coverage of the health expenses.

**For more information about access to public health services, see**

<https://www.ers.pt/pt/utentes/perguntas-frequentes/faq/acesso-de-imigrantes-a-prestacao-de-cuidados-de-saude-no-servico-nacional-de-saude/>

[https://www.arslvt.min-saude.pt/wp-content/uploads/sites/5/2020/08/FAQ\\_Gabinete\\_Saude\\_CNAIM.pdf](https://www.arslvt.min-saude.pt/wp-content/uploads/sites/5/2020/08/FAQ_Gabinete_Saude_CNAIM.pdf)

# School Certificate

A Qualification Certificate is useful for purposes of employment and qualified vocational training courses.

## Where to ask for an equivalence of qualifications certificate?

At Escola Básica e Secundária Dr. Pascoal José de Mello (Ansião), for equivalence up to A levels (12 grade).

### What you will need:

- Your qualification certificate properly apostilled (Hague Apostille), which will allow the legal acknowledgement of the information;
- The certificate must be translated by an official translator and be authenticated by the Embassy / Consulate or other certified organization.

# Registration at IEFP (Employment Centre)

## **In case of citizens from EU:**

- Due to the right of free circulation, you can register at Employment Center (IEFP) presenting only your identification document and your Registration Certificate.

## **In case of citizens from a Third Country:**

- You must present a valid title that allows you to exert a subordinate professional activity.

# Contacts of Interest

## Town Council – Câmara Municipal de Ansião

**Address:** Praça do Município, 3240-143 Ansião

**Phone Number:** 236 670 200

**E-mail:** geral@cm-ansiao.pt

**Website:** <https://www.cm-ansiao.pt>

**Working Days:** from 9am to 5pm (except lunch time, from 12:30 am to 2 pm)



## Citizen One-Stop-Shop in Ansião – Loja do Cidadão



### Here you can find the following services:

- Citizen Area – it includes several public services in one space; you can, for example, change your address, renovate your driving license or other identification documents, issues related to predial and civil registration (e.g, birth registration, predial registration certificate), and other issues;
- local Social Security services;
- local Tax Office services;
- APIN-Empresa Intermunicipal de Ambiente do Pinhal Interior (water, sanitation and treatment of urban waste).

At the building of Citizen One-Stop-Shop, you can also find the **Education Department.**

**Address:** R. dos Combatentes da Grande Guerra n.º 98. 3240-126 Ansião

**Phone Number:** 300 003 990

**E-mail:** info.cidadao@ama.pt

**Working Days:** from 9am to 4pm (except lunch time, from 1pm to 2 pm)

Local Tax Office: With no scheduled appointment : 9am-12:30am

With scheduled appointment: 12:30am – 4pm

## Employment Centre – IEFP Serviço de Emprego de Figueiró dos Vinhos

### Here you can:

- Apply for job offers;
- Have support in order to make a CV (Curriculum Vitae);
- Have access to qualified vocational training.

**Address:** Av. José Malhoa – 3260-402 Figueiró dos Vinhos

**Phone Number:** 236095800

**E-mail:** se.figueirovinhos@iefp.pt

**Website:** <https://iefponline.iefp.pt>



Know more about the  
Program INTEGRAR

(<https://www.iefp.pt/programa-integrar>)

**IEFP Service at Ansião:** R. dos Combatentes da Grande Guerra n.º 98. 3240-126 Ansião

**Weekly Attendance:** Tuesdays, from 10am to 12:30am

## Parque Empresarial do Camporês

Here you can find a variety of companies with several job opportunities and a Business Centre with a co-working space.

**Address:** N237, Chão de Couce

**Phone Number:** 236 670 200

**E-mail:** [espaco.empresa@cm-ansiao.pt](mailto:espaco.empresa@cm-ansiao.pt)

**Website:** <https://campores.pt/>



## State School (Headquarters)

### Escola Básica e Secundária Dr. Pascoal José de Mello

**Address:** Av. Coronel Vitorino Henriques Godinho. 3240-154 Ansião

**Phone Number:** 236 670 100

**E-mail:** sae@agansiao.pt



## Professional and Technological School of Sicó (ETPSICO)

**Address:** R. Armando Moreira, 186 – Avelar (sede)

**Phone Number:** 236 620 500

**E-mail:** sico@etpsico.pt



Know more about the project “Crianças sem Fronteiras” (No Border Children), at

<https://www.facebook.com/CRANCAS.SEM.Fronteiras.ETPSico/>

In both educational establishments there are classes for learning portuguese.

Contact for more information!

## Unidade de Saúde Familiar Anciã (USF Anciã)

**Address:** R. do Estádio, 334 - Casa da Amizade. 3240-220 Lagoas (provisory)

**Phone Number:** 236 670 150

**E-mail:** usf.anciao@ulscoimbra.min-saude.pt

**Working days:** from 8am to 8pm



## Public Hospital in Coimbra – University Hospital Coimbra

**(Centro Hospitalar e Universitário de Coimbra - Polo Hospitais da Universidade de Coimbra)**

**Address:** Praceta Professor Mota Pinto, Celas, 3004-561 Coimbra

**Phone Number:** 239 400 400



## Fire Department in Ansião – Bombeiros Voluntários de Ansião

**Address:** Av. Doutor Vítor Faveiro, 16. 3240-153 Ansião

**Phone Number:** 236 670 600

**E-mail:** geral@bvansiao.pt



## Police Department in Ansião - Guarda Nacional Republicana

**Address:** Urbanização do Brejo. 3240-207 Ansião

**Phone Number:** 236 670 800

**E-mail:** ct.lra.dpbl.pans@gnr.pt



## Court - Tribunal Judicial da Comarca de Ansião

**Address:** Largo do Ribeiro da Vide - 3240-143 Ansião

**Phone Number:** 236670330

**E-mail:** ansiao@tribunais.org.pt

**Working days:** from 9am to 12:30am | 1pm to 4pm

*Here you can obtain your portuguese criminal record*



## Other Useful Resources

➤ **National Centers for Migrants' Integration Support (CNAIM):** Porto, Lisboa, Beja e Algarve (Faro)

➤ **Support Office to the Local Migrants' Integration Policies (GAPLIM)**

**Address:** R. Álvaro Coutinho, 14. 1150-025 Lisboa

**Phone Number:** 218 106 100

**Email:** [gaplim@acm.gov.pt](mailto:gaplim@acm.gov.pt)

➤ **Nearest Local Support Centres for the Integration of Migrants (CLAIM):**

- Castanheira de Pêra Town Council;
- Pombal Town Council;
- Lousã Town Council;
- Coimbra – João Paulo II CBR Reception Center;
- Leiria Town Council;
- Polytechnic of Leiria.

**Others:** Marinha Grande, Caldas da Rainha, Tomar, Santarém, Torres Novas, Peniche

➤ **Telephone Translation Service (STT):** send an e-mail to [stt@aima.gov.pt](mailto:stt@aima.gov.pt) and access to a translation service in several languages.

**Online Portuguese Platform:**  
<https://pptonline.acm.gov.pt/>

**For more information about High Commissioner for Migration, see**

<https://www.gov.pt/entidades/alto-comissariado-para-as-migracoes>

## Ansião Social Radar

It's a program which aims to identify vulnerability situations in Ansião (for example, poverty, homelessness, financial difficulties) and to direct people to the right local resources.

If you are in a vulnerable situation or you know someone who is, please contact us via:

**E-mail:** [radarsocial@cm-ansiao.pt](mailto:radarsocial@cm-ansiao.pt)

**Phone Number:** 910370886



# Radar Social Ansião

## CLDS-5G

It's a program which aims to develop a wide range of community activities, specially designed to promote a positive aging and the improvement of well-being in vulnerable groups.

Stay tuned to the several initiatives!

**E-mail:** [cldsansiao@gmail.com](mailto:cldsansiao@gmail.com)

**Phone Number:** 236 672 341



## Other local programs and organizations

See the **Guia de Recursos Sociais (Social Resources Guide)** of the municipality, soon available at:

<https://www.cm-ansiao.pt/PT/municipes-areas-de-atividade/acao-social>



We hope these information will help you in any way during your stay and integration in Ansião.

Together we can work better – as ONU preconizes through the Sustainable Development Goals (ODS), our goal is “to leave no one behind”.

If you have any suggestions in order to improve this support guide, please let us know via our e-mail **radarsocial@cm-ansiao.pt**

Welcome to Ansião!

## Sources

Local Public Services: Social Security, Tax Office Department, Employment Services, local health unit, local school;

Decree-Law n°23/2007, de 4 de julho;

Ordinance n.º 1563/2007, de 11 de dezembro;

Decree-Law n.º 9/2025, de 13 de fevereiro;

Official Websites:

<https://aima.gov.pt/pt>

[https://www.arslvt.min-saude.pt/wp-content/uploads/sites/5/2020/08/FAQ\\_Gabinete\\_Saude\\_CNAIM.pdf](https://www.arslvt.min-saude.pt/wp-content/uploads/sites/5/2020/08/FAQ_Gabinete_Saude_CNAIM.pdf)

<https://www.deco.proteste.pt/familia-consumo/orcamento-familiar/dicas/pedir-numero-contribuinte-estrangeiros>

<https://www.deco.proteste.pt/familia-consumo/ferias-lazer/dicas/autorizacao-residencia-como-pedir#quem-trata-da-autorizacao-de-residencia>

<https://en.seg-social.pt/homepage>

[https://europa.eu/youreurope/citizens/residence/documents-formalities/eu-nationals-permanent-residence/index\\_pt.htm#inline-nav-4](https://europa.eu/youreurope/citizens/residence/documents-formalities/eu-nationals-permanent-residence/index_pt.htm#inline-nav-4)

<https://www.ers.pt/pt/utentes/perguntas-frequentes/faq/acesso-de-imigrantes-a-prestacao-de-cuidados-de-saude-no-servico-nacional-de-saude/>

<https://vistos.mne.gov.pt/pt/vistos-nacionais/documentacao-instrutoria/meios-de-subsistencia>

<https://www2.gov.pt/en/migrantes-viver-e-trabalhar-em-portugal/migrantes-impostos-e-seguranca-social-em-portugal/como-pedir-o-nif-e-o-niss-para-cidadaos-estrangeiros-em-portugal>

[https://info.portaldasfinancas.gov.pt/pt/apoio\\_contribuinte/Folhetos\\_informativos/Pages/default.aspx](https://info.portaldasfinancas.gov.pt/pt/apoio_contribuinte/Folhetos_informativos/Pages/default.aspx)