

## Documentation to be presented for issuing Residence Certificates

	Registered in the parish	Nationals not registered in the parish	Foreigners
Proof of Residence	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Citizen Card or;</li> <li>- Identification document and fiscal identification (NIF).</li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- Voter registration data base confirmation or;</li> <li>- 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.</li> </ul> <p>(NOTE: if the address to be attested does not coincide with that of the census/Identification Document, the documentation to be presented is the same as for "Nationals not registered in the parish".)</p>	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Citizen Card or;</li> <li>- Identification document and fiscal identification (NIF)</li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- Lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, or;</li> <li>- 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.</li> </ul>	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Residence Title and Fiscal Identification (NIF) or;</li> <li>- Residence Card and Fiscal Identification (NIF) or;</li> <li>- Certificate of Registration for EU/EEE/ Switzerland citizens and Fiscal Identification (NIF) or;</li> <li>- Passport with valid stay visa (work, student, family reunification) and Fiscal Identification (NIF) or;</li> <li>- Passport, filed Expression of Interest e and Fiscal Identification (NIF), as long as:                             <ul style="list-style-type: none"> <li>a) there's an employment contract, or employment contract promise, or labor relationship proven by union, or if the petitioner is qualified to carry out independent professional activity;</li> <li>b) the petitioner has legally entered national territory;</li> <li>c) the petitioner is registered with Social Security (except in the case of employment contract promise)</li> </ul> </li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- Lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, or;</li> <li>- 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.</li> </ul>
Household Confirmation	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Citizen Card or;</li> <li>- Identification document and fiscal identification (NIF)</li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- Citizen Cards of the remaining members in the household with the respective address access codes; Voter registration data base confirmation or;</li> <li>- Certificate from the Tax Authority/Finances or Social Security Service that corroborates the household composition, or;</li> <li>- 2 (two) witnesses (voters from this parish) that, in person, attest to the facts.</li> </ul>	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Citizen Card or;</li> <li>- Identification document and fiscal identification (NIF)</li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- Lease agreement or the title to ownership of real estate inhabited by the petitioner, plus Citizen Cards of the remaining members in the household with the respective address access codes;</li> <li>- Lease agreement or the title to ownership of real estate inhabited by the petitioner, plus Certificate from the Tax Authority/Finances or Social Security Service that corroborates the household composition, or;</li> <li>- 2 (two) witnesses (voters from this parish) that, in person, attest to the facts.</li> </ul>	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Residence Title and Fiscal Identification (NIF) or;</li> <li>- Residence Card and Fiscal Identification (NIF) or;</li> <li>- Certificate of Registration for EU/EEE/ Switzerland citizens and Fiscal Identification (NIF) or;</li> <li>- Passport with valid stay visa (work, student, family reunification) and Fiscal Identification (NIF) or;</li> <li>- Passport, filed Expression of Interest e and Fiscal Identification (NIF), as long as:                             <ul style="list-style-type: none"> <li>a) there's an employment contract, or employment contract promise, or labor relationship proven by union, or if the petitioner is qualified to carry out independent professional activity;</li> <li>b) the petitioner has legally entered national territory;</li> <li>c) the petitioner is registered with Social Security (except in the case of employment contract promise)</li> </ul> </li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- Lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, and 2 (two) witnesses (voters from this parish) that, in person, attest to the facts or;</li> <li>- 2 (two) witnesses (voters from this parish) that, in person, attest to the facts.</li> </ul>
Household Confirmation (Non-marital partnership)	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Citizen Card or;</li> <li>- Identification document and fiscal identification (NIF)</li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.</li> </ul>	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Citizen Card or;</li> <li>- Identification document and fiscal identification (NIF)</li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- Lease agreement or the title to ownership of real estate inhabited by the petitioner, plus 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.</li> </ul>	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Residence Title and Fiscal Identification (NIF) or;</li> <li>- Residence Card and Fiscal Identification (NIF) or;</li> <li>- Certificate of Registration for EU/EEE/ Switzerland citizens and Fiscal Identification (NIF) or;</li> <li>- Passport with valid stay visa (work, student, family reunification) and Fiscal Identification (NIF) or;</li> <li>- Passport, filed Expression of Interest e and Fiscal Identification (NIF), as long as:                             <ul style="list-style-type: none"> <li>a) there's an employment contract, or employment contract promise, or labor relationship proven by union, or if the petitioner is qualified to carry out independent professional activity;</li> <li>b) the petitioner has legally entered national territory;</li> <li>c) the petitioner is registered with Social Security (except in the case of employment contract promise)</li> </ul> </li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- Lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, and 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.</li> </ul>
Proof of Life	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Citizen Card or;</li> <li>- Identification document and fiscal identification (NIF)</li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- In-person: Voter registration data base confirmation or;</li> <li>- Not in-person: 2 (two) witnesses (voters from this parish) that, in person, attest to the facts.</li> </ul> <p>(NOTE: the 2 witnesses cannot be direct family members.)</p>	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Citizen Card or;</li> <li>- Identification document and fiscal identification (NIF)</li> </ul> <p>2) Proof of Residence:</p> <ul style="list-style-type: none"> <li>- In-person: lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, or 2 (two) witnesses (voters from this parish) that, in person, attest to the facts;</li> <li>- Not in-person: 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.</li> </ul> <p>(NOTE: the 2 witnesses cannot be direct family members.)</p>	<p>1) Identification (ID):</p> <ul style="list-style-type: none"> <li>- Residence Title and Fiscal Identification (NIF) or;</li> <li>- Residence Card and Fiscal Identification (NIF) or;</li> <li>- Certificate of Registration for EU/EEE/ Switzerland citizens and Fiscal Identification (NIF) or;</li> <li>- Passport with valid stay visa (work, student, family reunification) and Fiscal Identification (NIF) or;</li> <li>- Passport, filed Expression of Interest e and Fiscal Identification (NIF), as long as:                             <ul style="list-style-type: none"> <li>a) there's an employment contract, or employment contract promise, or labor relationship proven by union, or if the petitioner is qualified to carry out independent professional activity;</li> <li>b) the petitioner has legally entered national territory;</li> <li>c) the petitioner is registered with Social Security (except in the case of employment contract promise)</li> </ul> </li> </ul> <p>2) Proof:</p> <ul style="list-style-type: none"> <li>- In-person, lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, or 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts;</li> <li>- Not in-person, 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.</li> </ul> <p>(NOTE: the 2 witnesses cannot be direct family members.)</p>

## Documentation to be presented for issuing Residence Certificates

	Registered in the parish	Nationals not registered in the parish	Foreigners
<b>Transport of Goods</b>	1) Identification (ID): - Citizen Card or; - Identification document and fiscal identification (NIF);  2) Proof: - In-person: Voter registration data base confirmation;  3) Mandatory additional information: - information about the vehicle (maker, model, color and license plate); - description of all the belongings transported and respective amounts; - plus loading and unloading addresses.	1) Identification (ID): - Citizen Card or; - Identification document and fiscal identification (NIF);  2) Proof: - lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, or; - 2 (two) witnesses (voters from this parish) that, in person, attest to the facts.  3) Mandatory additional information: - information about the vehicle (maker, model, color and license plate); - description of all the belongings transported and respective amounts; - plus loading and unloading addresses.	1) Identification (ID): - Residence Title and Fiscal Identification (NIF) or; - Residence Card and Fiscal Identification (NIF) or; - Certificate of Registration for EU/EEE/ Switzerland citizens and Fiscal Identification (NIF) or; - Passport with valid stay visa (work, student, family reunification) and Fiscal Identification (NIF) or; - Passport, filed Expression of Interest e and Fiscal Identification (NIF), as long as: a) there's an employment contract, or employment contract promise, or labor relationship proven by union, or if the petitioner is qualified to carry out independent professional activity; b) the petitioner has legally entered national territory; c) the petitioner is registered with Social Security (except in the case of employment contract promise)  2) Proof: - In-person, lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, or 2 (two) witnesses (voters from this parish) that, in person, attest to the facts; - Not in-person, 2 (two) witnesses (voters from this parish) that, in person, attest to the facts.  3) Mandatory additional information: - information about the vehicle (maker, model, color and license plate); - description of all the belongings transported and respective amounts; - plus loading and unloading addresses..
<b>Inmate's Visit</b>	1) Identification (ID): - Citizen Card or; - Identification document and fiscal identification (NIF)  2) Proof: - documentary proof of the degree of kinship or; - 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.	1) Identification (ID): - Citizen Card or; - Identification document and fiscal identification (NIF);  2) Proof: - Lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, plus documentary proof of the degree of kinship or; - 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.	1) Identification (ID): - Residence Title and Fiscal Identification (NIF) or; - Residence Card and Fiscal Identification (NIF) or; - Certificate of Registration for EU/EEE/ Switzerland citizens and Fiscal Identification (NIF) or; - Passport with valid stay visa (work, student, family reunification) and Fiscal Identification (NIF) or; - Passport, filed Expression of Interest e and Fiscal Identification (NIF), as long as: a) there's an employment contract, or employment contract promise, or labor relationship proven by union, or if the petitioner is qualified to carry out independent professional activity; b) the petitioner has legally entered national territory; c) the petitioner is registered with Social Security (except in the case of employment contract promise)  2) Proof: - Lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, plus documentary proof of the degree of kinship or; - 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.
<b>Means Test / Proof of Financial insufficiency</b>	1) Identification (ID): - Citizen Card or; - Identification document and fiscal identification (NIF).  2) Proof: Documents that corroborate the total income of all the elements of the household, namely:  - last tax statement; - most recent salary slip / pension/retirement slip ; - most recent Social Integration Income slip; - certificate that proves the household income; Or - 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.	1) Identification (ID): - Citizen Card or; - Identification document and fiscal identification (NIF).  2) Proof: Lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, plus documents that corroborate the total income of all the elements of the household, namely:  - last tax statement; - most recent salary slip / pension/retirement slip ; - most recent Social Integration Income slip; - certificate that proves the household income; Or - 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.	1) Identification (ID): - Residence Title and Fiscal Identification (NIF) or; - Residence Card and Fiscal Identification (NIF) or; - Certificate of Registration for EU/EEE/ Switzerland citizens and Fiscal Identification (NIF) or; - Passport with valid stay visa (work, student, family reunification) and Fiscal Identification (NIF) or; - Passport, filed Expression of Interest e and Fiscal Identification (NIF), as long as: a) there's an employment contract, or employment contract promise, or labor relationship proven by union, or if the petitioner is qualified to carry out independent professional activity; b) the petitioner has legally entered national territory; c) the petitioner is registered with Social Security (except in the case of employment contract promise)  2) Proof: - lease agreement or the title to ownership of real estate inhabited by the petitioner, in their name, plus documents that corroborate its total income, namely: - last tax statement; - most recent salary slip / pension/retirement slip ; - most recent Social Integration Income slip; - certificate that proves the household income; OR;  - 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.
<b>Proof of Residence - Businesses (Industrial and commercial purposes)</b>	1) Identification: - Identification document of the person responsible for the company;  2) Proof: - Filled-out form signed by the person responsible and stamped with the company stamp, documentation that supports the location of the company and the possibility for the applicant to request the certificate.		
<b>Declaration of Good Repute</b>	1) Identification (ID): - Citizen Card or; - Identification document and fiscal identification (NIF).  2) Proof: - 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.	1) Identification (ID): - Citizen Card or; - Identification document and fiscal identification (NIF).  2) Proof: - 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.	1) Identification (ID): - Residence Title and Fiscal Identification (NIF) or; - Residence Card and Fiscal Identification (NIF) or; - Certificate of Registration for EU/EEE/ Switzerland citizens and Fiscal Identification (NIF) or; - Passport with valid stay visa (work, student, family reunification) and Fiscal Identification (NIF) or; - Passport, filed Expression of Interest e and Fiscal Identification (NIF), as long as: a) there's an employment contract, or employment contract promise, or labor relationship proven by union, or if the petitioner is qualified to carry out independent professional activity; b) the petitioner has legally entered national territory; c) the petitioner is registered with Social Security (except in the case of employment contract promise)  2) Proof: - 2 (two) witnesses (voters from this parish) that, in-person, attest to the facts.