

## 1. APPLICATION FOR CRIMINAL RECORD CERTIFICATE OF A NATURAL PERSON

### 1.1. How can I request a criminal record certificate?

- a) Through [Online Criminal Record](#), by authenticating with your Citizen Card or with the Digital Mobile Key [[Chave Móvel Digital \(CMD\)](#)] if it was obtained with your Citizen Card;
- b) Personally, in any attendance services, where it is possible for the issue of certificates:
- In Central Authority desks - [Balcões dos Serviços de Identificação Criminal \(DSIC\)](#);
  - In Courts - [Unidades Centrais ou Juízos de Proximidade de Secretarias de Tribunais de Comarca](#);
  - In some [Espaços do Cidadão](#) (Please check in which places the service is available);
  - In Azores, at [Lojas da Rede Integrada de Apoio ao Cidadão \(RIAC\)](#) da Região Autónoma dos Açores
- c) If you live abroad please read the instructions (below) on 5. [RESIDENTS ABROAD](#)

### 1.2. How can I make the application through Online Criminal Record?

By accessing [Online Criminal Record](#) and then authenticating with your Citizen Card (CC) using a data card reader and your CC Pin, or with the Digital Mobile Key [[Chave Móvel Digital \(CMD\)](#)] if it was obtained with your Citizen Card.

After making the request, an ATM reference for payment of the due fee will be provided and, once the payment is made, the certificate will be available at [Online Criminal Record](#) / “My Requests”, as soon as it is issued.

### **1.3. How can I make the application personally in an attendance service?**

The personal request is merely verbal, without filling in any form. Only a receipt of the request must be signed.

When making the request, you must present your citizen card or ID card, or other valid and qualified identification document that can confirm that it is you (photo and signature) and verify the necessary information about the identification for issuing (name, place of birth, date of birth, parentage, nationality).

## **2. APPLICATION FOR CRIMINAL RECORD CERTIFICATE OF A LEGAL PERSON**

### **2.1. How can I request a criminal record certificate of a legal person?**

The legal representative of the legal person may request its certificate of criminal record:

- a) Through [Online Criminal Record](#), by authenticating with your citizen card, or with the Digital Mobile Key [[Chave Móvel Digital \(CMD\)](#)] if it was obtained with citizen card, and indicating the access code to the permanent on-line certificate;
- b) Personally, in any attendance services, where it is possible for the issue of certificates:
  - In Central Authority desks - [Balcões dos Serviços de Identificação Criminal](#) (DSIC);
  - In Courts - [Unidades Centrais ou Juízos de Proximidade de Secretarias de Tribunais de Comarca](#)

### **2.2. How can I make the application of the legal person through Online Criminal Record?**

By accessing [Online Criminal Record](#) and authenticating with your Citizen Card (CC) using a data card reader and your CC Pin, or with the Digital Mobile Key [[Chave Móvel Digital \(CMD\)](#)]

if it was obtained with your Citizen Card, and indicating the access code to the permanent on-line certificate.

After making the request, an ATM reference for payment of the due fee will be provided and, once the payment is made, the certificate will be available at [Online Criminal Record](#) / “My Requests”, as soon as it is issued.

### **2.3. How can I make personally the application of a certificate of a legal person?**

The personal request is merely verbal, without filling in any form. Only a receipt of the request must be signed.

It is necessary to prove that you are the legal representative (for example, with the permanent on-line certificate of the company, or a current certificate from the commercial register) and you must identify yourself with your citizen card or ID card or other valid and qualified identification document confirming yourself (photo and signature).

## **3. APPLICATION OF CERTIFICATES BY THIRD PARTIES**

### **3.1. Can I authorize another person to apply for a certificate?**

You, yourself or as the legal representative of a legal person, may authorize a third person to make the application for the issue of the certificate.

To this effect, a written and signed declaration must be issued, stating:

- a) Your identification (full name and citizen card number or identity card, or other valid and qualified document with signature) and, if applicable, your condition as legal representative;
- b) The identification of the authorized person (full name and citizen card number or ID card, or other valid and qualified document with signature);
- c) A declaration that authorizes the application for issuing the certificate and clearly mention the purpose of the certificate;
- d) Your signature, according to the document mentioned in the authorization.

### **3.2. How can the authorized third person apply for my certificate?**

The authorized person must apply for the certificate personally at any of the attendance services, where it is possible the issue of certificates.

The authorized person must present:

- a) The authorization of the applicant, or of the representative of the legal person;
- b) Her / his identification document mentioned in the authorization;
- c) The identification document of the holder of the information mentioned in the authorization, or a certified copy;
- d) In the case of legal persons, a document attesting his/her status as the legal representative of the person, who issued the authorization (for example, with the permanent certificate of the company, or a current certificate from the commercial register).

### **3.3. How to get a certificate of a minor child or of an incapacitated person?**

The minor child's ascendants, as well as the tutor or the curator of the incapacitated person, can personally apply for the issue of the criminal record certificate of the minor child or of the incapacitated person.

For the purpose, it must be presented:

- a) The proof of his/her quality as the ascendant of the minor child, or the tutor or curator of the incapacitated person;
- b) The citizen card or ID card, or other valid and qualified document, of the person for whom is requested the certificate;

#### 4. DEADLINE FOR THE ISSUING AND COST

##### 4.1. What is the deadline for issuing the certificate?

##### 4.1.1. Criminal Record Certificate of a Natural Person

Request / application received by	Deadline for the issuing	
	Applied with valid citizen card	Applied with other (valid) document of identification
<u>Online Criminal Record</u>	Immediately after payment (1)	
<u>Central Authority desks Balcões dos Serviços de Identificação Criminal</u>	Immediately (2)	Immediately (2)
Courts	Immediately (2)	3 working days
Other attendant services (EdC and RIAC)	Immediately (2)	3 working days (plus the delay for Post Services delivery at the address of the requester)
Requests from abroad	5 working days (3)	5 working days (3)

(1) It is issued immediately after payment, unless there are technical impediments related to the information to be certified.

(2) It is issued immediately, unless there are technical impediments related to the identification of the person or the information to be certified.

(3) After all the necessary documents are received and the payment is confirmed by the financial department.

##### 4.1.2. Criminal record Certificate of a Legal Person

The certificate of a legal person is issued within three working days (except if requested to the applicant, within that period, any further information).

##### 4.2. What is the cost?

For the issuing of each criminal record certificate is due a fee of € 5 (Five Euros).

## 5. RESIDENTS ABROAD

### 5.1. I live abroad - can I make the application through Online Criminal Record?

Yes, you may request your criminal record certificate through [Online Criminal Record](#) if you are able to proceed with the authentication with your Citizen Card (using a card reader and your Citizen Card Pin) or with Digital Mobile Key previously obtained with your Citizen Card, and you have a Bank account in Portugal with home banking service.

After making the request, an ATM reference for payment of the due fee will be provided and, once the payment is made, the certificate will be available at Online Criminal Record/“My Requests”, as soon as it is issued.

### 5.2. If I live abroad and do not use the Online Criminal Record Portal, how can I apply for my certificate?

You must print **the form** available [here](#)

(Please do read the instructions on page 3 of the form)

Once filled and signed, the form must be sent to the Criminal Identification Services (by e-mail, post, or fax) together with:

- a) A copy of your citizen card or ID card, or other valid and qualified identification document with signature (passport);
- b) Payment of the amount due, or proof of that payment.

**Email:** [sicrim@dgaj.mj.pt](mailto:sicrim@dgaj.mj.pt)

**Address:** Direção-Geral da Administração da Justiça, Serviço de Consulados, Av. D. João II, nº 1.08.01 D/E, Piso 13º- DSIC, 1990-097 Lisboa, PORTUGAL

**Fax:** +351 211 545 113

The certificate will be sent, either to the email address specified by you, or, if desired, by registered mail to the address indicated by you.

The electronic version sent by email (pdf format) is an official authentic document as valid as the print version.

### **5.2.1. What is the fee to be paid?**

The fee for the issuing is € 5.

If you choose to receive your criminal record certificate by email the cost is € 5.

If you want the delivery of the certificate by post (registered mail), to that amount is added € 3,25; so it will be the total amount of € 8,25.

Note that only Euros are accepted.

### **5.2.2. How can I make the payment?**

Payment can be made by one of the following:

a) **Money Bank transfer (\*):**

- EUR (Euros) - via Euro Target System (Euro Zone)

**IBAN:** PT50078101120112001395585

**Code SWIFT:** IGCPPTPL

**Bank:** IGCP

**Beneficiary:** Direção-Geral da Administração da Justiça

**Address:** Av. D. João II, nº 1.08.01 D/E, Pisos 9º ao 14º, 1990-097 Lisboa,  
PORTUGAL

**Bank address:** Avenida da República, 57, 1050-189 Lisboa, Portugal

- EUR (Euros) - OTHER SYSTEMS (Not Euro Zone)

**Pay to -** The Chase Manhattan Bank - Frankfurt (CHASDEFX)

**For the account of -** The Chase Manhattan Bank - London (CHASGB2L)

Account number - 6231400604

For further credit to - Agência de Gestão da Tesouraria e da Dívida Pública -  
IGCP, E.P.E

Account number - 23631401

Ref.<sup>a</sup> - 0781 0112 0112 0013 9558 5

**(\*) - If you choose to pay by money bank transfer, please do not forget to fill page 2 of the Form.**

- b) Sending cash (according to mailing regulations);
- c) Check drawn on a Portuguese bank, or with representation in Portugal - payment to IGCP;
- d) International money order - Beneficiary: Direção-Geral da Administração da Justiça, Address: Av. D. João II, nº 1.08.01 D/E, Piso 13º, 1990-097 Lisboa, PORTUGAL;

**5.3. I live abroad - Can I authorize another person, in Portugal, to apply for my criminal record certificate?**

Yes, you can authorize another person, in Portugal, to apply for your certificate on your behalf - please read (above) 3. **APPLICATION OF CERTIFICATES BY THIRD PARTIES**

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