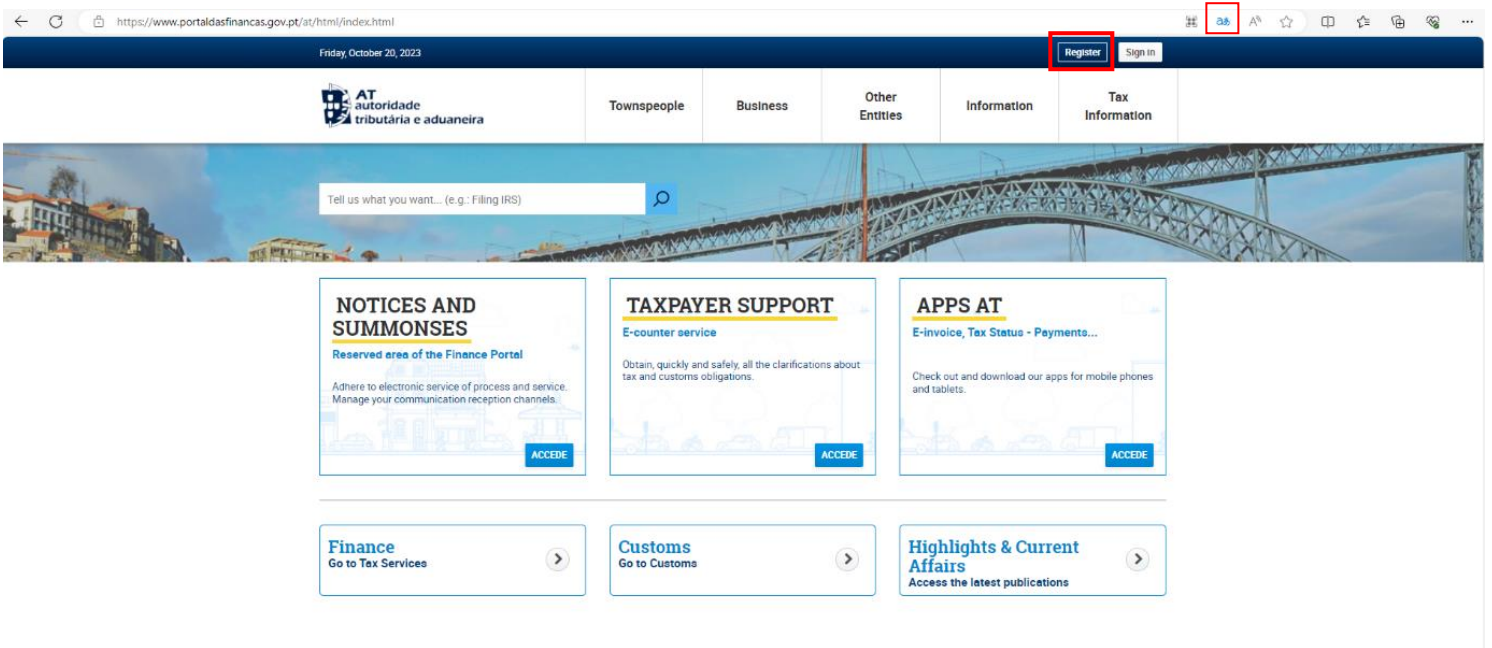


NOTE: NIF is your Tax Identification Number in Portugal. This process is only valid for non-Portuguese citizens with a valid Residence NIF issued by the Portuguese authorities in Portugal.

REGISTRATION PROCESS:

Before you can change your address in the Finances' Portal, you will need to register. For that, please access: [Portal das Finanças \(portaldasfinancas.gov.pt\)](https://portaldasfinancas.gov.pt)

Note: The website doesn't have an English Version, so you should use Google Translator on the top right corner of the search bar to translate the website, as illustrated below.

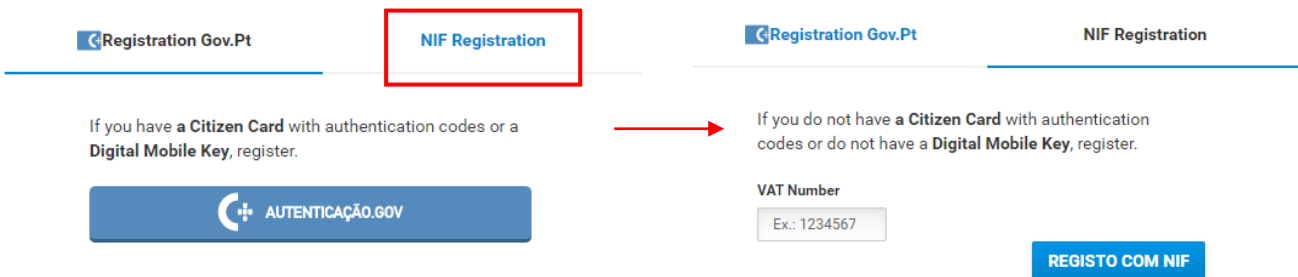


To register, you should click on the “**Register**” button on the top right corner of the website, as illustrated above.

This should open a new page with two options “*Registration.Gov.Pt*” or “*NIF Registration*”. Please choose the second one “**NIF Registration**”

How do you want to register?

How do you want to register?



Note: Google Translator might translate NIF to VAT

After filling in with your NIF (VAT Number) the following page will open.

New User

After registration, the access password will be sent to your tax address. If you provide an email and a mobile phone Portuguese you can cancel and recover the password and also receive informative alerts.

[More information](#)

VAT Number

123456789

Email

E.g. nome@mail.pt

(Optional)

Telephone

E.g. 210000000

(Optional)

Tax Address

E.g.: Rua do Alecrim n°10

(Make sure your tax address is up to date)

Secret Question

Choose the question

Answer to question

E.g. the immortals

REGISTER

Here you should either write your e-mail or phone number, our suggestion is to write your e-mail since it's less likely to change for future contacts.

Note: You should put your personal e-mail and not the INL one.

Tax Address:

For the registration please fill in with INL's Address

Avenida Mestre José Veiga s/n, 4715-330 Braga

Lastly, the Secret Question is a security measure in case you lose your password in the future, so make sure you keep a record of what you chose and wrote.

Already have an account? [LOG](#)

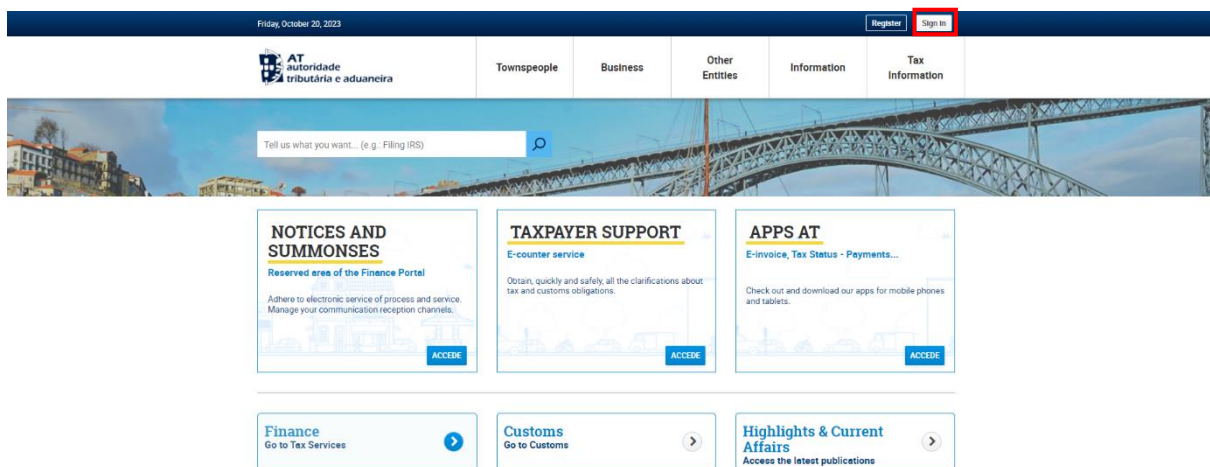
Once all fields are complete you just have to click on **“Register”** to conclude the process.

In general, within 5 business days your Password will arrive at INL by post, and HR will contact you to come pick it up at the Open Space in the Administration Area.

CHANGING ADDRESS:

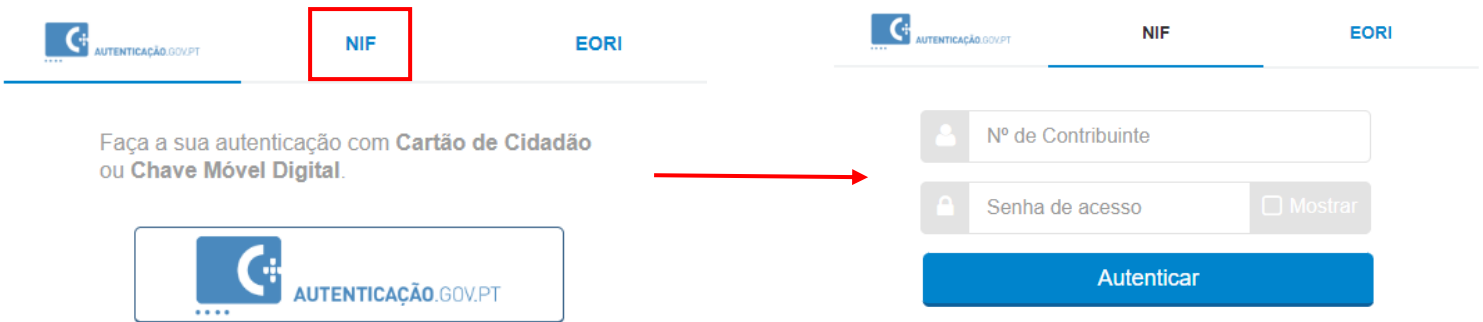
This process is only valid for non-Portuguese citizens with a valid Residence NIF issued by the Portuguese authorities in Portugal.

Once you have received your letter with your Password, and once you have found accommodations in Portugal, you must change your address in Finances' Portal. For that, please access: [Portal das Finanças \(portaldasfinancas.gov.pt\)](https://portaldasfinancas.gov.pt)

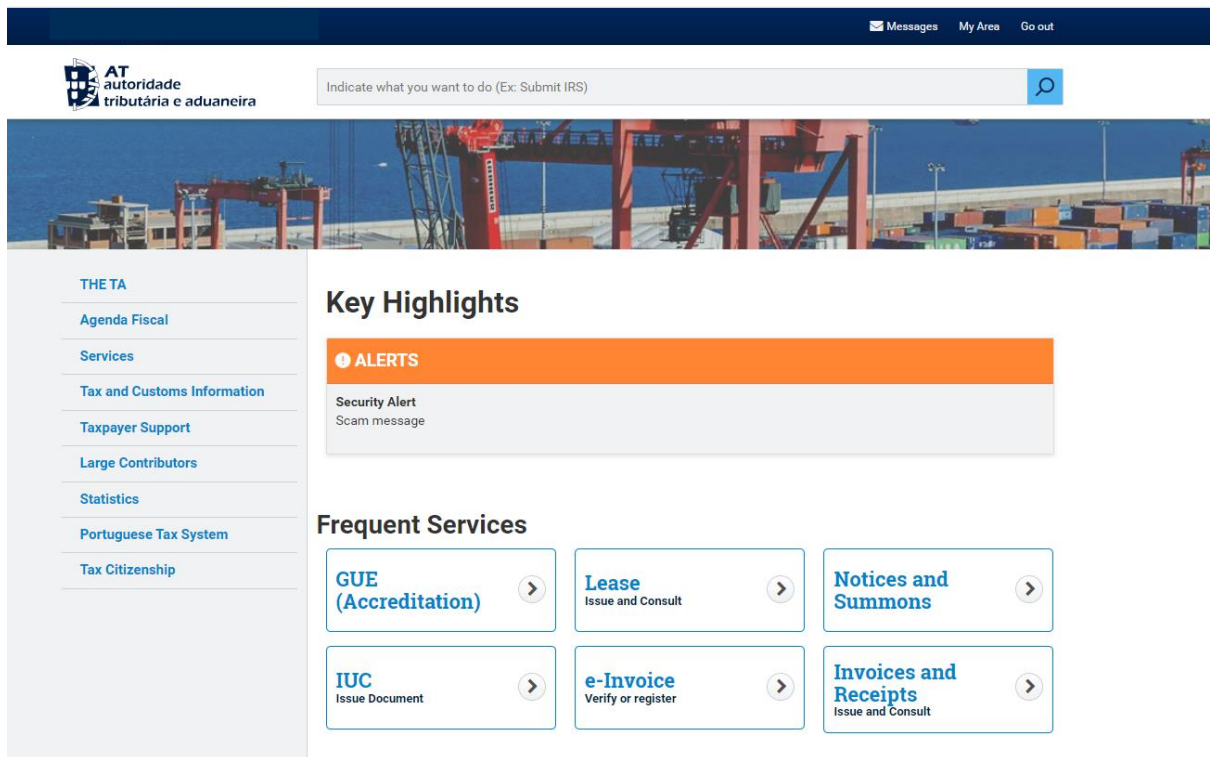


You can log in by choosing the **“Sign In”** button on the top right corner, as illustrated above.

By doing so, you will open a new page with 3 different ways for you to log in, choosing the middle one **“NIF”**.



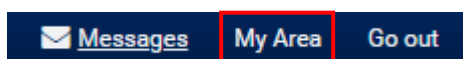
In here you should put your NIF in the first field and your password in the other one below.
Once you log in, the following page will appear.



In order to change your address, please follow the next steps below.

Note: Some options might have a slight different name due to Google Translator

Step 1: Go to **My Area** – on top right corner.



Step 2: Go to Personal Data

AT autoridade tributária e aduaneira

Indicate what you want to do (Ex: Submit IRS)

MENU

- My Area
- Personal data**
- Payments
- Integrated Position
- Recent Interactions
- View Messages
- See Alerts
- Notices and Summons
- Related Services
- All Services

My Area

ALERTS

Security Alert
Scam message

On Agenda

No information available.

Regularized Tax Situation

Step 3: Go to Contact Details

AT autoridade tributária e aduaneira

Indicate here what you want to do (e.g. Submit IRS)

THE TA

- Agenda Fiscal
- Services
- Tax and Customs
- Information
- Taxpayer Support
- Large Contributors
- Statistics
- Portuguese Tax System
- Tax Citizenship

You are here > : Home > Consult > Current Cadastral Status

Current Cadastral Situation

ACCESS DATA

CONTACT DETAILS

Your space

- My area
- Integrated tax situation
- Income (IR)
- VAT
- Heritage
- Financial Movements
- Alerts

Electronic Notifications

Accede

Step 4: Go to Dwelling/Household and Submit Change Order/Submit Change Request

AT autoridade tributária e aduaneira

Indicate what you want to do (Ex: Submit IRS)

MENU

- Contact Details
- Representative
- Dwelling**
- Submit Change Order**
- Confirm Address
- Address Reliability (Singulars)
- Address Reliability (Collectives)
- Related Services
- All Services

Contact Details > Email / Phone

Contact Details Finance Portal

This page allows you to define and trust your email address and telephone number.

Step 5: Scroll down to the end of the page, make sure **PORTUGAL** is selected and click on **FOLLOWING**

Note: Here you will see what your current address is.

Change of Address

This page allows you to change your tax address registered with the Tax and Customs Authority.

For taxpayers residing in Portugal, it is possible to change their tax domicile to any country.

For taxpayers residing abroad, it is only possible to change the address to foreign countries. If they wish to change their address to Portugal, they will have to contact a Finance Service.

Current address

Your address currently in the Tax and Customs Authority database is:

Av. / Street

AV MESTRE JOSE VEIGA

Postal Code

4715-330 BRAGA

District

BRAGA

County

BRAGA

Parish

NOGUEIRÓ AND TENÕES

Finance Service

0361 - BRAGA-1.

Country

PORTUGAL

New address

Country of new address:

PORTUGAL

CANCEL

FOLLOWING

Step 6: Fill in the postal code of your new address and click on **FOLLOWING**

New Tax Address

Enter the **Postal Code** of the new address:

Postal Code

If you don't know the zip code, check [here](#) .

CANCEL

FOLLOWING

Step 7: Fill in the remaining information regarding your address, such as **Street, Number, Floor,** and **Location,** and **SUBMIT.** Make sure you also check the last box *"I confirm that the data relating to the new address and location indicated above are correct."*

Note: When filling in the "Floor" make sure you write your apartment number as well (Left, Right, A, B, etc).

If the information regarding the new location is not correct, click on 'Change Postal Code' and correct the Postal Code.

New Tax Address

Check new location:

District BRAGA	County BRAGA	Parish
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Finance Service

Enter the new address:

Av. / Street

Number Floor

Location

Entities

Indicate the entities for which you wish to change the address:

Tax administration

I confirm that the data relating to the new address and location indicated above are correct.

After submitting this information, within 5 business days you will receive by post, on the address you submitted, a letter containing a code for you to confirm your address on the Finances' Portal.

When you receive the letter you should log in to the Finances Portal again, and follow the next steps below.

Step 1, 2 and 3: The same as illustrated previously.

Step 4: Go to **Confirm Address**



☰ MENU

- Contact Details ^
- Representative ^
- Dwelling v
- Submit Change Order
- Confirm Address**
- Address Reliability (Singulars)
- Address Reliability (Collectives)
- Related Services
- All Services

Contact Details > Email / Phone

Contact Details Finance Portal

Step 5: Fill in with the code provided on the letter you received.

Note: Every time you change your address, make sure to update the Portuguese Authorities (Tax and Social Security).