

RULES FOR THE ISSUE OF CERTIFICATES BY THE UNION OF THE PARISHES OF CARCAVELOS AND PAREDE

I. Introduction

In accordance with 16, no. 1 subparagraph rr), of Law no. 75/2013, of 12 September, it is the parish councils' competence to issue certificates.

The Union of Parishes of Carcavelos and Parede ("UFCP") has been updating and adapting its procedures to its citizens' needs, always ensuring compliance with the law and the public interest. For these motives, the issuing of certificates has been subject to changes aimed at increasing the level of requirements requested from applicants, so that no doubts are raised as to the reality that is being attested and to mitigate the illegal or irregular situations that have been detected by the services of UFCP.

These rules were approved at the executive meeting and are in force for the 2021-2025 quadrennium and are automatically renewed, unless previously approved by the UFCP executive.

II. Who is eligible to apply

1. Registered voters which reside in the parish, cumulatively.
2. National citizens who are not registered in the parish or who do not have an address that coincides with the electoral register, should confirm their interest in issuing the certificate by filling in the form available on the website and by presenting proof of address attested by a certified authority or, exceptionally, by presenting two witnesses who meet the requirements set out in this document.
3. Foreign citizens must be residents in the parish for more than 180 days and must confirm their interest in issuing the certificate by filling in the form available on the website and presenting the proof of address attested by a certified authority or, exceptionally, by presenting two witnesses who fulfil the requirements foreseen in this document.

4. Exceptional situations, which do not fit into the above situations, will be analysed on a case by case basis by the legal department and validated by the UFCP executive.

III. **Procedure**

1. The request for a certificate should preferably be made by e-mail to the address requerimentos@uf-carcavelosparede.pt, by completing forms available on the website <https://uf-carcavelosparede.pt/> and accompanied by the necessary documentation in digital format.
2. Exceptionally and provided it is duly justified, the request for a certificate may be made in person at the general services desk of the UFCP, accompanied by the necessary documentation.
3. The certificate is issued within 48 hours after submission of the request.
4. In case of urgency, the certificate can be issued within 24 hours or on the same day upon payment of the respective urgency fee.
5. The certificate must be collected from the general services of the UFCP, after payment of its fee, or sent by post at the request and expense of the applicant to the address indicated by him/her.
6. The authorities certified to attest the residence are: Civil, Land or Commercial Registry Offices, Tax Authority, Social Security, Embassies and Consulates, and water, electricity or gas supply companies.
7. The documents accepted to prove the residence are: certificates or copies issued by the authorities identified above, public deed, registered lease agreement with three rent receipts or three invoices for water, electricity or gas services regarding the address at stake.
8. Exceptional situations will be analysed on a case-by-case basis by the legal department and validated by the UFCP executive.

IV. Types of certificates

UFCP issues the following certificates:

- a) Residence
- b) Non-marital partnership
- e) Economic situation
- d) Household
- e) Proof of living
- f) Exceptional situations will be examined on a case-by-case basis by the legal department and validated by the UFCP executive.

V. Necessary documents

A) General/ residence

1. The applicant must fill in the form available on the UFCP site for this purpose, indicating in detail the reason for issuing the certificate in the field provided for this purpose.
2. The applicant must present an updated identification document (citizen card, residence permit or passport) and prove electoral registration and residence in the parishes of Carcavelos or Parede.
3. If the address/registration data are not up to date, the citizen can present a proof of address in the parish attested by a certified authority, which must have been issued less than two months before.
4. All documents presented must be validated by the services before issuing the certificate.
5. Exceptional or unforeseen situations are analysed on a case-by-case basis by the legal department and validated by the UFCP executive.

B) Specific residence

1. To obtain the certificate of residence regarding a previous period, the applicant must present proof of electoral registration or proof of residence regarding the desired period.
2. For a certificate of temporary residence, the applicant must present proof

of tax domicile and a declaration of the national or foreign authority that proves the need of the certificate.

C) Non-marital partnership

1. Declaration on honour available on the UFCP website signed by the applicant and partner;
2. Identification documents updated at the same address for at least two years;
3. Narrative birth certificates;
4. In case one or both applicants are foreigners, the birth certificates should be legalized in Portugal, according to the document legalization rules required by the Ministry of Foreign Affairs https://portaldascomunidades.mne.gov.pt/pt/atendimento/noestrangeiro/legalizac_ao-de-doeumentes;
5. IRS declarations of the last two years and respective liquidation notes. If they have not done the last two IRS declarations together, it is necessary to have two witnesses present who fulfil the requirements foreseen in this document.

D) Economic situation

1. Declaration of income of the previous year and respective liquidation note.
2. Declaration of assets issued by the tax office/Tax Authority.
3. Last three payslips.
4. In the case of unemployment, a declaration from the Social Security confirming the social supports or subsidies received.
5. Proof of rent or proof of mortgage payment.
6. If the applicant does not submit any of the above documents, the UFCP may require other relevant evidence to assess the economic situation.

E) Household

1. Updated identification documents of all members of the household with the same address.

2. Proof of IRS or Social Security.

F) Proof of living

1. Filling in the form in person.
2. Updated identification document.
3. If the applicant is unable to go to the UFCP facilities or to sign, it is necessary to present an original medical declaration attesting the incapacity, with the date on which the application is made.

VI. Requirements for witnesses

1. Exceptionally, the presentation of witnesses to prove the address of residence or the non-marital partnership situation for more than two years or any other exceptional situation with prior approval of the executive is allowed.
2. Witnesses shall present themselves in person at the services, identify themselves by means of a valid and updated identification document and sign the declaration of honour on the form, explaining in writing the reason for their knowledge of the situation they will testify, and shall be warned of the penalty in case of false declarations.
3. The witnesses must be of Portuguese nationality or have a permanent residence permit, be registered in the parish, or if they are not registered in the parish, they must present proof of a valid address in the parish.
4. The witnesses must not live at the same address as the applicant.
5. In order to avoid fraudulent situations, witnesses can only testify situations of residence or non-marital partnership once in each calendar year.
6. Exceptional or unforeseen situations are analysed on a case-by-case basis by the legal department and validated by the UFCP executive.

VII. Miscellaneous

1. All requests for certificates that have been finalised with the issue of a certificate by the services of the council must be fully digitised with all documents and a copy of the certificate and kept in a digital archive for at least 10 years.
2. A duplicate of a previously issued certificate may be issued upon payment of the certificate issuing fee. The duplicate of the certificate shall expressly state that it is a duplicate and that it serves only to record the issue of the previous certificate.
3. The certificates issued shall expressly state that they are valid for a maximum of 6 months, after which time they automatically cease to be valid and no longer produce effects.
4. The requests for fee exemption for the issuing of certificates will be analyzed case by case by the executive, being defined as a situation of exemption in case of proven refugee situation and extreme poverty.
5. Payment of the fees due should be made preferably by card and exceptionally in cash.
6. The fees due are defined in the UFCP's Table of Fees.

The President of the Executive,



Nuno Alves