

FREE INTERACTIVE GUIDE

Portugal Relocation Master Checklist

Plan your move in the right order – from early research and document preparation to arrival week and your first 90 days in Portugal.

BUILT FOR REAL LIFE

Use the clickable boxes on screen or print the guide. Skip anything that does not apply to your nationality, household, residence route or work situation.

BEFORE YOU MOVE / ARRIVAL / FIRST 90 DAYS

How to use this checklist

This is an organisation tool, not a universal legal sequence. Portugal's requirements differ for EU/EEA/Swiss citizens, third-country nationals, accompanying family members, workers, retirees, students and business owners. Start by identifying your own route, then mark only the tasks that apply.

Use it	What to do
On screen	Click each green square as you complete a task. Type directly into the planning fields.
On paper	Print at A4 size. Keep evidence and reference numbers in your secure document folder.
With a partner	Assign an owner and a target date. One household member should maintain the master tracker.
During updates	Re-check official sources before acting. Government channels, forms, locations and eligibility can change.

IMPORTANT BOUNDARY

A short visit and a legal relocation are not the same project. Do not assume that visa-free or Schengen short-stay access gives you the right to live, work or remain in Portugal long term.

Your move profile

Write the facts that control your timeline. If a fact is unknown, make resolving it your first task.

Field	Your details
Nationality / nationalities	
Current country of legal residence	
Intended arrival date	
Purpose of move	Work / remote work / retirement / study / family / other
Household members	Adults / children / dependants / pets
Intended Portuguese municipality	
Residence or registration route to verify	

Profile notes

01

6-12 MONTHS
BEFORE

Define the move

Turn an idea into a lawful, costed and time-bound project. Do not spend heavily until the residence pathway and household constraints are understood.

- ☐ **Write your relocation objective**
State why Portugal, who is moving, the intended duration and what a successful first year looks like.
- ☐ **Identify the official residence or registration route to investigate**
Use the Portuguese visa portal, AIMA, gov.pt or Your Europe; record the competent authority for your case.
- ☐ **Separate short-stay travel from long-term residence**
If you are subject to Schengen short-stay limits, track all Schengen entry and exit days.
- ☐ **Check every passport and identity document**
Confirm validity, blank pages, names, dates of birth and consistency across family documents.
- ☐ **Map each household member's legal basis**
The main applicant's route may not automatically cover a spouse, partner, child or adult dependant.
- ☐ **Map income and work location**
Record employer, clients, pensions, investments, business ownership and where duties will physically be performed.
- ☐ **Book cross-border tax advice if needed**
Do this before changing payroll, selling assets, moving a company, drawing pensions or relying on a special tax regime.
- ☐ **Set a minimum relocation fund**
Include one-off costs, deposits, temporary accommodation, normal monthly costs and an emergency reserve.
- ☐ **Shortlist locations using practical criteria**
Compare housing supply, transport, healthcare, schools, climate, airport access, internet and daily-life needs.
- ☐ **Plan a research visit if practical**
Test commuting, neighbourhood noise, slopes, winter conditions, mobile coverage and local services.
- ☐ **Create a reverse timeline**
Work backwards from the target arrival date and add document, appointment, notice and travel deadlines.
- ☐ **Define Plan B**
Decide what happens if documents, housing, employment, school places or travel are delayed.

Phase notes

02

3-6 MONTHS
BEFORE

Build the document vault

Collect source documents early. Name consistency, certification, Apostille and translation questions often create more delay than the form itself.

- ☐ **Create one secure digital household folder**
Use separate subfolders for identity, civil status, income, address, insurance, education, health, pets and submissions.
- ☐ **Complete the master document inventory**
Record issuing country, issue date, expiry date, original location and whether certification may be needed.
- ☐ **Order relevant civil-status records**
Examples may include birth, marriage, divorce, adoption, custody or death records, depending on your case.
- ☐ **Resolve spelling and name differences**
Check passports, certificates, bank records, employment records and school documents.
- ☐ **Confirm Apostille or legalisation requirements**
Ask the receiving authority which document, certification chain and validity window it accepts.
- ☐ **Confirm translation rules**
Check required language, translator qualifications and whether the translation or signature must be certified.
- ☐ **Check whether criminal-record documents are required**
Record which country or countries, issue window, certification and translation rules.
- ☐ **Collect income and means evidence**
Keep bank statements, payslips, employment or client contracts, pension statements and tax records as relevant.
- ☐ **Collect address evidence**
Keep current residence evidence and any Portuguese accommodation documentation available to you.
- ☐ **Prepare health and medication records**
Ask for generic medication names, prescriptions, vaccination records and a concise medical summary.
- ☐ **Collect children's education records**
Include reports, transcripts, learning-support plans, vaccination records and custody/consent documents where relevant.
- ☐ **Make encrypted backups**
Keep one cloud copy and one offline copy; do not keep the only copy in checked luggage.

Phase notes

03

8-12 WEEKS
BEFORE

Organise money and Portuguese essentials

Prepare the identifiers, payment methods and financial runway that support contracts and everyday setup – without assuming that one number solves everything.

- ☐ **Decide when you actually need a NIF**
A NIF is commonly requested for tax, contractual, banking and property-related matters; it is not a residence permit.
- ☐ **Prepare the NIF document set**
Confirm accepted identity, address and representation documents for your circumstances.
- ☐ **Store the official NIF confirmation securely**
Check the name, number, address/status and any representative information shown.
- ☐ **Plan when to update the tax address/status**
A non-resident NIF may need updating when facts change; obtain tax advice where the impact is unclear.
- ☐ **Compare payment and banking options**
Check fees, card availability, transfer limits, deposit protection, required documents and support channels.
- ☐ **Keep at least two independent payment methods**
Carry a backup card from a different network or institution and know how to freeze each card.
- ☐ **Plan foreign-exchange transfers**
Compare exchange margin, transfer fee, speed, limits and source-of-funds evidence.
- ☐ **Build a 90-day cash-flow forecast**
Include the timing of deposits, rent, travel, services, furniture, transport and delayed income.
- ☐ **Download financial records before closing accounts**
Preserve statements, tax reports, credit history and account closure confirmations.
- ☐ **Create a payment-verification rule**
Never change bank details solely because of an email or WhatsApp message; confirm through an independent channel.

Phase notes

04

6-10 WEEKS
BEFORE

Secure accommodation carefully

Treat housing as both a living decision and an evidence trail. Verify the person, property, terms, address and payment route before transferring money.

- ☐ **Book flexible temporary accommodation if needed**
Allow enough time to view long-term housing and complete due diligence.
- ☐ **Verify who is entitled to rent the property**
Ask for suitable ownership, agency or authority evidence and verify the identity of the contracting party.
- ☐ **Inspect live or by trusted live video**
Confirm the exact unit, condition, surroundings, access, appliances and utility meters.
- ☐ **Read the full written agreement**
Check parties, address, term, renewal, notice, rent, deposit, advance rent, inventory and responsibility for repairs.
- ☐ **Require a traceable payment and receipt trail**
Do not rely on cash or unverified bank changes for deposits and rent.
- ☐ **Confirm how the address can be evidenced**
Ask what contract, declaration, utility or official record will be available for the admin tasks you need.
- ☐ **Confirm what is included**
List electricity, water, gas, internet, condominium charges, waste and any seasonal costs.
- ☐ **Review energy efficiency and heating/cooling**
Portugal's winter comfort and electricity use can differ greatly by building.
- ☐ **Prepare a check-in inventory**
Take time-stamped photographs, meter readings and written notes before moving belongings in.
- ☐ **Pause if pressured to pay immediately**
Urgency, refusal to show documents, remote-only contact and mismatched names are warning signs.

Phase notes

05

4-8 WEEKS
BEFORE

Plan health, insurance and family needs

Protect the transition period. Public registration, entitlement, appointment availability and insurance coverage are separate questions.

- ☐ **Confirm valid health cover for travel and transition**
Check start date, territory, exclusions, deductibles, pre-existing conditions and proof documents.
- ☐ **Carry an adequate lawful medication supply**
Use original packaging and keep prescriptions or medical letters; check transport and import restrictions.
- ☐ **Download medical and vaccination records**
Include allergies, diagnoses, recent results and emergency information.
- ☐ **Complete time-sensitive dental, optical or specialist care**
Avoid preventable treatment gaps immediately after arrival.
- ☐ **Understand SNS registration versus cost coverage**
A health user number by itself does not necessarily establish entitlement or full cost coverage.
- ☐ **Plan disability, pregnancy or continuity-of-care needs**
Contact relevant providers early and carry concise translated summaries where useful.
- ☐ **Contact schools or childcare providers**
Ask about catchment, availability, application dates, language support and required documents.
- ☐ **Prepare child travel/custody consent documents where relevant**
Check airline, border and legal requirements for the exact journey.
- ☐ **Save Portuguese emergency contacts**
112 for emergencies; SNS 24 on 808 24 24 24 for health triage and guidance.
- ☐ **Review non-medical insurance**
Consider travel, home/contents, liability, motor, pet, professional and life cover as relevant.

Phase notes

06

3-6 WEEKS
BEFORE

Move belongings, pets and transport

Decide what travels, what is shipped and what should be replaced. Rules depend on origin, ownership history, mode of transport and whether the move is personal or commercial.

- ☐ **Create a shipment inventory with values**
Photograph higher-value items and keep serial numbers and purchase evidence where available.
- ☐ **Check customs and transfer-of-residence rules**
Ask the Portuguese Tax and Customs Authority or a qualified broker before shipping; do not assume an exemption.
- ☐ **Compare moving quotations on equal terms**
Check packing, volume, customs handling, insurance, storage, delivery access, exclusions and claim process.
- ☐ **Check prohibited and restricted goods**
Pay special attention to food, plants, medicines, weapons, batteries, alcohol and high-value goods.
- ☐ **Verify pet identification and microchip records**
The microchip details must match all veterinary and travel documents.
- ☐ **Check rabies and blood-test timing**
Requirements depend on origin; some steps must happen months before travel.
- ☐ **Arrange the correct pet health certificate or passport**
Confirm who may issue/endorse it and its validity window.
- ☐ **Notify the designated traveller entry point if required**
Use DGAV's current form and the correct airport/entry contact for non-EU arrivals.
- ☐ **Check the exact foreign driving-licence rule**
The issuer country, conventions, residence date, licence validity and vehicle category all matter.
- ☐ **Cost vehicle import before shipping**
Include transport, tax, inspection, registration, insurance and compliance; an exemption must be verified.
- ☐ **Plan the first month without a car**
Save public-transport, taxi and car-hire options in case licensing or vehicle delivery is delayed.

Phase notes

07

LAST 2 WEEKS

Final departure control

Freeze the plan, verify every booking and build a hand-luggage evidence pack. Avoid major last-minute changes unless they are essential.

- ☐ **Re-check entry and carrier requirements**
Confirm passport, visa/residence document, transit rules, onward evidence and any carrier-specific conditions.
- ☐ **Reconfirm flights, bags and arrival transport**
Record terminals, baggage limits, pet arrangements and emergency airline contacts.
- ☐ **Reconfirm the first address and check-in**
Keep the host/landlord contact, access instructions and payment evidence offline.
- ☐ **Build the hand-luggage document pack**
Carry originals and key copies; never place essential immigration or medical documents only in checked baggage.
- ☐ **Notify banks and test payment access**
Check cards, transfer apps, authentication numbers and backup cash.
- ☐ **Secure two-factor authentication**
Keep access to the mobile number and email used for banking and government accounts.
- ☐ **Cancel or transfer home-country services**
Keep final bills, meter readings, insurance proof and account closure confirmations.
- ☐ **Arrange mail forwarding and a trusted contact**
Plan how time-sensitive letters will be scanned and sent securely.
- ☐ **Share the itinerary with a trusted person**
Include flight, accommodation and emergency contact details.
- ☐ **Check arrival conditions**
Pack immediate clothing, medication, chargers and child/pet essentials for delays.
- ☐ **Download offline copies**
Save maps, bookings, insurance, document scans and key phone numbers to the device.
- ☐ **Complete a final identity-data check**
Names and document numbers on tickets, visas, insurance and bookings must match.

Phase notes

08

DAY 0-3

Arrival and first 72 hours

Stabilise first: safe accommodation, communications, payments, medication and the next fixed appointment. Administrative speed is less important than accuracy.

- ☐ **Secure all entry and travel evidence**
Keep boarding passes, tickets, stamps where present, luggage records and accommodation evidence.
- ☐ **Complete the property check-in record**
Photograph condition, inventory and meter readings before unpacking.
- ☐ **Arrange reliable mobile service**
Choose a plan that supports local calls, data and account verification.
- ☐ **Test payments and cash access**
Make a small transaction before relying on one card or account.
- ☐ **Store medicine safely and locate a pharmacy**
Keep temperature-sensitive items and prescriptions organised.
- ☐ **Review the next residence-related appointment**
Verify location, time, required originals, payment method and whether dependants attend.
- ☐ **Test essential routes**
Locate groceries, pharmacy, clinic, school/work route and public transport.
- ☐ **Save the exact home address and emergency access notes**
Know the building entrance, floor, door, parking and local landmarks.
- ☐ **Allow recovery time**
Avoid signing major contracts while exhausted, rushed or unable to verify terms.

Phase notes

09

DAYS 4-7

Build the local foundation

Create dependable address, payment, communication and records systems. Complete only the registrations for which you are eligible and ready.

- ☐ **File your signed accommodation records**
Store the contract, inventory, payment proofs, receipts and property contacts together.
- ☐ **Set up or verify utilities**
Check account holder, tariff, direct debit, meter reading, first-bill timing and emergency contacts.
- ☐ **Order internet if needed**
Confirm installation timing, contract term, equipment return and cancellation costs.
- ☐ **Open or activate a suitable Portuguese account if needed**
Requirements and approval are controlled by the institution; keep source-of-funds evidence ready.
- ☐ **Verify your NIF record**
Confirm number, name, address/status and any representative details shown.
- ☐ **Create the Portuguese admin calendar**
Add appointment, renewal, payment, school, insurance and licence deadlines.
- ☐ **Start the Portuguese evidence folder**
Save every receipt, application reference, official email, letter and delivery record.
- ☐ **Prepare key Portuguese phrases and translation support**
Know how to explain address, appointment, identification and document needs.
- ☐ **Learn building and local routines**
Waste, recycling, deliveries, parking, quiet hours and condominium rules vary.

Phase notes

10

DAYS 8–30

Complete first-month administration

Sequence registrations around your actual residence, work, address and family facts. Keep proof of submission and do not duplicate requests unnecessarily.

- ☐ Complete the residence or EU-registration steps that apply
Use the competent authority and current official instructions for your category.
- ☐ Request or verify NISS if applicable
Foreign nationals can request NISS through current official channels; document requirements depend on status.
- ☐ Obtain or verify an SNS user number if applicable
Then check whether the data needed for cost coverage and health-centre registration are associated.
- ☐ Register with the appropriate health centre when eligible
Bring the identification and numbers requested; a family doctor may not be immediately available.
- ☐ Activate Chave Móvel Digital if eligible and useful
Foreign citizens may link it to a passport or residence document; activation method depends on their document.
- ☐ Update tax address/status when legally required
Keep proof and confirm the change; seek advice if tax residence or representation is unclear.
- ☐ Create access to Segurança Social Direta if relevant
Verify contact details and IBAN where appropriate.
- ☐ Record and action the driving-licence deadline that applies
Use current IMT guidance for the issuing country and your residence facts.
- ☐ Complete school or childcare enrolment
Check annual dates, catchment evidence, health records and language-support options.
- ☐ Finalise ongoing insurance
Confirm policyholder details, address, cover dates, payment and claims contact.
- ☐ Engage a qualified tax professional if needed
Cross-border income, business, property, investments and pensions require individual analysis.
- ☐ Confirm employer/payroll records
Check legal name, address, NIF, NISS, bank details and start date.

Phase notes

11

DAYS 31-90

Move from setup to stability

Audit what is complete, correct what is inconsistent and build routines that survive renewals, travel and household changes.

- ☐ **Run a record-consistency audit**
Compare spelling, address, contact details and household links across tax, social security, health, bank, insurance and residence records.
- ☐ **Chase pending matters using reference numbers**
Keep the date, channel, response, promised action and next follow-up date.
- ☐ **Compare actual spending with the 90-day budget**
Adjust housing, transport, subscriptions and emergency reserve.
- ☐ **Map the next 18 months of renewals**
Include passports, residence documents, insurance, lease, school, licence and vehicle documents.
- ☐ **Establish healthcare routines**
Record health-centre, pharmacy, insurer, dentist and urgent-care options.
- ☐ **Review home comfort and safety**
Check heating/cooling, humidity, locks, fire safety, utility use and contents cover.
- ☐ **Review work and tax administration**
Confirm payroll or invoicing, social-security reporting and evidence retention with qualified support where needed.
- ☐ **Build local support contacts**
Keep trusted neighbours, school, landlord, service providers and community contacts.
- ☐ **Check re-entry evidence before travel**
Do not assume a pending application, receipt or expired document is accepted for travel; verify current rules.
- ☐ **Create a monthly archive routine**
Export statements, invoices, receipts and official correspondence to your secure folder.
- ☐ **Schedule a six-month relocation review**
Revisit budget, housing, insurance, tax, schooling, healthcare and renewal planning.

Phase notes

Household add-ons

Complete only the modules that apply. Each module supplements – but does not replace – the main timeline.

Children and education

- ☐ Check every child's passport and residence basis
Do not assume the main applicant's route automatically includes the child.
- ☐ Prepare birth/adoption and parental-responsibility records
Confirm certification and translation requirements.
- ☐ Prepare travel or relocation consent if relevant
Particularly where one parent is not travelling or parental responsibility is shared.
- ☐ Contact suitable schools
Ask about catchment, dates, year placement, language support and availability.
- ☐ Collect school and learning-support records
Include recent reports, curriculum information and special-support plans.
- ☐ Collect vaccination and health records
Prepare medication and emergency plans where needed.
- ☐ Plan childcare and after-school care
Confirm waiting lists, hours, meals, holiday closures and cost.
- ☐ Pack a first-week routine kit
Familiar items, documents, snacks, medicine, school supplies and comfort items.

Pets

- ☐ Confirm readable microchip and matching number
The identifier must match all veterinary and travel records.
- ☐ Confirm rabies vaccination timing
Primary vaccination, boosters and blood-test requirements depend on origin.
- ☐ Obtain the correct passport or health certificate
Check official endorsement and the entry-validity window.
- ☐ Confirm carrier and route acceptance
Check crate, temperature, breed, connection and unaccompanied-animal rules.
- ☐ Notify the correct traveller entry point
For applicable non-EU arrivals, send the required form/documents to the designated point.
- ☐ Confirm the accommodation permits the pet
Put the agreement in writing before paying.
- ☐ Identify a Portuguese veterinary clinic
Carry clinical records, prescriptions and emergency contacts.
- ☐ Check Portuguese identification/registration duties
Ask a local vet what applies after arrival.

Driving, vehicles and work

Driving and vehicle module

- ☐ Identify the licence category under Portuguese rules
EU/EEA, reciprocal/bilateral, convention country or other.
- ☐ Record your Portuguese residence start date
This may control notification or exchange deadlines.
- ☐ Request issuing-authority verification if required
Ask about format, Apostille/legalisation and translation.
- ☐ Arrange the required medical certificate if exchanging
Use the current IMT instructions.
- ☐ Submit through the current IMT channel
Keep payment and submission evidence.
- ☐ Confirm motor-insurance eligibility
Do not drive until licence and insurance status are clear.
- ☐ Compare import cost with buying locally
Include transport, tax, inspection, registration, insurance and modifications.
- ☐ Verify any claimed transfer-of-residence exemption
Eligibility and deadlines are fact-specific.

Employment, remote work or self-employment

- ☐ Confirm your legal right to perform the intended work
Residence, visa and labour rules must match the activity.
- ☐ Review the contract and actual work location
Record employer entity, duties, pay, hours, probation and start date.
- ☐ Confirm remote-work approval and compliance
Employer, payroll, social security, insurance and data obligations may be affected.
- ☐ Organise NISS when applicable
Use the official application route and keep the assignment confirmation.
- ☐ Get individual tax/social-security advice
Particularly for foreign employers, multiple clients, company owners and cross-border work.
- ☐ Set up lawful invoicing/accounting if self-employed
Do not issue or receive business payments without understanding the reporting duties.
- ☐ Create a work evidence folder
Keep contracts, invoices, payslips, registrations, contributions and annual reports.
- ☐ Add filing and payment deadlines to the calendar
Use a qualified professional where duties are unclear.

Master document inventory

Use one row per household member or document. For foreign public documents, verify whether the receiving authority needs an original, certified copy, Apostille/legalisation, certified translation or recent issue date.

Document	Person	Expiry / issue	Original	Certification / translation	Status
Passport / ID					
Visa / residence evidence					
Birth certificate					
Marriage / civil-status record					
Criminal record					
Accommodation evidence					
Income / funds evidence					
Insurance					
Health / vaccination records					
Education records					
Driving licence / verification					
Pet records					
Other					

SECURITY RULE

Do not email an entire identity file to an unverified person. Use access-controlled sharing, send only what is necessary and retain a record of who received it.

Relocation budget planner

Build three separate numbers: one-off move costs, steady monthly costs and contingency. Quotes and deposits are not the same as recurring living costs.

One-off cost	Estimate	Actual	Paid? / notes
Visa / residence-related official fees			
Document issue, certification and translation			
Flights and baggage			
Temporary accommodation			
Long-term housing deposit / advance rent			
Moving / shipping / storage			
Insurance			
Pet travel			
Vehicle / transport setup			
Furniture / household setup			
Professional services			
Other			

Monthly cost	Estimate	Actual	Notes
Housing			
Electricity / water / gas			
Internet / mobile			
Food / household			
Transport			
Healthcare / insurance			
Education / childcare			
Subscriptions / leisure			
Tax / social-security provision			
Other			

Rental viewing and handover sheet

Property address

- ☐ Landlord/agent identity and authority checked
Names match the agreement and payment account or differences are independently verified.
- ☐ Exact unit inspected
Floor, door, storage, parking and access confirmed.
- ☐ Water, leaks and drainage checked
Run taps, shower and toilet; inspect under sinks and around windows.
- ☐ Electricity and sockets checked
Record meter and identify the electrical panel.
- ☐ Heating, cooling and hot water checked
Ask about system, fuel, efficiency, maintenance and typical cost.
- ☐ Damp, mould and ventilation checked
Inspect corners, wardrobes, ceilings and window frames.
- ☐ Noise and surroundings checked
Visit at a realistic time if possible.
- ☐ Mobile and internet availability checked
Confirm installation options rather than relying only on advertising.
- ☐ Contract, deposit, notice and renewal understood
Ask questions in writing before signing.
- ☐ Inventory and condition record signed
Attach dated photos and meter readings.
- ☐ Keys, remotes and access devices counted
Record what must be returned.
- ☐ Payment receipt and contacts received
Keep traceable evidence of every transfer.

Viewing / handover notes

Deadlines and official-contact tracker

Never rely on memory for public administration. Record what was submitted, to whom, how, and what the next action is.

Matter	Authority / contact	Reference	Submitted	Next action / date
Residence / registration				
NIF / tax address				
NISS / Social Security				
SNS / health centre				
Driving licence / vehicle				
School / childcare				
Insurance				
Housing / utilities				
Other				

Trusted contacts

Role	Name / organisation	Phone / email	Notes
Emergency contact			
Landlord / agent			
Employer / school			
Health / insurer			
Accountant / licensed professional			
Other			

Scam and mistake prevention

A professional-looking website, document, logo or social profile does not prove authority. Slow down whenever payment, identity documents or legal status are involved.

Stop and independently verify if...

- ☐ Someone guarantees a visa, residence permit, appointment, NIF timing or government decision
No private provider controls public-authority outcomes.
- ☐ You are told to pay immediately to avoid losing a unique opportunity
Legitimate deadlines should be explainable and verifiable.
- ☐ Bank details change by email or message
Confirm through a known independent phone number or in-person channel.
- ☐ Payment is demanded only in cash, crypto or to an unrelated personal account
Ask who the legal contracting party is and require an invoice/receipt.
- ☐ A provider requests excessive identity documents
Ask why each document is necessary and how it will be protected.
- ☐ A landlord will not show authority, property or a written agreement
Do not transfer a deposit based only on photos or urgency.
- ☐ A message uses a look-alike government domain or unofficial payment link
Navigate independently to the official site.
- ☐ The verbal promise is missing from the contract
If it matters, put it in writing before signing.
- ☐ A person provides legal or tax conclusions without suitable qualifications
Ask for credentials and obtain regulated advice where required.
- ☐ You are advised to overstay or treat a short stay as automatic residence
Verify your lawful route with official sources or a qualified professional.

PAYMENT RULE

Before transferring money, verify the legal entity, service scope, written terms, refund/cancellation policy, invoice details, recipient account and an independent contact channel.

Final dashboard

Tick the outcome, not merely the attempt. A request is complete only when you have checked the resulting record and stored the proof.

- ☐ Residence/registration route verified and actioned
Competent authority and next deadline recorded.
- ☐ Stable address and evidence organised
Contract, payments, inventory and contacts filed.
- ☐ Applicable identifiers verified
NIF, NISS and SNS details checked rather than assumed.
- ☐ Payment and 90-day budget systems working
Backup access and emergency reserve available.
- ☐ Health cover and local care route understood
Emergency and non-emergency contacts saved.
- ☐ Family, school and pet needs actioned
Outstanding dates and owners recorded.
- ☐ Driving and transport position verified
No reliance on generic deadlines.
- ☐ Master evidence folder complete
Receipts, submissions and confirmations backed up.
- ☐ Renewals and follow-ups scheduled
Next review date added.

Official verification links

- [Portuguese visa portal](#)
- [AIMA](#)
- [gov.pt - foreigners in Portugal](#)
- [NIF service](#)
- [NISS service](#)
- [Healthcare for migrants](#)
- [Digital Mobile Key](#)
- [Foreign driving-licence exchange](#)
- [DGAV pet travel](#)
- [EU Schengen short-stay calculator](#)

NEED A PERSONALISED ROADMAP?

Book a €49 consultation or choose the €179 Full Guide for a one-hour personalised roadmap. PortaWay can help organise practical steps and documents; it does not provide legal or immigration representation.

General information only. PortaWay provides practical relocation guidance and administrative support; it is not a law firm, immigration agency, visa representative, tax adviser, financial adviser or government authority. Rules and procedures can change. Verify current requirements with the competent authority or a licensed professional where appropriate. Nothing in this checklist guarantees eligibility, appointments, timing, approval or outcome.

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