

Serviço de Agendamentos Online – BOOKINGS ONLINE

Start with the site www.secomunidades.pt

Go to the top right, yellow block, click on the active line [Serviço de Agendamentos Online](#)

1. Para efetuar um agendamento – To make a booking

Click on the active block [Efetuar Agendamento](#)

If it is the first time you use this service you need to do your [pre-registration](#)

Click on [pré-inscrição](#) Please wait – Aguarde, por favor.

[Pré.Inscrição](#)

Type your Portuguese ID number inside the relevant block (BI/Cartão de Cidadão) . *Please note, if your BI/CC number starts with "0" (zero) digits, skip the zeros.*

Click on the magnifying glass and wait. The whole block shakes, the line [Selecione o Posto pretendido](#) becomes active, and a new section is prompted:

[Informação pessoal](#)

Type your ID number again.

Click on the active block [Selecione o Posto pretendido](#) and wait. A set of 3 Consulates is listed.

Click on [Consulado Geral de Portugal em Joanesburgo](#)

Complete all the blocks: Name (just name & surname is enough), Date of Birth, Email, Telephone, and

To submit, click on [Submeter Pré-inscrição](#)

On top right, a yellow block will say that [your pre-registration was successful](#)

Now proceed with your booking

[Informação pessoal](#)

Your Portuguese ID number is already filled in.

Click on the Magnifying glass and wait. The block [Selecione o Posto pretendido](#) becomes active.

Click on it. Only the [Consulado Geral de Portugal](#) is now listed.

Click on it.

Move to the next section for Booking Instructions

[Informação de Agendamento](#)

Choose [Categoria do Ato Consular](#) (Please see attached list below).

Choose [Ato Consular](#)

Scroll down to the end of the text.

As you click on the [small empty block](#) on the left, to confirm your acceptance, a new block will pop up at the bottom to prompt you to the booking calendar.

Click on [Calendarizar](#) and wait. The first week calendar will be made available.

Scroll down to see the rest of it. The blue shadings are the available booking options. If no shadings come up, move to the next calendar (arrows top left).

Click on the shaded block of your choice and wait.

Scroll down to see the rest of the page.

Confirm that date and time are suitable for you.

To make a new choice just click again on [Calendarizar](#) and proceed as above.

To submit, click on [Submeter Agendamento](#)

2. Para cancelar um agendamento: To Cancel a booking

Click on the active block [Cancelar Agendamento](#)

[Cancelar Ato consular](#)

Type the cancellation code (código de cancelamento) from your booking instructions onto the empty block.

Type the CAPTCHA combination characters and

Submit – click on [Submeter Código de Cancelamento](#)

And proceed with a new booking.

This is the list of the different Categories and Acts you may choose from:
Lista dos diferentes Atos e suas Categorias:

Categoria de Ato (Category of Act)	Ato (Act)	
Documento de viagem <i>Travelling document</i>	- Passaporte Comum Electrónico (PEP) - Título de Viagem Única - Passaporte Temporário	- Electronic Passport - One way travelling document - temporary Passport
Documento de identificação civil <i>Civil Identification Document</i>	- Cartão de Cidadão	- ID Card
Atos diversos <i>Various Acts</i>	- Inscrição Consular - Inscrição Consular Provisória - Recenseamento Eleitoral - Serviço Militar	- Open Consular File - Open Provisional Consular File - Census Registration - Military Service
Registo Civil <i>Civil Registration</i>	- Registo de Nascimento - Registo de Óbito - Registo de Casamento - Convenção Antenupcial	- Registration of Birth - Registration of Death - Registration of Marriage - Ante-Nuptial Contract
Certificados <i>Certificates</i>	- Certificado de Residência - Certificado de Bagagem - Certificado de Importação Automóvel - Registo Criminal	- Certificate of Residence - Luggage Certificate - Vehicle Import Certificate - Police Clearance
Notariado <i>Notary</i>	- Procuração - Testamento - Reconhecimento de Assinatura - Certificação de Documento	- Power of Attorney - Last Will & Testament - Certification of Signature - Certification of Document (copy)