

AGENDAMENTO CONSULAR ONLINE – BOOKINGS ONLINE

(Please note: this service is only possible on a computer, not on a cell phone or a tablet)

Start with the site www.portaldascomunidades.mne.pt

Towards the top right side column, find an orange block with the words **AGENDAMENTO CONSULAR ONLINE**

Click on the active line. A new page will open with two options: **Efetuar Agendamento** and **Cancelar Agendamento**

1. Para efetuar um agendamento – To make a booking

1.1 - Click on the active block **Efetuar Agendamento** (Make a booking).

Type your Portuguese ID No. on the respective slot and click on the magnifying glass. Now click on the words **Selecione Posto Pretendido**

If you were previously registered to use this site, a pop-up will show **Consulado Geral de Portugal em Joanesburgo**. Click on it and move down to 1.2.

If it is the first time you are using this site, the words **Consulado Geral de Portugal em Joanesburgo** will appear duplicated in yellow. A red highlighted line warns you that you need to do your **pre-registration**

Pré.Inscrição

Click on **pré-inscrição** and please wait – (Aguarde, por favor). A block will pop-up to be completed.

Type your Portuguese **ID number** inside the relevant block (BI/Cartão de Cidadão) or your D.O.B. accordingly.

Please attend to these two special situations:

- 1) If your Portuguese ID Card starts with the figure 0 (zero), skip the 0 and just write the valid numbers. (Example: If your card number is 01754823, skip the digit 0 and write 1754823).**
- 2) If you are applying for a Portuguese ID Card for the first time, please write your date of birth on the ID Number slot, (Example: if you were born on 12-02-1995, write 12021995; If you were born on 02-02-1995, skip the digit 0 and write 2021995).**

On the second slot type your Date Of Birth as per the suggested format.

Click on the **magnifying glass** and wait. The whole block shakes and the line **Selecione o Posto pretendido** becomes active. Click on it. A list of consulates pops up. Click on **Consulado Geral de Joanesburgo**

Informação pessoal

Type your ID number again. Click on the magnifying glass.

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**

A yellow block will pop up on top right saying that **your pre-registration was successful**

Now proceed with your booking

Informação pessoal

Your Portuguese ID number and D.O.B. are still in place.

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. (Your booking instructions start here).

Booking Instructions

Informação de Agendamento

1.2 - Click on left slot **Categoria do Ato Consular** (Category of the consular act) and chose the category for the act you are applying for. (See attached list below/overleaf).

Click on middle slot **Ato Consular** and make a choice. Now click on right block **Adicionar Ato Consular**

Scroll down and click on the **small block** at the end of the text, to **confirm your acceptance**. A pop-up **Calendarizar** will appear on the bottom left. Click on it. A calendar page will be displayed. Wait for **blue shadings** to appear on the calendar. Scroll down to see the rest of it. (The blue shadings indicate the available booking options). If no shadings appear, move to next calendar page (arrows top left).

Click on the shaded block of your choice and wait. A new page will show your options. (Scroll down to see the end of the page)

Verify that date and time are suitable for you. If not, you may still change them by clicking again on **Calendarizar** and proceed as above.

To submit your booking, click on **Submeter Agendamento**

A “**ReCAPTCHA**” screen pops up. Type the characters on the upper section of the ReCAPTCHA screen onto the empty slot on the bottom yellow section. Now confirm your booking by clicking **Confirmar Agendamento**.

A “**pdf**” is generated and an email is sent to your email address with the confirmation of your booking.

Occasionally the computer cannot send the email but it will warn you of that and it will suggest you **print the “pdf”**.

2. Para cancelar um agendamento: To Cancel a booking

Right in the beginning select the option **Cancelar Agendamento**

Cancelar Ato consular

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

ReCAPTCHA 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)