

1. In what situation should I request the registration of foreign minors and how should I do it?

If the minor is in an irregular **situation in Portugal (i.e., with an expired residence visa)**, the parents or the legal guardians of the minor can request the registration of the foreign minor through AIMA by sending an email to registo.menores@aima.gov.pt.

In response, the list of required documents will be provided for AIMA to proceed with the analysis and registration of the minor. After reviewing the documentation and confirming approval, the applicant will receive a document called the “Minor Registration Credential” to present at Health Centers and School Groupings for the minor’s access to health and education.

2. How should I request the minor registration credential and what documents are required?

The documents listed below must be **scanned into separate files** and sent in a **single email** addressed to registo.menores@aima.gov.pt:

- Identification document of the parent or legal guardian of the minor: (For example: Passport/Residence Permit or Citizen Card);
- Passport of the minor with biometric data, visa photo, and entry stamp for Portugal or another EU country;
- Birth certificate of the minor or another proof of parentage (For example: identity card from the country of origin/consular card);
- Recent photograph of the minor (can be taken with a mobile phone).

The documents listed above should be scanned into separate files as follows:

- File 1: Proof of parentage;
- File 2: Photograph of the minor;
- File 3: Other documents (Identification documents and others).

Note: The credentials can only be issued after the complete documentation is submitted. They will be sent via email to the parent or Education Guardian after being signed by the President of the AIMA Governing Board.

ATTENTION: If the minor is not under the care of the parents, and in the absence of a Court document (Guardianship/Custody), the responsible person for the minor may, exceptionally, present a **notarized Power of Attorney** from the parents, stating that the minor is under their responsibility during their stay in the national territory, and submit a **request addressed to the AIMA Governing Board**, in order to explain the situation regarding the minor and the need for the issuance of the credential.

The remaining information about the minor must be filled in and sent in the data form that is sent in the email with the list of all required documents, and **it is mandatory to include:**

- Name of the minor
- Date of birth
- Place of birth
- Nationality
- Father's name
- Father's nationality
- Mother's name
- Mother's nationality
- Full address
- Contact phone number of the parent or educational guardian
- Who is the educational guardian
- Who has parental responsibility
- Date of the minor's entry into Portugal or the EU

For the purpose of registering the foreign minor and issuing the respective credential, AIMA, I.P. processes the personal data of the minor, legal representatives, and the educational guardian indicated in the table above and contained in the requested documentation.

The processing of personal data is necessary to fulfill a legal obligation to which AIMA, I.P., as the data controller, is subject under the provisions of Decree-Law n.º 67/2004, of March 25, and Order n.º 995/2004, of August 9.

Personal data is processed exclusively for the above-mentioned purpose and is retained for the period strictly necessary for that purpose, remaining so during the validity period of the credential. There are no automated decisions or profiles' definition.

For more information, you can consult our Privacy Policy at <https://aima.gov.pt/pt/politica-de-privacidade>.

To exercise your rights regarding data protection (access, rectification, erasure, restriction, portability, and not being subject to automated individual decisions), please contact us at the following email address: epd.protecaodedados@aima.gov.pt. Additionally, you are informed that you can file a complaint with the competent National Data Protection Authority.

3. How should I proceed to request the renewal of the credential?

The procedure to request the renewal of the credential is the same as described in the question *"How should I request the minor registration credential and what documents are required?"*

4. What situations justify a request for the issuance of a duplicate of the minor registration credential?

A request for a duplicate may be made when there is a change in the address or phone contact of the Educational Guardian or the person with parental responsibility, or when the original credential has been lost.