

Online Appointment System

The Online Appointment System is available through the following link:
<https://www.portaldascomunidades.mne.pt/pt/agendamento-online-de-atos-consulares>

The system only allows users to make appointments **for the following three months**.



To make an appointment for any consular acts, click on “Efetuar Agendamento” and insert a Citizen Card or Identification Card number. At the moment, this service is only available for Portuguese citizens who know this information.

The system will then show the various Consular Posts and you should select “Sydney.” It will also check whether you have previously registered in the system. In case you have not, make sure you click on “Registo Online” and insert your:

- Citizen Card / Identification Card Number;
- Date of Birth.

Then, click on “Pesquisar” and select/insert:

- Consulado-Geral de Portugal em Sydney;
- Your Name;
- E-mail Address;
- E-mail Address Again;
- Phone Number.

Click on “Submeter” and you will receive a confirmation e-mail.

Following this registration, your information will be automatically uploaded and you can select the “Categoria do Ato Consular” (Consular Act Category) and the “Ato Consular” (Consular Act) which are “Atos Diversos” (Diverse Acts) and “Todos os Atos” (All Acts) respectively.

It will then ask you “Pretende um atendimento familiar para este ato?.” If you only have 1 consular act to do, select “Não.” If you have 2 or more acts to take care of, select “Yes” and then pick the “Número de atos iguais” (Number of Acts) you need (2-4).

Informação do Agendamento

Nome: E-mail:

Categoria do Ato Consular: Ato Consular:

Sim Não Sim
 Pretende um atendimento familiar para este ato?

Número de atos iguais:

Click on “Adicionar Ato Consular” and scroll down.

You will then have to tick a box saying “Eu declaro que li as condições e preencho os requisitos relacionados com este pedido.” This means you have read the terms and conditions, and that you fill in the requirements for your request.

Click on “Calendarizar” and fill in the words to continue:



The system will then show a calendar where today is marked in yellow. The system will automatically direct you to the first week with available slots, which are marked in blue and say “Disponível.”

Calendarizar

Out 21 — 25 2013

	Seg 10/21	Ter 10/22	Qua 10/23	Qui 10/24	Sex 10/25
08:00					
08:05					
08:10					
08:15					
08:20					
08:25					
08:30					
08:35					
08:40					
08:45			08:45 - 09:30 Disponível		
08:50					
08:55					
09:00					
09:05					
09:10					

Eu declaro que li as condições e preencho os requisitos relacionados com este pedido.

Data da Marcação	23/10/2013
Hora de Início	08:45
Hora de Fim	09:30

To make an appointment for more than one consular act, you must repeat this last step for each act. Once this is done, click on “Submeter Agendamento” and you will be able to download a PDF file with your appointment details. You will also receive a confirmation e-mail.

Reminders:

Two days before your appointment, you will receive a reminder via e-mail.

How to Cancel Your Appointment:

To cancel your appointment, you have to select “Cancelar Agendamento” on the initial page and insert the cancellation code you have previously received on your confirmation e-mail. You will then receive an e-mail confirming your cancellation.

