

# Portugal Criminal Record Power of Attorney Form

The following document provides detailed instructions and a copy of the Power of Attorney (MANDATE OF ATTORNEY WITH AUTHORIZATION) form required to order a criminal certificate in Portugal.

## Contents:

- Search Description
- Instructions
- Sample PoA Form
- Power of Attorney/MANDATE OF ATTORNEY WITH AUTHORIZATION

## Search Description:

The search is conducted thru the General Directorate of Justice Administration.

- The authorities require a MANDATE OF ATTORNEY WITH AUTHORIZATION (Power of Attorney) form to be completed by all applicants.
- The search requires the Applicant to provide copies of ID Document along with the completed form - refer to requirements for more details.
- Applicant participation is NOT required after completing the form.
- No Fee is required from the Applicant.

## Instructions:

- Fill the form according to the instructions provided within the form.
- The applicant must complete the form electronically/printed or typed. Handwritten forms will be rejected by authorities.
- The PoA and ID document copies must be in color and a clear A4 format PDF scan OR a high-quality image perfectly readable.

## Applicant's Information

- Applicant's Full Name - Enter Last Name, First Name and Middle name (s) - if apply.
  - Name entered must match Name on the ID provided.
- Date of Birth - must be in **DD/MM/YYYY** format.
- Place of Birth - Town/City and Country.
- Parish of Birth - This is only applicable for Portuguese citizens.
- Country of Nationality - Enter country name. Do not abbreviate.

- Maternal Name - Enter Last and First Mother's Name. Only applicable if the applicant is from India, Bangladesh or Pakistan.
- Paternal Name - Enter Last and First Father's Name. Only applicable if the applicant is from India, Bangladesh or Pakistan.

MANDATO FORENSE com AUTORIZAÇÃO / MANDATE OF ATTORNEY WITH AUTHORIZATION	
Eu, (I, the subject of inquiry)	<u>Applicant's Full Name</u> (Name Completo em letras maiúsculas / Full Name in capital letters)
Portador de [escolha <u>SÓ</u> um]/holding [choose <u>ONLY</u> one]:	<u>ID must contain signature, Place of Birth and Nationality</u>
<input type="checkbox"/>	Bilhete de Identidade ou Cartão de Cidadão / Portuguese Identification Card
<input type="checkbox"/>	Cartão de Identidade da UE / EU Identification Card
<input type="checkbox"/>	Passaporte Português / Portuguese Passport
<input type="checkbox"/>	Passaporte de (País) / Issuing country <u>Country Name</u>
Número / Document Number:	<u>Document # must match ID selected above</u>
Data de Nascimento / Date of Birth:	<u>                    </u> - <u>                    </u> - <u>                    </u> (Date of birth in format Day - Month - Year)
Local de Nascimento / Place of Birth:	<u>Enter City/Town &amp; Country</u>
Freguesia de Nascimento / Parish of Birth:	<u>Parish - if applicable</u> (Only applicable for Portuguese citizens)
País / Country of Nationality:	<u>Country of Nationality</u>
Nome da mãe / Mother's Name:	<u>Mother's Full Name</u> (Applicable for candidates from India/Bangladesh/Pakistan)
Nome do pai / Father's Name:	<u>Father's Full Name</u> (Applicable for candidates from India/Bangladesh/Pakistan)

## Applicant's Identification Document

Applicant must select which document will provide as identification along with the Authorization Form.

- Only one Document can be selected.
  - ID Document must contain Applicant's signature, Place of Birth, and Nationality.
  - Must be valid for at least another three months before the check is submitted.
  - The ID copy must be provided in color, PDF, and format A4.
- Document Number - number entered must correspond with document selected.
- The options are:
  - Bilhete de Identidade ou Cartão de Cidadão / Portuguese Identification Card
  - Cartão de Identidade da UE / EU Identification Card
  - Passaporte Português / Portuguese Passport

- Passaporte de (País) / Foreign Passport
- Issuing Country - Enter country if Foreign Passport is being used.

Portador de [escolha <b>SÓ</b> um]/holding [choose <b>ONLY</b> one]: <b>ID must contain signature, Place of Birth and Nationality</b> <input type="checkbox"/> Bilhete de Identidade ou Cartão de Cidadão / Portuguese Identification Card <input type="checkbox"/> Cartão de Identidade da UE / EU Identification Card <input type="checkbox"/> Passaporte Português / Portuguese Passport <input type="checkbox"/> Passaporte de (País) / Issuing country <b>Country Name</b> _____ Número / Document Number: _____ <b>Document # must match ID selected above</b>
---

## Purpose of POA

- Only one purpose can be selected. Please read carefully and select the option that applies.
- For **Out-of-Country** employment, Applicant must select:

☐ Para razões profissionais (**obtenção de trabalho no estrangeiro/fora de Portugal**) / For professional reasons (job application abroad/outside Portugal)

**Note:** For Out-of-Country Employment; the job Position and Company/Employer's name are not required.

- Applicants seeking **In-Country** employment have two options to select from. Select one of the following based on where the job is ruled or **not** ruled by a special law.

☐ Para razões profissionais (obtenção de trabalho **em Portugal**) tratando-se de outro emprego, profissão ou atividade SEM lei especial / For professional reasons (job application in Portugal) **NOT** ruled by a special law

or

☐ Para razões profissionais (obtenção de trabalho **em Portugal**) tratando-se de outro emprego, profissão ou atividade COM lei especial / For professional reasons (job application incountry/in Portugal) **ruled** by a special law

- **In-Country** Applicants must also provide:
  - Position - must enter full job position name,
    - The job Position must be in Portuguese language if applicable. English is acceptable without any abbreviations or acronyms.
    - **DO NOT** use abbreviations for the Job Position as this will be rejected.


Examples: enter Quality Control Specialist not QA Specialist or use Gerente not Manager.

- Company - enter complete and legal name of Company, **DO NOT** use abbreviations.
- Working With Minors - Indicate (Yes or No) if the job involves regular contact with minors

A proposta de trabalho envolve contato regular com menores de idade? ☐ Sim (Yes) ☐ Não (No)  
(Does the job involve regular contact with minors?)

## Applicant's Signature

- Place - Enter location name (city/town, country) where form is being signed.
- Date - Enter date of signing the form and date must be in **DD/MM/YYYY** format.
- Signature - Applicant's signature must be a **Wet** signature.
  - The wet signature must match the ID document's signature.
  - Use **BLUE** ink for signature if possible.

O presente mandato forense é válido até a recepção do certificado de registros criminais ou renúncia por escrito.	This Power of Attorney is valid until its explicit withdrawal or until the receipt of the certificate.
Declaro que a a presente é feita de boa-fé, corresponde à verdade, e na qual concedo livremente o meu consentimento.	In witness thereof, made in good faith, I hereby certify that I voluntarily agree and freely grant my consent.
Local /Place: <u>City/Town, Country</u>	
Data/ Date: <u>    </u> / <u>    </u> / <u>    </u> (DD/MM/YYYY Format)	
<b>Handwritten/Wet Signature</b> 	
_____ Assinatura / Signature (igual ao document de identificação / identical to the ID document)	

## Sample Form - DO NOT USE

### MANDATO FORENSE com AUTORIZAÇÃO / MANDATE OF ATTORNEY WITH AUTHORIZATION

Eu, (I, the subject of inquiry) \_\_\_\_\_ **Applicant's Full Name**  
(Nome Completo em letras maiúsculas / Full Name in capital letters)

Portador de [escolha **SÓ** um]/holding [choose **ONLY** one]: **ID must contain signature, Place of Birth and Nationality**

- ☐ Bilhete de Identidade ou Cartão de Cidadão / Portuguese Identification Card  
☐ Cartão de Identidade da UE / EU Identification Card  
☐ Passaporte Português / Portuguese Passport  
☐ Passaporte de (País) / Issuing country \_\_\_\_\_ **Country Name**

Número / Document Number: \_\_\_\_\_ **Document # must match ID selected above**

Data de Nascimento / Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Date of birth in **format Day – Month – Year**)

Local de Nascimento / Place of Birth: \_\_\_\_\_ **Enter City/Town & Country**

Freguesia de Nascimento / Parish of Birth: \_\_\_\_\_ **Parish – if applicable**  
(Only applicable for Portuguese citizens)

País / Country of Nationality: \_\_\_\_\_ **Country of Nationality**

Nome da mãe / Mother's Name: \_\_\_\_\_ **Mother's Full Name**  
(Applicable for candidates from India/Bangladesh/Pakistan)

Nome do pai / Father's Name: \_\_\_\_\_ **Father's Full Name**  
(Applicable for candidates from India/Bangladesh/Pakistan)

#### CONSTITUI SEU BASTANTE PROCURADOR O

Sr. FILIPE ESPINHA, Advogado, portador da cédula profissional n.º 17746L com domicílio profissional na Rua Santa Marta 43 E/F, 3.º D, 1150-293, Lisboa, ao qual outorga, com faculdade de substabelecer, os mais amplos poderes em Direito permitidos para requerer e levantar junto da Direção-Geral da Administração da Justiça, o seu **Certificado do Registo Criminal**.

#### HEREBY GIVES FULL POWER AND AUTHORITY TO

Mr. FILIPE ESPINHA, Attorney, with professional license N° 17746L, with business address at Rua de Santa Marta, 43 E/F, 3º D, 1150293 Lisbon, to whom I confer all the necessary powers allowed by Law, including those of appointing substitutes, to request and collect my **Criminal Records Certificate** near the General Directorate of the Ministry of Justice.

Procedimento é levado a cabo para fins de [escolha SÓ um] / This, for the purpose of [choose ONLY one]:

☐ Pedido de Residência em país estrangeiro / Residence application in a foreign country

☐ Pedido de Nacionalidade em país estrangeiro / Nationality application in a foreign country

**Out-of-Country Employment**

☐ Para razões profissionais (obtenção de trabalho no estrangeiro/fora de Portugal) / For professional reasons (job application abroad/outside Portugal)

**In-Country Employment**

☐ Para razões profissionais (obtenção de trabalho em Portugal) tratando-se de outro emprego, profissão ou atividade **SEM** lei especial / For professional reasons (job application in Portugal) **NOT** ruled by a special law

Função/Position NO ABBREVIATIONS Empresa/Company Full Legal Name

☐ Para razões profissionais (obtenção de trabalho em Portugal) tratando-se de outro emprego, profissão ou atividade **COM** lei especial / For professional reasons (job application in country/in Portugal) **ruled** by a special law

Função/Position NO ABBREVIATIONS Instituição/Institution Full Legal Name

A proposta de trabalho envolve contato regular com menores de idade? ☐ Sim (Yes) ☐ Não (No)  
(Does the job involve regular contact with minors?)

O presente mandato forense é válido até a recepção do certificado de registros criminais ou renúncia por escrito.

This Power of Attorney is valid until its explicit withdrawal or until the receipt of the certificate.

Declaro que a a presente é feita de boa-fé, corresponde à verdade, e na qual concedo livremente o meu consentimento.

In witness thereof, made in good faith, I hereby certify that I voluntarily agree and freely grant my consent.

Local /Place: City/Town, Country

Data/ Date:      /      /     

(DD/MM/YYYY Format)

**Handwritten/Wet Signature**



Assinatura / Signature

(igual ao document de identificação / identical to the ID document)

\*\*\*\*\*

**MANDATO FORENSE com AUTORIZAÇÃO / MANDATE OF ATTORNEY WITH AUTHORIZATION**

Eu, (I, the subject of inquiry)

**DZMITRY LAHO DA**

(Nome Completo em letras maiúsculas / Full Name in capital letters)

Portador de [escolha **SÓ** um] / holding [choose **ONLY** one]:

☐ Bilhete de Identidade ou Cartão de Cidadão / Portuguese Identification Card

☐ Cartão de Identidade da UE / EU Identification Card

☐ Passaporte Português / Portuguese Passport

☒ Passaporte de (País) / Foreign Passport, indicate Issuing country

**Belarus**

Número / Document Number:

**ML 354 9674**

Data de Nascimento / Date of Birth:

**18.02.88**

(Date of birth in format Day – Month – Year)

Local de Nascimento / Place of Birth:

**Vilejka**

Freguesia de Nascimento / Parish of Birth:

**Minsk**

(Only applicable for Portuguese citizens)

País / Country of Nationality:

Nome da mãe / Mother's Name:

(Applicable for candidates from India/Bangladesh/Pakistan)

Nome do pai / Father's Name:

(Applicable for candidates from India/Bangladesh/Pakistan)

**CONSTITUI SEU BASTANTE PROCURADOR O**

Sr. FILIPE ESPINHA, Advogado, portador da cédula profissional n.º 17746L com domicílio profissional na Rua Santa Marta 43 E/F, 3.º D, 1150-293, Lisboa, ao qual outorga, com faculdade de substabelecer, os mais amplos poderes em Direito permitidos para requerer e levantar junto da Direção-Geral da Administração da Justiça, o seu **Certificado do Registo Criminal**.

**HEREBY GIVES FULL POWER AND AUTHORITY TO**

Mr. FILIPE ESPINHA, Attorney, with professional license N° 17746L, with business address at Rua de Santa Marta, 43 E/F, 3º D, 1150293 Lisbon, to whom I confer all the necessary powers allowed by Law, including those of appointing substitutes, to request and collect my **Criminal Records Certificate** near the General Directorate of the Ministry of Justice.



Procedimento é levado a cabo para fins de [escolha SÓ um] / This, for the purpose of [choose ONLY one]:

- ☐ Pedido de Residência em país estrangeiro / Residence application in a foreign country
- ☐ Pedido de Nacionalidade em país estrangeiro / Nationality application in a foreign country
- ☒ Para razões profissionais (**obtenção de trabalho no estrangeiro/fora de Portugal**) / For professional reasons (job application abroad/outside Portugal)
- ☐ Para razões profissionais (obtenção de trabalho **em Portugal**) tratando-se de outro emprego, profissão ou atividade **SEM** lei especial / For professional reasons (job application in Portugal) **NOT** ruled by a special law

Função/Position Software Eng. Empresa/Company Wall Studios Inc.

- ☐ Para razões profissionais (obtenção de trabalho **em Portugal**) tratando-se de outro emprego, profissão ou atividade **COM** lei especial / For professional reasons (job application in-country/in Portugal) **ruled** by a special law

Função/Position  Instituição/Institution

A proposta de trabalho envolve contato regular com menores de idade? ☐ Sim (Yes) ☒ Não (No)  
(Does the job involve regular contact with minors?)

O presente mandato forense é válido até a recepção do certificado de registos criminais ou renúncia por escrito.

This Power of Attorney is valid until its explicit withdrawal or until the receipt of the certificate.

Declaro que a presente é feita de boa-fé, corresponde à verdade, e na qual concedo livremente o meu consentimento.

In witness thereof, made in good faith, I hereby certify that I voluntarily agree and freely grant my consent.

Local /Place: Funchal

Data/ Date: 4 / 06 / 2024

Dzmitry Lapoda

Assinatura / Signature

(**igual** ao document de identificação / **identical** to the ID document)