



LOCAL LODGING REPORTING REQUIREMENTS TO SEF

Many owner/operators of Local Lodging Establishments have been caught by surprise by reporting requirements to the Portuguese Immigration and Borders Service (“SEF” – *Serviço de Estrangeiros e Fronteiras*). In order to clarify the issue, the following is a summary of appropriate legislation regulating Accommodation Bulletins and their communication to “SEF”. Keep in mind that these reporting requirements are no different than in any form of tourist accommodation. Reporting to “SEF” is required by law for all paying foreign guests, whether staying in privately owned Local Lodging or 5-star resorts.

Entry of foreigners into Portugal

Foreign citizens entering Portugal by a border that is not subject to passport control from another EU member state are required to declare their presence within three working days. The entry declaration must be made to the Portuguese Immigration and Border Service (“SEF”). Reporting is not required if they are:

- Residents of Portugal or those with permission to stay longer than six months;
- Visitors who stay in a hotel or a similar type of tourist accommodation;
- EU Citizens or those from other countries with similar arrangements.

Accommodation Bulletin

The SEF accommodation bulletin is intended to monitor foreign nationals in the country and is regulated by the norms of the Schengen Treaty. All foreign citizens, including nationals of other member states of the



European Union (*Lei 23/2007, de 4 de Julho, n° 2, Art. 15*), must complete an accommodation bulletin when staying in a hotel, tourist resort, local lodging establishment or similar tourist accommodation. In the case of a family travelling together, this obligation can be fulfilled by one spouse or, in the case of a travel group, by one member of the party (*Lei 23/2007, de 4 de Julho, n°3, Art. 15*). Although the family or group may be represented by one individual, all members of the family or group must be identified and registered.

Communication via Internet

In order to simplify the submission of registration forms, tourist establishments should register with SEF as users of the Information Accommodation Bulletins System (“SIBA”), so that they can carry out registration safely via internet. (*Lei 23/2007, de 4 de Julho, n°4, Art. 15*) Registration is currently only available via electronic means. (*Portaria n.º 287/2007, de 4 de Março*) Paper-format bulletins are no longer in use. The bulletins and their respective duplicates and substitutes are to be kept for a period of one year from the day following notification of departure.

Required information for SEF registration:

The following information comprises the Accommodation Bulletin:

- Full Name
- Date of Birth
- Country of Birth
- Home Address
- Country of Residence
- Nationality
- Identity document



- Number of document
- Issuing Country
- Date of Arrival
- Date of Departure

Failure to complete the electronic registration is punishable by a fine from €100-500 when less than 10 guest records are missing. Fines can be reduced to one quarter in the case of negligence.

Personal Data Security

The personal data provided by the visitor is treated in the strictest confidence and is subject to all the guarantees and rights of information, access and confidentiality provided for under Portuguese Law. The responsible for registration is limited to the release of personal data only to SEF's computer application via a secret code. The data is retained for one year after which it is automatically destroyed

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24 April 2018