VIOLA & ADVOGADOS

INTERNATIONAL LAW FIRM · LISBON

IMMIGRATION
CRIMINAL
TAX & CORPORATE

IN COLLABORATION WITH SMITH & ADAMS RECRUITMENT

PRE-SUBMISSION ASSESSMENT

Portuguese Work Residence Visa

Specimen · sample only

Cleaner · Application to be lodged in New Delhi

NOT READY FOR SUBMISSION

One or more mandatory items are missing. An application lodged in this state is liable to be refused on documents alone, before anybody considers the applicant.

WHAT STOPS THIS FILE TODAY

1. National passport
5. Travel medical insurance
6. Police clearance certificate

REFERENCE	ISSUED	VERSION
D1-SPECIMEN	2026-11-21	2.0 · 27 Oct 2026

The rules applied in this assessment were reviewed by Viola & Advogados, Lisbon. The assessment reads the applicant's answers and documents against the checklist published by the Consular Section in New Delhi. The consulate decides, and it can ask for more.

Summary of requirements

	REQUIREMENT	STATUS	MANDATORY
1	National passport	Missing	Yes
2	Proof of legal residence	Not applicable	
3	Photographs	Provisionally satisfied	
4	Income of the last three months	Needs clarification	Yes
5	Travel medical insurance	Missing	Yes
6	Police clearance certificate	Missing	Yes
7	Accommodation in Portugal	Provisionally satisfied	
8	Employment contract	Not assessed	Yes
9	Professional certificate	Not applicable	
10	Language of documents	Provisionally satisfied	Yes

WHAT THE STATUSES MEAN

Verified. We have seen this and it meets the requirement.

Provisionally satisfied. Stated by the applicant. Not independently verified.

Missing. Required for this application and not held.

Needs clarification. Held, but something about it is likely to fail at the counter.

Not assessed. Within scope. The applicant has not answered this yet.

Not applicable. This requirement does not apply to this applicant.

The requirements, one by one

1 National passport

Missing

WHAT THE CONSULATE REQUIRES

Issued within the last ten years, with at least three months of validity beyond the scheduled return, two empty pages for the visa, no handwritten or manual entry made after 1 April 2010 altering the biographical data, and no observations on the front data page.

THIS APPLICANT

The passport expires in 98 days. The visa alone runs 120 days, so this does not cover the stay.

WHAT TO DO

> Renew the passport now. Renewal takes weeks and the file cannot be lodged without it.

2 Proof of legal residence

Not applicable

WHAT THE CONSULATE REQUIRES

An applicant who is not a national of India, Bangladesh, Bhutan, Nepal, Sri Lanka or the Maldives must prove legal residence in the country where the application is lodged.

THIS APPLICANT

The applicant is a national of a country the consulate exempts from this requirement.

3 Photographs

Provisionally satisfied

WHAT THE CONSULATE REQUIRES

Two passport photographs: white background, 35 to 40mm wide, taken within the last six months, printed rather than copied or scanned. One is affixed to the application form and one is clipped, not stapled, to the last page of the passport.

THIS APPLICANT

The applicant states two printed photographs to the specification are held.

4 Income of the last three months

Needs clarification

WHAT THE CONSULATE REQUIRES

Proof of resources for at least twelve months, under article 2(2) of Ordinance 1563/2007 of 11 December. Income under the employment contract counts. The requirement may instead be met by a term of responsibility signed by a Portuguese citizen or a foreign citizen legally resident in Portugal who is responsible for the hiring company, recognised by a lawyer, notary or authorised registry, with a copy of that person's identity document or residence card.

THIS APPLICANT

The applicant states income over the last three months of 54,000 rupees a month, and has no payslips or statements for it.

WHAT TO DO

> Three months of bank statements showing the income arriving will do, where payslips do not exist. The consulate reads the statement, not the figure.

5 Travel medical insurance

Missing

WHAT THE CONSULATE REQUIRES

Original policy, minimum cover of EUR 30,000, covering repatriation for medical reasons, urgent medical attention and emergency hospital treatment, for the entire stay. The document must carry a QR code that can be verified. VFS publishes the list of accepted Indian insurers.

THIS APPLICANT

No travel insurance is held.

WHAT TO DO

> Buy a policy from an insurer on the VFS list. This is cheap and it is a mandatory item.

6 Police clearance certificate

Missing

WHAT THE CONSULATE REQUIRES

Issued by the competent authority of the country of nationality, or of a country where the applicant has resided for over a year. Valid only up to three months after the date of issue. For Indian nationals it is issued by the nearest Regional Passport Office and must carry the Hague Apostille.

THIS APPLICANT

No certificate has been obtained yet. It must come from IN, where the applicant has been living.

WHAT TO DO

> Apply at the nearest Regional Passport Office, then have the certificate apostilled under the Hague Convention. Both steps take time, and the three-month clock starts at issue, so sequence it with the appointment rather than rushing it.

7 Accommodation in Portugal

Provisionally satisfied

WHAT THE CONSULATE REQUIRES

A booking, rental contract, lease or other proof of private accommodation for the period of the contract, unless the company provides it. It may instead be covered by a term of responsibility. The consulate, with the Portuguese authorities, assesses whether the accommodation meets the standards for decent living.

THIS APPLICANT

Accommodation is expected to be covered by the employer undertaking that accompanies the placement.

WHAT TO DO

> Nothing for the applicant to produce. The employer's undertaking has to name the accommodation, and the address on it has to match what the company declares when it requests the appointment.

8 Employment contract

Not assessed

WHAT THE CONSULATE REQUIRES

A valid working contract signed by both the applicant and the responsible person of the Portuguese company, valid for at least twelve months. The D1 visa exists for a signed contract or a valid job offer and cannot be lodged without one.

THIS APPLICANT

No contract exists yet. The applicant has not been placed with an employer.

WHAT TO DO

> Nothing to do and nothing to buy. This item is why no applicant reaches a fully ready state before a placement, and it is the employer who signs.

9 Professional certificate

Not applicable

WHAT THE CONSULATE REQUIRES

Required only where the profession is regulated in Portugal.

THIS APPLICANT

The chosen role, cleaner, is not a regulated profession in Portugal.

WHAT TO DO

> No certificate is required. Diplomas may still help the employer, but the consulate does not ask for them.

10 Language of documents

Provisionally satisfied

WHAT THE CONSULATE REQUIRES

All documents, forms and declarations must be in Portuguese or English, or be accompanied by a proper translation. A document without one is treated as missing.

THIS APPLICANT

The applicant states the documents are in Portuguese or English.

How the application is made

11 How the appointment is made

D1 applications are not open for appointment booking at VFS. The applicant cannot book. The owner of the Portuguese company addresses the Visa Department of the Consular Section at visas.novadeli@mne.pt and provides the documents requested for that purpose. The consular section then authorises VFS to grant appointments, and VFS informs applicants directly by email.

Nothing here is the applicant's to arrange. The employer requests the appointment from the consular section at visas.novadeli@mne.pt, and the dates are decided by the consulate, not by availability at VFS and not by where the applicant happens to be.

12 How long a decision takes

The standard processing time is 60 calendar days, counted only from the moment the application reaches the Consular Section, which takes up to two working days from VFS. Public holidays do not count. The period may be extended for an interview, scrutiny of bank documents or verification of any supporting document.

Plan backwards from the date work is meant to start, not forwards from today. A booked flight does not make an application go faster.

13 What the visa is

The D1 is a residence visa. It grants two entries and is valid for 120 days. Within that period the holder applies for a residence permit with the competent Portuguese authorities.

The visa is the beginning of the process in Portugal and not the end of it. The residence permit is applied for after arrival, inside the 120 days.

Risks and obligations

What the employer has to do

Three things in this file are the company's and not the applicant's: requesting the appointment from the consular section, signing the contract through its responsible person, and, where the subsistence or accommodation route runs through a term of responsibility, producing that document recognised by a lawyer or notary with the signatory's identity document attached. An applicant who does everything right can still be stopped by a company that has not done these.

How this assessment was made

Each item above is a requirement published by the Consular Section of the Embassy of Portugal in New Delhi in its D1 checklist for the subordinate work residence visa. The requirements are reproduced as the consulate states them. They are not our conditions and we cannot waive them.

Each item is then given a status. Verified means a document was seen and meets the rule. Provisionally satisfied means the applicant stated it and nothing contradicts the statement; no document was inspected. Missing means the item is required and is not held. Needs clarification means the item exists but something about it is likely to fail. Not assessed means we have not asked, and is shown rather than hidden. Not applicable means the rule does not reach this applicant.

An item is never marked as verified because a question was answered yes. Where this assessment relies on what the applicant told us, it says so in the status.

This assessment does not estimate the likelihood of a visa being granted. No such estimate can honestly be made from documents, and anybody offering one is guessing.

Limits of this assessment

· This is not an approval, a pre-clearance or any form of decision by the Portuguese authorities. The consulate decides, and it may require documents and interviews beyond this list.

· Submitting every document listed does not guarantee that a visa is granted.

· Statuses based on the applicant's own answers are marked as such and have not been independently verified.

· The checklist is revised by the consulate. The version this assessment was read against is printed below.

Source

D1 Checklist: Subordinate Work Residence Visa, Consular Section of the Embassy of Portugal in New Delhi. Read on 2026-10-27. Appointment requests from the hiring company to visas.novadeli@mne.pt.

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