



SECÇÃO CONSULAR DA  
EMBAIXADA DE PORTUGAL  
PEQUIM

**Processo de legalização de documentos chineses pelo Ministério dos Negócios Estrangeiros da China e pela Embaixada de Portugal em Pequim:**

1. Qualquer documento emitido pelas autoridades chinesas, para que seja válido em Portugal, deverá, em primeiro lugar, ser autenticado e traduzido para inglês ou português por um cartório notarial público na China;
2. Uma vez concluída a tradução, o documento autenticado deverá ser entregue a uma agência autorizada, de maneira a que o mesmo possa ser enviado para o Ministério dos Negócios Estrangeiros da China. A lista de agências autorizadas poderá ser encontrada abaixo;
3. Após a conclusão da legalização por parte do Ministério dos Negócios Estrangeiros da China, o documento será diretamente enviado para a Embaixada de Portugal em Pequim, para que se possa proceder à legalização.
4. Após a conclusão da legalização por parte da Embaixada de Portugal em Pequim, o Ministério dos Negócios Estrangeiros da China recolherá o documento legalizado junto da Embaixada;
5. O Ministério dos Negócios Estrangeiros da China devolverá o documento legalizado à agência;
6. O requerente poderá recolher o documento devidamente autenticado junto da agência.

**Nota:**

- Para o processo de legalização de documentos, a Secção Consular da Embaixada de Portugal em Pequim apenas aceita documentos entregues por funcionários autorizados do Ministério dos Negócios Estrangeiros da China.

**Áreas de jurisdição da Embaixada de Portugal em Pequim:**

- Pequim, Chongqing, Gansu, Guizhou, Henan, Hubei, Hebei, Heilongjiang, Jilin, Liaoning, Mongólia Interior, Ningxia, Qinghai, Sichuan, Shandong, Shaanxi, Shanxi, Tianjin, Xinjiang, Tibete, Yunnan.



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**Anexo 1: Foreign Affairs Offices e agências autorizadas pelo Ministério dos Negócios Estrangeiros da China para realização de legalizações em Pequim:**

**1. Beijing Foreign Affairs Office – Chaoyang District**

Telefone: 010-8562-2712

Morada: Room 202, Building B of Jing Hua Hao Yuan, No. 8 Wai Jiao Bu Nan Jie, Chaoyang District, Beijing.

**2. Beijing Foreign Affairs Office – Dongcheng District**

Telefone: 010-8418-7611

Morada: 2nd Floor, Building A of Ge Hua Buidling, No. 1 Qing Long Hutong, Bei Xiao Jie, Dongcheng District, Beijing

**3. Beijing Guoxin Notary Public Office**

- Telefone: 010-8225-5185/ 010-8225-5818

- Morada: 9th Floor, Building C of Chengjian Building, No.18 Bei Tai Ping Zhuang Street, Haidian District, Beijing

**4. China Travel Service Head Office**

- Telefone: 010-6512-4896

- Morada: No. 8 Dong Jiao Min Xiang, Beijing

**5. Beijing Fangyuan Notary Public Office**

- Telefone: 010-8519-7689

- Morada: 3rd Floor, Building 2 of BeijingINN, No. 5 Dong Shui Jing Hutong, Chao Nei Street, East District, Beijing.



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**Anexo 2: Foreign Affairs Offices autorizados pelo Ministério dos Negócios Estrangeiros da China para realização de legalizações nas restantes áreas de jurisdição da Embaixada de Portugal:**

- 1. Foreign Affairs Office de Chongqing:**  
Telefone: 023-6385-0843  
Morada: No. 57 Hong Hu Dong Lu, Yu Bei District, Chongqing
  
- 2. Foreign Affairs Office de Gansu:**  
Telefone: 0931-8720709  
Morada: No. 805 Nan Chang Street, Lanzhou
  
- 3. Foreign Affairs Office de Guizhou:**  
Telefone: 0851-8661-1599  
Morada: No.172 Guan Shan Xi Lu, Guan Shan Hu District, Guiyang
  
- 4. Foreign Affairs Office de Henan:**  
Telefone: 0371-6568-8864  
Morada: No. 15 Jin Shui Street, Zhengzhou
  
- 5. Foreign Affairs Office de Hubei:**  
Telefone: 027-87301852  
Morada: No. 3 Ba Yi Street, Wu Chang District, Wuhan
  
- 6. Foreign Affairs Office de Hebei:**  
Telefone: 0311-8780-7332  
Morada: Room 103, Zone B of Provincial Government Office Building (Min Xin Guang Chang), No. 75 Shi Fan Street, Shijiazhuang
  
- 7. Foreign Affairs Office de Heilongjiang:**  
Telefone: 0451-5363537  
Morada: No. 298 Guo Ge Li Da Jie, Nan Gang District, Harbin
  
- 8. Foreign Affairs Office de Jilin:**  
Telefone: 0431-8275-2831  
Morada: Legalization Counter of Foreign Affairs , 1st Floor of Provincial Government Affairs Service Hall - No 9999 Ren Min Da Jie, Changchun
  
- 9. Foreign Affairs Office de Liaoning:**  
Telefone: 024-2327-1077  
Morada: No. 35 Nan Shi San Wei Street, He Ping District, Shenyang



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**10. Foreign Affairs Office da Mongólia Interior:**

Telefone: 0471-6946380/ 0471-6946595

Morada: Room 402 of Building 1, No. 63 Xin Hua Da Jie, Hohhot

**11. Foreign Affairs Office de Ningxia:**

Telefone: 0951-5044617

Morada: No. 106 Feng Huang Bei Jie, Yinchuan

**12. Foreign Affairs Office de Qinghai:**

Telefone: 0971-8249837/ 0971-8244069

Morada: No.14 Jie Fang Street, Xining

**13. Foreign Affairs Office de Sichuan:**

Telefone: 028-84392778

Morada: No. 100 Dong San Duan of Yi Huan Lu, Chengdu

**14. Foreign Affairs Office de Shandong:**

Telefone: 0531-8613-7818

Morada: 2nd Floor of Shandong Provincial Foreign Affairs Service Hall,  
Building 1 of Hong Shang Fang, Sheng Fu Dong Jie, Jinan.

**15. Foreign Affairs Office de Shaanxi:**

Telefone: 029-88149211/ 029-88149215

Morada: No.282 Jiefang Road,Xincheng District, Xi'an

**16. Foreign Affairs Office de Shanxi:**

Telefone: 0351-4083617

Morada: 3<sup>rd</sup> Floor of Service Hall, Shanxi International Building, No. 388 Ying  
Ze Da Jie, Taiyuan

**17. Foreign Affairs Office de Tianjin:**

Telefone: 022-58785378

Morada: 2nd Floor, Guang Yin Building, YouYi Bei Lu, He Xi District, Tianjin

**18. Foreign Affairs Office de Xinjiang:**

Telefone: 0991-6176788

Morada: No.226, Dong Huan Road, Tianshan District, Urumqi

**19. Foreign Affairs Office do Tibete:**

Telefone: 0891-6328433/ 0891-6335171

Morada: No. 11 Lin Kuo Bei Road, Lasha

**20. Foreign Affairs Office de Yunan:**

Telefone: 0871-6409-8094

Morada: No. 230 Da Guan Street, Kunming



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**如何向中国外交部和葡萄牙驻华大使馆申请中国文件的双认证:**

1. 任何由中国当局签发的文件，为了在葡萄牙有效，必须首先由中国的公证处认证并翻译成英文或葡萄牙文；
2. 翻译完成后，必须将认证文件交付给一个外交部委托代办领事认证的地方外办或机构，以便将其送交中国外交部。外交部委托代办领事认证的地方外办或机构名单在附件 1.
3. 在中国外交部完成认证后，该文件将被直接送到葡萄牙驻华大使馆，以便对其进行认证；
4. 葡萄牙驻华大使馆完成认证后，中国外交部将从大使馆领取认证文件；
5. 中国外交部将把认证完成的文件返还给当地外办或机构；
6. 申请人可以在当地外办或机构领取认证完成的文件；

**备注:**

- 对于中国文件的公证，葡萄牙驻华使馆领事处只接受由中国外交部授权的工作人员提供的公证证书。

**葡萄牙驻华大使馆领事处领管辖范围**

- 北京、重庆、甘肃、贵州、河南、湖北、河北、黑龙江、吉林、辽宁、内蒙古、宁夏、青海、四川、山东、山西、陕西、天津、新疆、西藏、云南。



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**附件 1：外交部委托在京文书领事认证代办的地方外办或机构：**

**1. 北京外办 – 朝阳区**

电话：010-85622712

地址：北京市朝阳区外交部南街 8 号京华豪园，B 座 202

**2. 北京外办 – 东城区**

电话：010-84187611

地址：北京市东城区北小街青龙胡同 1 号歌华大厦 A 座 2 层

**3. 北京市国信公证处**

电话：010-8225-5185/ 010-8225-5818

地址：北京市海淀区北太平庄路 18 号城建大厦 C 座 9 层

**4. 中国旅游集团旅行服务有限公司**

电话：010-6512-4896

地址：北京市东交民巷 8 号

**5. 北京市方圆公证处**

电话：010-85197689

地址：北京市东城区朝内大街东水井胡同 5 号北京 INN 大厦 2 号楼 3 层



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**附件 2：外交部委托在葡萄牙驻华大使馆领事处领管辖范围的其他城市文书领事认证代办的地方外办或机构：**

**1. 重庆外办：**

电话: 023-6385-0843

地址: 重庆市渝北区洪湖东路 57 号

**2. 甘肃外办：**

电话: 0931-8720709

地址: 兰州市南昌路 805 号

**3. 贵州外办：**

电话: 0851-86611599

地址: 贵州省贵阳市观山湖区观山西路 172 号

**4. 河南外办：**

电话: 0371-6568-8864

地址: 郑州市金水路 15 号

**5. 湖北外办：**

电话: 027-87301852

地址: 武汉市武昌区八一路 3 号

**6. 河北外办：**

电话: 0311-87807332

地址: 石家庄市师范街 75 号省直机关民心广场办公楼 B 座 103

**7. 黑龙江外办：**

电话: 0451-53633327

地址: 哈尔滨市南岗区果戈里大街 298 号

**8. 吉林外办：**

电话: 0431-82752831

地址: 长春市人民大街 9999 号, 省政务大厅, 一楼外办认证窗口

**9. 辽宁外办：**

电话: 024-2327-1077

地址: 辽宁省沈阳市皇姑区黄河南大街 96-6 号启运商务大厦

**10. 内蒙古外办：**

电话: 0471-6946380/ 0471-6946595

地址: 内蒙古呼和浩特市新华大街 63 号院 1 号楼 402 室



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**11. 宁夏外办:**

电话: 0951-5044617  
地址: 宁夏银川市凤凰北街 106 号

**12. 青海外办:**

电话: 0971-8249837/ 0971-8244069  
地址: 青海省西宁市解放路 14 号

**13. 四川外办:**

电话: 028-84392778  
地址: 成都市一环路东三段 100 号

**14. 山东外办:**

电话: 0531-8613-7818  
地址: 济南市历下区千佛山西路 28-1 号, 山东省外事办公室涉外管理处

**15. 陕西外办:**

电话: 029-83233616/ 029-83233618  
地址: 西安市碑林区环城东路南段 1 号生产力大厦 3 楼北厅

**16. 山西外办:**

电话: 0351-4083617  
地址: 山西太原市迎泽大街 366 号 2 楼办证大厅

**17. 天津外办:**

电话: 022-58785378  
地址: 天津市河西区友谊北路广银大厦二楼

**18. 新疆外办:**

电话: 0991-6176788  
地址: 乌鲁木齐市天山区东环路 226 号

**19. 西藏外办:**

电话: 0891-6328433/ 0891-6335171  
地址: 拉萨市林廓北路 11 号

**20. 云南外办:**

Telefone: 0871-6409-8094  
地址: 昆明市大观路 230 号





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**How to apply for the legalization of Chinese documents by the Chinese Foreign Ministry and the Embassy of Portugal in Beijing:**

1. Any document issued by Chinese authorities, in order to be valid in Portugal, must first be authenticated and translated into English or Portuguese by a notary public in China;
2. Once the translation is completed, the authenticated document must be delivered to an authorized agency, so that it can be sent to the Chinese Ministry of Foreign Affairs. The list of authorized agencies can be found below;
3. After the completion of the legalization by the Ministry of Foreign Affairs of China, the document will be directly sent to the Portuguese Embassy in Beijing, so that it can be legalized.
4. After the completion of the legalization by the Portuguese Embassy in Beijing, the Ministry of Foreign Affairs of China will pick up the legalized document from the Embassy;
5. The Ministry of Foreign Affairs of China will return the legalized document to the agency;
6. The applicant will be able to pick up the document duly authenticated at the agency.

**Notes:**

- For the legalization of Chinese documents, the Consular Section of the Embassy of Portugal in Beijing only accepts the notarized certificate delivered by the authorized employee from the Chinese Ministry of Foreign Affairs.

**Areas of jurisdiction of the Embassy of Portugal in Beijing:**

- - Beijing, Chongqing, Gansu, Guizhou, Henan, Hubei, Hebei, Heilongjiang, Jilin, Liaoning, Inner Mongolia, Ningxia, Qinghai, Sichuan, Shandong, Shaanxi, Shanxi, Tianjin, Xinjiang, Tibet, Yunnan.



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**Attachement 1: Foreign Affairs Offices and authorized agencies by the Ministry of Foreign Affairs of China for Consular Legalizations in Beijing:**

**1. Beijing Foreign Affairs Office – Chaoyang District**

Phone: 010-8562-2712

Address: Room 202, Building B of Jing Hua Hao Yuan, No. 8 Wai Jiao Bu Nan Jie, Chaoyang District, Beijing.

**2. Beijing Foreign Affairs Office – Dongcheng District**

Phone: 010-8418-7611

Address: 2nd Floor, Building A of Ge Hua Buidling, No. 1 Qing Long Hutong, Bei Xiao Jie, Dongcheng District, Beijing

**3. Beijing Guoxin Notary Public Office**

Phone: 010-8225-5185/ 010-8225-5818

Address: 9th Floor, Building C of Chengjian Building, No.18 Bei Tai Ping Zhuang Street, Haidian District, Beijing

**4. China Travel Service Head Office**

Phone: 010-6512-4896

Address: No. 8 Dong Jiao Min Xiang, Beijing

**5. Beijing Fangyuan Notary Public Office**

Phone: 010-8519-7689

Address: 3rd Floor, Building 2 of BeijingINN, No. 5 Dong Shui Jing Hutong, Chao Nei Street, East District, Beijing.



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**Attachment 2: Foreign Affairs Offices authorized by the Ministry of Foreign Affairs of China for Consular Legalization in the remaining areas of the jurisdiction of the Embassy of Portugal in Beijing:**

- 1. Chongqing Foreign Affairs Office:**  
Phone: 023-6385-0843  
Address: No. 57 Hong Hu Dong Lu, Yu Bei District, Chongqing
- 2. Gansu Foreign Affairs Office:**  
Phone: 0931-8720709  
Address: No. 805 Nan Chang Street, Lanzhou
- 3. Guizhou Foreign Affairs Office:**  
Phone: 0851-8661-1599  
Address: No.172 Guan Shan Xi Lu, Guan Shan Hu District, Guiyang
- 4. Henan Foreign Affairs Office:**  
Phone: 0371-6568-8864  
Address: No. 15 Jin Shui Street, Zhengzhou
- 5. Hubei Foreign Affairs Office:**  
Phone: 027-87301852  
Address: No. 3 Ba Yi Street, Wu Chang District, Wuhan
- 6. Hebei Foreign Affairs Office:**  
Phone: 0311-8780-7332  
Address: Room 103, Zone B of Provincial Government Office Building (Min Xin Guang Chang), No. 75 Shi Fan Street, Shijiazhuang
- 7. Heilongjiang Foreign Affairs Office:**  
Phone: 0451-5363537  
Address: No. 298 Guo Ge Li Da Jie, Nan Gang District, Harbin
- 8. Jilin Foreign Affairs Office:**  
Phone: 0431-8275-2831  
Address: Legalization Counter of Foreign Affairs , 1st Floor of Provincial Government Affairs Service Hall - No 9999 Ren Min Da Jie, Changchun
- 9. Liaoning Foreign Affairs Office:**  
Phone: 024-2327-1077  
Address: No. 35 Nan Shi San Wei Street, He Ping District, Shenyang



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**10. Inner Mongolia Foreign Affairs Office:**

Phone: 0471-6946380/ 0471-6946595

Address: Room 402 of Building 1, No. 63 Xin Hua Da Jie, Hohhot

**11. Ningxia Foreign Affairs Office:**

Phone: 0951-5044617

Address: No. 106 Feng Huang Bei Jie, Yinchuan

**12. Qinghai Foreign Affairs Office:**

Phone: 0971-8249837/ 0971-8244069

Address: No.14 Jie Fang Street, Xining

**13. Sichuan Foreign Affairs Office:**

Phone: 028-84392778

Address: No. 100 Dong San Duan of Yi Huan Lu, Chengdu

**14. Shandong Foreign Affairs Office:**

Phone: 0531-8613-7818

Address: 2nd Floor of Shandong Provincial Foreign Affairs Service Hall,  
Building 1 of Hong Shang Fang, Sheng Fu Dong Jie, Jinan.

**15. Shaanxi Foreign Affairs Office:**

Phone: 029-88149211/ 029-88149215

Address: No.282 Jiefang Road,Xincheng District, Xi'an

**16. Shanxi Foreign Affairs Office:**

Phone: 0351-4083617

Address: 3<sup>rd</sup> Floor of Service Hall, Shanxi International Building, No. 388 Ying  
Ze Da Jie, Taiyuan

**17. Tianjin Foreign Affairs Office:**

Phone: 022-58785378

Address: 2nd Floor, Guang Yin Building, YouYi Bei Lu, He Xi District, Tianjin

**18. Xinjiang Foreign Affairs Office:**

Phone: 0991-6176788

Address: No.226, Dong Huan Road, Tianshan District, Urumqi

**19. Tibet Foreign Affairs Office:**

Phone: 0891-6328433/ 0891-6335171

Address: No. 11 Lin Kuo Bei Road, Lasha

**20. Yunan Foreign Affairs Office:**

Phone: 0871-6409-8094

Address: No. 230 Da Guan Street, Kunming