



Corpo de Polícia de Segurança Pública

Residence and Stay Affairs Department

Online Appointment System of Residence and Stay Affairs Department Operation Guide



Residence and Stay Affairs Department

[Online Appointment System](#)

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>>>Main Page of Online Appointment System

Simply click the “Make Appointment” button, select the service, enter the relevant information or number, choose the appointment date and time slot and you are done. The whole procedure will take you just a few minutes.

Upon completion of the procedure, you may print the Appointment Confirmation. On the scheduled date, please present the Confirmation directly to the Subdivision concerned and wait for your turn according to the instruction on the display screen.

The “Inquire/Change/Cancel Appointment” button allows you to manipulate your scheduled appointment. Any “change” or “cancellation” should be made at least 2 working days before the “scheduled date”, otherwise the system will lock the scheduled appointment. A new appointment can only be made after the original “scheduled date”.

[Make Appointment](#)

[Inquire/Change/Cancel Appointment](#)

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- Get to the 'Online Appointment System' interface
- Please select the service you need. Select 'Make Appointment' for demonstration



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>>>Main Page of Online Appointment System

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- Please select the service you need. Select 'Authorization to Stay for Non-resident Workers' for demonstration
- If you have any question, click ? for further information


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>>>Select service

Please select the service for your appointment :

1. [Authorization to Stay for Non-resident Workers](#) ?
【Note: It is applicable to "Skilled Workers" and "Domestic Helpers" only at this moment. 】
2. [Residence Authorization](#) ?
3. [Extension of "Authorization to Stay"](#) ?

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- Fill in the necessary information and click 'Next' when you are done. The interface will then display a system reminder message
- If you have any question, click ? for further information


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>>>Make appointment>>>Authorization to Stay for Non-resident Workers

Enter basic information

Company No.:	<input type="text"/> ?
Written Instruction No.:	<input type="text"/> / IMO ▾ / DSAL ▾ / <input type="text"/> ?
Application :	<input type="text"/> ▾ ?
Document No.:	<input type="text"/> ?
Verification Code:	<input type="text"/>  <input type="button" value="Change"/>

Note:

After the non-resident worker is granted "Temporary Non-resident Worker's Authorization to Stay", he/she should go through the relevant formalities at the Subdivision concerned in person (by appointment or getting a tag on the spot) only on the *expiry date of the Authorization (or the date specified by the authorities)*. Since it takes time for us to examine and process the application, advance visit to our office for the formalities will not be accepted. However, please be reminded that if you complete the formalities after the date specified above, it will result in overstay and bring about a penalty.

Information: [Non-resident Worker's Identification Card](#) ("Non-resident Worker's Card" for short, aka "blue card")

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Please read the message carefully and then click 'Next' to continue


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>>>Make appointment>>>Authorization to Stay for Non-resident Workers

Enter basic information

Company No.:	<input type="text" value="68069"/> ?
Written Instruction No.:	<input type="text" value="97055"/> / IMO ▾ / DSAL ▾ / <input type="text" value="2019"/> ?
Application :	<input type="text" value="First application"/> ▾ ?
Document No.:	<input type="text" value="B12345678"/> ?
Verification Code:	<input type="text" value="WD9K"/>  <input type="button" value="Change"/>

Note:

After the non-resident worker is granted "Temporary Non-resident Worker's Authorization to Stay", he/she should go through the relevant formalities at the Subdivision concerned in person (by appointment or getting a tag on the spot) only on the *expiry date of the Authorization (or the date specified by the authorities)*. Since it takes time for us to examine and process the application, advance visit to our office for the formalities will not be accepted. However, please be reminded that if you complete the formalities after the date specified above, it will result in overstay and bring about a penalty.

The basic information cannot be changed once you have confirmed it. You may register again only if you cancel the appointment, otherwise the system will lock the scheduled appointment. A new appointment can only be made after the original "scheduled date".

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Select the date you plan to make the application. Then the interface will display the available time slots

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Online Appointment System

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>>>Make appointment>>>Authorization to Stay for Non-resident Workers
 >>>Authorization to Stay for Non-resident Workers 【Domestic Helpers.】 >>>First application

Select date and time

Please select the date:

<<	June 2019							>>
Su	Mo	Tu	We	Th	Fr	Sa		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	1	2	3	4	5	6		

Fully booked

Available

Chosen

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Select the time you plan to make the application and then click 'Confirm'

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>>>Make appointment>>>Authorization to Stay for Non-resident Workers
 >>>Authorization to Stay for Non-resident Workers 【Domestic Helpers.】 >>>First application

Select date and time

Please select the date:

<<	June 2019							>>
Su	Mo	Tu	We	Th	Fr	Sa		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	1	2	3	4	5	6		

Fully booked

Available

Chosen

Please select the time slot:

☐ 09:00

☐ 10:00

☐ 11:00

☒ 12:00

☐ 13:00

☐ 14:00

☐ 15:00

☐ 16:00

Authorize the Residence and Stay Affairs Department to remind you of the scheduled date by selecting 'SMS' and/or 'E-mail' and then click 'Next'


治安警察局
POLÍCIA DE SEGURANÇA PÚBLICA

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>>>Make appointment>>>Authorization to Stay for Non-resident Workers
 >>>Authorization to Stay for Non-resident Workers 【Domestic Helpers.】 >>>First application

Select reminder service

Please authorize the Residence and Stay Affairs Department to remind you of the scheduled date by making a selection:

☐ SMS (only applicable to Macao mobile numbers)

Select language: ☐ 繁體中文 ☐ Português ☒ English

☐ E-mail :

【Remark: The reminder message will be sent 1 day before the scheduled date.】

Next

- ◆ Click 'Print' to print the 'Online Appointment Confirmation' and then click 'Done' to exit
- ◆ Please read the remarks carefully

Online Appointment Confirmation	
Appointment Number	13061200-2P2
Scheduled Service	Authorization to Stay for Non-resident Workers 【Domestic Helpers.】
Application	First application
Responsible Unit	Non-resident Workers Subdivision
Company No.	68069
Written Instruction No.	97055/IMO/DSAL/2019
Document No.	B12345678
Scheduled Date and Time Slot	2019/06/13 12:00
Reminder Service	--

Print
Done

Remark :

- Please bring this Confirmation and all the necessary documents for the application.
(For details, please see: [Non-resident Worker's Identification Card \("Non-resident Worker's Card" for short\)](#))
- Our Subdivision does not provide photocopying service. Please prepare copies of the necessary documents required for the application before arrival at our Department. The original document should be exhibited for authentication.
- Please proceed directly to the tag counter of the [Non-resident Workers Subdivision](#) **10 minutes before the scheduled time** (Address: Immigration Building of the Public Security Police Force, Travessa Um do Cais de Pac On, Taipa, Macao. To see our location , please [click here](#)).
- One tag is for 1 application only. It will lapse if no applicant shows up.
- Any change or cancellation should be made at least 2 working days before the "scheduled date", otherwise the system will lock the scheduled appointment. A new appointment can only be made after the original "scheduled date".
- If our office is closed in the event of force majeure (e.g. typhoon), the scheduled appointment will be postponed to the same time of the next working day.
- For inquiry, please call us at (853) 2872 5488.