

Application for attribution of door numbers

New application

How to process

- Required Document:**
1. Free application forms [002/DVP/DVPS](#) are provided at Integrated Services Centre of IAM, Northern District Public Services Centre and Islands District Public Services Centre, or can be downloaded from IAM's website. If the applicant is a legal person, legible copies of the valid identification document and Business Registration of the applicant must be submitted, with the originals of the documents required to be produced for verification. If the applicant is an individual, legible copy of the valid identification document must be submitted, with the original required to be produced for verification.
 2. Written inspection record or certificate of premises;
 3. Description of individual units on each floor (waived if such information is included in the certificate of premises);
 4. Licence of use of premises (waived if such information is included in the certificate of premises);
 5. The alignment plan and cadastral map of the street where the premise is situated;
 6. Construction plan (floor plans, side views and sections).

Documents to be presented: Applicable

Locations for processing the procedure and office hours

Location: Integrated Services Centre: Avenida da Praia Grande, Nos 762-804, Edf. China Plaza, 2º andar, Macau

Northern District Public Services Centre: Rua Nova da Areia Preta, no. 52, Centro de Serviços da RAEM, Macau

Northern District Public Services Centre - Toi San Station: Avenida de Artur Tamagnini Barbosa, no. 127, D. Julieta Nobre da Carvalho Building, Block B, G/F, Macau

Northern District Public Services Centre - Fai Chi Kei Station: Rua Nova do Patane, Habitação Social de Fai Chi Kei, Edifício Fai Tat, Bloco II, G/F, Lojas G e H, Macau

Central District Public Services Centre: Rotunda de Carlos da Maia, nos. 5 e 7, Complexo da Rotunda de Carlos da Maia, 3/F, Macau

Central District Public Services Centre - S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4/F, Macau

Islands District Public Services Centre: Rua de Coimbra, nº 225, 3.º andar, Centro de Serviços da RAEM das Ilhas, Taipa

Islands District Public Services Centre – Seac Pai Van Station: Avenida de Vale das Borboletas, Seac Pai Van Community Complex, 6/F, Coloane

Department of Public Roads and Drainage - Division of Public Roads: Avenida da Praia Grande no. 517, Edifício Comercial Nam Tung, 17/F, Macau

Office hours: Integrated Services Centre and Public Services Centres:

Mondays to Fridays 9:00 a.m. - 6:00 p.m.

Note: No lunch break. Closed on Saturdays, Sundays and public holidays.

Department of Public Roads and Drainage - Division of Public Roads:

Mondays to Thursdays 9:00 a.m. - 1:00 p.m.; 2:30 p.m. - 5:45 p.m.

Fridays 9:00 a.m. - 1:00 p.m.; 2:30 p.m. - 5:30 p.m.

Note: Closed on Saturdays, Sundays and public holidays.

Fees

Application fee: The fee for each certificate of door number is MOP 120.00 and the copy costs MOP5.00 per page.

Each door number plate: The fee for provision and installation of door number plate (per unit) is MOP200.00.

Note: In accordance with the Fees, Charges and Price List of IAM .

Form fee: Not Applicable

Stamp Duty: Applicable

Deposit: Not Applicable

Fees, Charges and Prices List: www.iam.gov.mo/p/pricetable/list

Time required for processing

Processing time: 15 working days

Remarks/ points to note for application

Important note: All documents must be originals or legible document copies certified by competent authorities.

Relevant standards or requirements

N/A

Progress enquiry and obtaining result of service

N/A

Formalities

- New application

Last Update : 30/09/2021