MODULE 15 - MANAGING ADMINISTRATION ONLINE

CHAPTER 3

ONLINE ADMINISTRATIVE PROCEDURES





ONLINE ADMINISTRATIVE PROCEDURES FRANCE

CIVIL STATE



Request a birth certificate



Change of address



<u>Purchase of tax stamp - Passport</u>

OTHER



<u>Application for registration</u> <u>on the electoral roll</u>



Report credit card fraud



Calculation of withholding tax

VEHICLE AND DRIVING



View driver's license information



Renewing your registration card



Request the administrative status certificate for a used vehicle

ONLINE ADMINISTRATIVE PROCEDURES IN BELGIUM

NATIONAL PLATFORMS

- Tax return: Complete or correct your tax return via <u>Tax-on-web (in French).</u>
- Consultation of social rights: Access your family allowances, unemployment, benefits via MySocialSecurity.be.
- Pension request: Track your rights and simulate your pension via MyPension.be.
- Receiving official documents: Receive pay slips, tax notifications and others via eBox (in French).
- Request of temporary unemployment: Managed by ONEM (in French).

REGIONAL PLATFORMS

Brussels-Capital Region

- Certificates and permits: Use IRISbox to request certificates of residence, household composition, or a parking permit.
- Regional allowances: Requests for energy bonuses, renovation bonuses, or housing assistance, via the regional website
- Register as a job seeker: Go through Actiris, the regional employment service in Brussels.

Wallonia region

- Job search and training: Registration and management via Forem (in French).
- Energy and housing bonuses: Requests via specific regional platforms.

Flanders region

- Employment and training: Access via <u>VDAB (in Dutch)</u>, the employment portal in Flanders.
- Bonuses and aid: Requests via the region's specific platforms.

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ONLINE ADMINISTRATIVE PROCEDURES

IN BELGIUM

THE MUNICIPAL PLATFORMS

- · Official certificates:
 - Certificate of residence
 - Household composition
 - o Certificate of life
- Civil status documents:
 - Birth certificate
 - Marriage certificate
 - Death certificate
- Change of address
- Parking permit
- Request or renewal of identity card



All these steps can be carried out on the websites of your municipality. Each municipality has its own website. If you live in Brussels, go to <u>IRISBox</u>, which brings together all the sites of the municipalities of Brussels.

ONLINE ADMINISTRATIVE PROCEDURES PORTUGAL

EPORTUGAL.GOV.PT



- Change of tax address online
- Issue of the European Health Insurance Card
- Issue a criminal record extract
- Make an appointment with social security
- Pay social security contributions
- Check tax debts
- Submit IRS Online
- Check property tax



ONLINE ADMINISTRATIVE PROCEDURES

PORTUGAL

APP SNS24



- Install the APP and consult the medical recipes
- Request sick leave
- Consult the vaccination bulletin