TRAVEL VISA PRO
Call us for assistance – Toll-free: (866) 378-1722
Fax: (866) 511-7599
www.TravelVisaPro.com

BRAZIL VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your **BRAZIL** Visa & Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Brazilian visas and are located **5 minutes walk away** from the consulate. Our travel professionals help you avoid delays, save money and time. *Please follow our FOUR Steps instructions*.

We must receive all required documents by our office before expediting your visa to Brazil
This information is for US citizens only. If you're not a US citizen, please contact us.

STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed U.S. passport. **Please do not forget to sign your passport.** Passport should be valid at least SIX (6) months after your intended arrival to Brazil. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport. Please note that Children of Brazilian citizens (mother and/or father) even if born abroad will be required to travel to Brazil with a Brazilian passport. Please ask for specific instructions on how to obtain such a document.

  If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to your passport.
- **ONE (1) most recent (4 months or less) Passport Style Photograph:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size. If you have a digital photograph, you can email it to info@travelvisapro.com with Your First and Last name in subject line.
- **Copy of Driver's License:** Please provide a current copy of your Driver's License or State ID. If you do not have Driver's License, please provide Utility Bill, Bank Statement, or School ID. Children must provide copies of parents' Driver's License. **FOR HOUSTON JURISDICTION ONLY**: From Oct 1, 2012 residents of Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma and Texas MUST provide NOTARIZED copy of Driver's License, State Id or any other acceptable proof of jurisdiction. Notary must be done in state where document was issued. No Exceptions!
- **Visa Questionnaire/Application** complete online at: https://scedv.serpro.gov.br/ - website will open in a new window. **Download Step-by-Step instructions on How to complete Brazil Visa Application online**: http://www.travelvisapro.com/howto. After completing the application form online, please print it. **Please do not forget to sign and date your application**. Please COMPLETE and SIGN Your Brazil visa application form. **Note:** You must use Internet Explorer and Microsoft Windows OS to complete online application. If you use MAC OS or any other browser (e.g. Safari, Firefox, Netscape), it may not work properly!
- **Brazil consulate requires each applicant to have appointment before submitting his/her visa:** please email to info@travelvisapro.com the following information before you ship us your documents: In subject line put: **Brazil Visa Appointment Request. And in body:** Protocol/Application #, Last name, First name, Date of birth, Date of entry to Brazil, and complete home address. (You will get this data, after you finish the application online with the consulate). This will help us to procure the earliest possible appointment for you.
- **Proof of Financial Ability (for residents of Atlanta and Miami Consulate Jurisdiction)**: Residents of Alabama, Georgia, North Carolina, South Carolina, Mississippi, Tennessee, Florida, Puerto Rico, US Virgin Islands, and the Bahamas must provide a copy of paychecks or bank statements for the last three months. Bank statements must contain your name and address. This is required to confirm that you have sufficient funds to support yourself while in Brazil.

- **Cover Letter for the consulate (for residents of Miami Consulate Jurisdiction)**: Residents of Florida, Puerto Rico, US Virgin Islands, and the Bahamas must provide a Cover Letter explaining their trip purpose. It should include approximate dates of arrival and departure from Brazil.
- **Copy of Birth Certificate (for residents of Miami Consulate Jurisdiction)** **Residents of Florida, Puerto Rico, US Virgin Islands, and the Bahamas** must provide a Copy of Birth Certificate.
- **Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (*see table below for processing time and fess*). This form gives us your name, address, exact shipping address for visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.
- **If you were born in Brazil** and you apply for Brazil visa with a new U.S. passport, you'll be granted visa only if the decree regarding the lost of your citizenship has been published in the Brazilian official newspaper (*Diário Oficial da União*).
- **Additional Instructions:**
  - **A Copy of Roundtrip ticket/itinerary:** It must contain the name of passenger. it can be an electronic ticket or travel agent's reservation.
  - **Business Visas ONLY:** **Letter of Invitation from Employer:**
    - The name of a reference/visiting firm in Brazil.
    - Detailed explanation of the nature of business to be performed as well as duration of stay.
    - Company guarantee of financial responsibility for all travel expenses incurred by you.
    - The letter must be on company letterhead.
    - **The letter must specify the visa validity and number of entries, the applicant is asking for**
    - **FOR HOUSTON JURISDICTION ONLY:** From Oct 1, 2012 residents of Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma and Texas Business Letter MUST BE NOTARIZED and BEAR ORIGINAL SIGNATURE. Notary must be done in state where document was issued. No Exceptions!
  - **Letter of Invitation from company in Brazil:** A business letter of responsibility from your partner in Brazil is required:
    - The letter must be addressed to the Embassy of Brazil.
    - The letter must explain the nature or purpose of business and the duration of the proposed business trip.
    - The letter must state the name as well as the addresses of individuals, departments and organizations in Brazil you intend to visit.
    - Letter must be on company letterhead and signed by someone at your company other than you.
  - **SPECIAL REQUIREMENTS FOR MINORS UNDER 18:** must provide notarized copy of birth certificate and notarized letter of consent from each non-travelling parent/guardian, etc.
    - **If your state is not listed below, please call 866-378-1722 for consular specific Minor under 18 years old Travel authorization form. Each of 10 Brazilian consulates has different consent form for minors.**
    - **NO EXPEDITING IS AVAILABLE FOR MINORS: Children under 18 years of age MUST be processed at jurisdiction where their parents live. NO EXPEDITING IS AVAILABLE in these cases.**
    - **SAN FRANCISCO JURISDICTION - SPECIAL REQUIREMENTS FOR MINORS**: If minor's parents reside in one of the following states: **Oregon, Washington, Alaska** and in within **California**, the counties of *Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benedito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuma*, we will need additional papers click here - http://tiny.cc/om1tkw
    - **HOUSTON JURISDICTION - SPECIAL REQUIREMENTS FOR MINORS**: If minor's parents reside in one of the following states: **Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma, and Texas**, we will need additional papers click here - http://tiny.cc/iq1tkw
    - **NEW YORK JURISDICTION - SPECIAL REQUIREMENTS FOR MINORS**: If minor's parents reside in one of the following states: **New Jersey, New York, Pennsylvania, and Bermuda Islands**, we will need additional papers click here - http://tiny.cc/si1tkw
    - **LOS ANGELES JURISDICTION - SPECIAL REQUIREMENTS FOR MINORS**: If minor's parents reside in one of the following states: **Arizona, Hawaii, Idaho, Montana, Nevada, Utah, Wyoming** and the following counties in **California**: *Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura. Also the following American islands in the Pacific: Johnston, Midway, Wake, Howland, Jarvis and Baker, Palmira and Kingman*, we will need additional papers click here - http://tiny.cc/fj1tkw

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Brazil consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add *SHIPPING FEE* to your payment.

- **FREE** – Include Prepaid Self-Addressed Envelope
- **$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- **$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- **$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- **$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- **$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- **$39.00+ -** FedEx INTERNATIONAL Priority Overnight (12noon delivery to Canada)

STEP THREE: Find your Residence and Select Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, MasterCard, Amex).
- PREFERRED METHOD: By Check/Money Order. Make checks payable to **"TRAVEL AND VISA PRO"**
- By PayPal: Send payments to info@travelvisapro.com

NEW SERVICE **FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99 per person**	This affordable passport replacement program offers **FREE** replacement of your passport if it has been lost, stolen, or damaged **– for total up to $299 in free services**. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at http://www.travelvisapro.com/index.php?travel,do.index

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
la@travelvisapro.com

In Seattle:
600 First Ave, Ste 425
Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Our fees already include: *Consular fee*, *Consulate courier service,* and *our service fee*.

BRAZIL TOURIST and BUSINESS VISAS (for up to 10 years*) FEE SCHEDULE for US CITIZENS

(maximum duration of stay in Brazil up to 90 calendar days and 180 days per year unless otherwise specified)

Visa validity is granted at consul's discretion

If you reside in the following states:	Your Regular Processing Time is: (in business days)	Your Price is:	Mail Documents to our office in:	EMERGENCY Processing
Alabama, Georgia, South Carolina, Mississippi and Tennessee	10-15 days	$180+$119=$299	New York Office	This service is available for residents from any of the 50 states. (not available for children and NON-US Passport Holders) Processing time is 8 Working Days Price is: $180 for the consulate and $249 for our service ALL DOCUMENTS MUST BE MAILED FOR THIS SERVICE TO OUR NEW YORK OFFICE If you need your visa as fast as NEXT business DAY, please call 415-200-4561 to discuss your case. Price starts from $399 (3-4days) $499 (next day)
Maine, Massachusetts, New Hampshire and Vermont	10-15 days	$180+$119=$299	New York Office	
Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin	10-15 days	$180+$119=$299	New York Office	
Connecticut and Rhode Island	10-15 days	$180+$119=$299	New York Office	
Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma, and Texas	3-5 days	$180+$249=$429	Houston Office	
	6-8 days	$180+$79=$259		
	9-10 days	$180+$49=$229		
Arizona, Hawaii, Idaho, Montana, Nevada, Utah, Wyoming, and in California, the counties of Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura	15-17 days	$180+$79=$259	Los Angeles	
	18-20 days	$180+$49=$229		
Florida, Puerto Rico, US Virgin Islands, and the Commonwealth of the Bahamas	10-15 days	$180+$119=$299	New York Office	
New Jersey, New York, Pennsylvania and the Bermuda Islands	3-4 days	$180+$249=$429	New York Office	
	5-7 days	$180+$79=$259		
	8-10 days	$180+$49=$229		
States of Oregon, Washington, Alaska and in California, the counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba	8-10 days	$180+$79=$259	San Francisco Office	
	11-15 days	$180+$49=$229		
District of Columbia, states of Delaware, Kentucky, Maryland, North Carolina , Ohio, Virginia, West Virginia and North American bases (excepting Guam)	14 days	$180+$79=$259	Washington DC	
	15-17 days	$180+$49=$229		

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San Francisco, CA 94115
Local: (415) 229-3210
info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
la@travelvisapro.com

In Seattle:
600 First Ave, Ste 425
Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

CONSULAR FEE SCHEDULE for NON-US Citizens. Service fee is the same as for US-citizen (see above)

Citizenship**	Tourism	Business	**Additional $25.00 communications charge
Canadian and Nigerian Citizens	$85	$80	(for transmission of visa application to Brazil is required), if you are citizen of the following countries and do not have a green card: Afghanistan, Algeria, Bhutan, Central African Republic, China, Comoros Island, Croatia, Cuba, Egypt, Eritrea, Ethiopia, Gabon, Ghana, Hong Kong, India, Iran, Iraq, Ivory Coast, Jordan, Kampuchea, Laos, Lebanon, Liberia, Libya, Mali, Mauritania, Mozambique, Nigeria, North Korea, Palestinian Auth., Pakistan, Russia, Sierra Leone, Somalia, Sri Lanka, Sudan, Syria, and Swaziland.
Japan Citizens	$45		
South Korean, Mexico Citizens	$50		
Australia Citizens	$55		
All other Nationals	$40		

STEP FOUR: Mail your application

Please mail all required documents to us. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

See the table on the previous page to find out which office you **MUST** mail your paperwork to:

Travel Visa Pro
Attn: Brazil Visa
1802 Vernon St NW,
Washington, DC 20009
(202) 684-7150

Travel Visa Pro
Attn: Brazil Visa
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
(310) 878-2590

Travel Visa Pro
Attn: Brazil Visa
167 Madison Ave, Ste 201
New York, NY 10016
(212) 380-7866

Travel Visa Pro
Attn: Brazil Visa
3401 Louisiana St, Ste 130
Houston, TX 77002
(713) 936-0773

Travel Visa Pro
Attn: Brazil Visa
2021 Fillmore street
San Francisco, CA 94115
(415) 229-3210

TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of $17 will be added to all cancelled orders.

TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 866-378-1722 www.TravelVisaPro.com
Fax – 866-511-7599 info@TravelVisaPro.com

TRAVELER(S) INFORMATION: REFERRED BY/COUPON CODE: _____.

Date Passport(s) must be back in your possession or date of your next international trip: ____ / _____ / _____
mm dd yyyy

Exact Dates Visa will be valid for: ENTRY _____ / _____ / _____ **EXIT** _____ / _____ / _____
mm dd yyyy mm dd yyyy

Traveler #1 Name:_____ **Traveler #3 Name:**_____
First Last First Last

Traveler #2 Name:_____ **Traveler #4 Name:**_____
First Last First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name:_____ **Company:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____
NO P.O. BOXES

E-mail: _____ **Signature Required for Delivery?** ☐ **YES** ☐ **NO**

Phone: _(_____)_____ **Cell:** _(_____)_____**Fax:** _(_____)_____

Shipping Method :

- ☐ **+ $0** (will include my own postage)
- ☐ **+ $15 FedEx Express Saver**
- ☐ **+ $20 FedEx Standard Overnight**
- ☐ **+ $25 FedEx Priority Overnight**
- ☐ **+ $39 FedEx Standard Overnight to states of HI, AK, or PR**
- ☐ **+ $39 SATURDAY FedEx Overnight**
- ☐ **+ from $39 for International FedEx**

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

COUNTRY(visa is for)**:** _____ **Visas Type:** ☐ **TOURIST** ☐ **BUSINESS** ☐ **OTHER** _____

Processing time: (see country specific and available options)**: ENTER NUMBER OF DAYS:**_____

Number of Entries: ☐ **SINGLE** (one entry, one exit) ☐ **DOUBLE** (two entries, two exits) ☐ **MULTIPLE** (unlimited)

Visa Validity (in months): ☐ **ONE** ☐ **THREE** ☐ **SIX** ☐ **TWELVE** ☐ **OTHER** _____

☐ **PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99.** By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add $9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at http://www.travelvisapro.com/index.php?travel,do.index.

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: $_____

PAID BY ☐ **Credit Card** ☐ **Money Order** ☐ **PayPal** ☐ **Check #:** _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of $17 will be added to cancelled orders.

Name on Card:_____ **Signature:**_____

Credit Card #:_____ **Expiration Date:** _____ / _____ **Security Code:** _____
mm yyyy

Billing Address: ☐ **Same as Shipping** ☐ **Other:** _____

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
la@travelvisapro.com

In Seattle:
600 First Ave, Ste 425
Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

How to fill out Brazil Visa application form online:

For Concierge BRAZIL VISA APPLICATION SERVICE* go to the pages #8-10

For free DO-IT-YOURSELF filling online Brazil Visa app, starting on page #11

*-35$ per application fee will apply

BRAZIL VISA APPLICATION CONCIERGE SERVICE*

Travel Visa Pro will review your documents and prepare application for you to sign within three hours from receipt of your forms. Requests received outside business hours (5AM PST – 5PM PST Monday-Friday) will be completed the following business morning..

DO NOT MAIL YOUR HANDWRITTEN APPLICATION:
Wait until you receive your completed digital Brazil Visa application (click to see the sample: http://www.travelvisapro.com/pdf_templates/brazil_visa_digital_sample.pdf).
Please print it, **SIGN IT** and then
mail to Travel Visa Pro with the rest of the documents.

To engage in this service, please:

Step: #1 – Complete the following 3 (THREE) pages to sign up
Step: #2 – Make a copy of your passport vital pages (signature and photo page)
Step: #3 – Email to **concierge@travelvisapro.com** or fax to **1-866-511-7599** the following FOUR pages:
a) Copy of this payment (see below)
b) Copy of your passport
c) Copy of handwritten application (2pages)

** - If you do not wish to sign up for $35 concierge service, please do application yourself on **Brazilian Government website click here:** https://scedv.serpro.gov.br/frscedv/index.jsp and mail us signed corresponding protocol receipt along with the rest of the paperwork.*

PLEASE RETURN THE COMPLETED FORM FOR ME TO SIGN VIA:

☐ **EMAIL:** _____

☐ **FAX:** _____

PAYMENT METHOD FOR APPLICABLE FEES:

$35.00 per application *_____ **(# of applications) = _____(grand total)**

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable.

Name on Card:_____ **Signature:**_____

Credit Card #:_____ **Expiration Date:** _____ / _____ **Security Code:** _____
mm yyyy

Billing Address: _____

TRAVEL VISA PRO ***call for questions: 866-378-1722***

REPÚBLICA FEDERATIVA DO BRASIL
MINISTÉRIO DAS RELAÇÕES EXTERIORES

Protocol number	Visa number

VISA APPLICATION FORM

01 - Full name *(as per passport; do not abbreviate or omit any name)*
First Middle Last

02 - Place of birth (city/state/country)

03 - Date of birth
Day Month Year

04 - Country of citizenship

05 - Sex
male ☐ female ☐

06 - Marital status

07 - Passport #

08 - Issuing country

09 - Expiration date
Day Month Year

Please glue your photograph here
(size: 2" x 2")
(not computer picture, photocopy, nor snapshot)

- **white or off-white background**
- **front view, full face**
- **must be recent picture**

10 - Parent's full name *(do not abbreviate or omit any name)*
Father's: _____
Mother's: _____

10.a - Parents's country of citizenship
Father's: _____
Mother's _____

11 – Highest level of education (check only one box)

- ☐ no diploma
- ☐ high school diploma or the equivalent *(e.g., GED)*
- ☐ some college credit, but less than one year
- ☐ more than one year of college, but no degree
- ☐ associate's degree *(e.g., AA, AS)*
- ☐ bachelor's degree *(e.g., BA, AB, BS)*
- ☐ master's degree
- ☐ professional degree (e.g., *MD, DDS, LLB, JD*)
- ☐ doctorate degree

12 - Major/primary field of study

13 - List any special skill and/or certificates

14 - Job position/Occupation or title

15 - Organization/Institution/Company

16 – E-mail:

17 - Business address

18 - Business and cellular phones # (with area code)

19 - Home address

20 - Home phone # (with area code)

21 - Purpose of trip (check item that is the most applicable to the circumstances of your trip)

- ☐ Provide services in Brazil of a temporary nature, including activities such as office and technical support, installation and repair of equipment, including computer and telecommunications systems, construction activities, and direct supervision of personnel in Brazil
- ☐ U.S.-based personnel involved in business development activities, including negotiating contracts, marketing, opportunity assessments, specifying orders for contracts, customer relations related activities, performance assessments, project reviews, and establishing a framework for doing business in Brazil
- ☐ Direct participation in oil and gas exploration and/or production activities
- ☐ Work under an employment contract with a company/organization in Brazil - i.e., hired under a Brazilian labor contract as a local employee (this applies to the foreign employees of multinationals working in their Brazilian subsidiaries)
- ☐ Transfer of residence to Brazil under permanent residency status
- ☐ Participation in a scientifc/academic seminar or conference sponsored by a research or academic institution (Explain under "Comments" below whether attendee, **paid/unpaid** speaker, and provide name of event sponsor). Attach to this application form, a letter of invitation from Brazil)
- ☐ Provide religious or missionary services and/or assistance
- ☐ Provide community and/or medical services
- ☐ Attend school or pursue studies
- ☐ Conduct research or pursue scientific-technologic activities under an international cooperation program
- ☐ Pursue academic studies/research/teaching and/or pursue scientific/technologic activities at an university, research or similar organization (attach letter specifying conditions: employment contract? research scholarship?)
- ☐ Participation in athletic or performing arts events (Explain under "Comments" below whether **paid/unpaid** participation). Attach to this application form, a letter of invitation from Brazil.
- ☐ Journalism activities and/or film making
- ☐ As a government official
- ☐ Tourism, visit friend(s) and/or relatives (Provide under "Comments" below additional details about your trip in Brazil, such as places, activities, and, as applicable, list relationship to parties being visited)
- ☐ Other: _____

Comments: _____

_____

_____

22 - Expected port of entry and date of arrival in Brazil	23 - Expected duration of immediate trip

24 - Name and address of person, institution or company through whom you can be contacted in Brazil

25 - Address in Brazil where you will be staying *(e.g., hotel, vessel, friend, other)*	26 - Telephone # in Brazil *(with city code)*

27 - Have you ever been to Brazil? ☐ Yes ☐ No	28 - If yes for item 27, provide date, place and duration of last visit

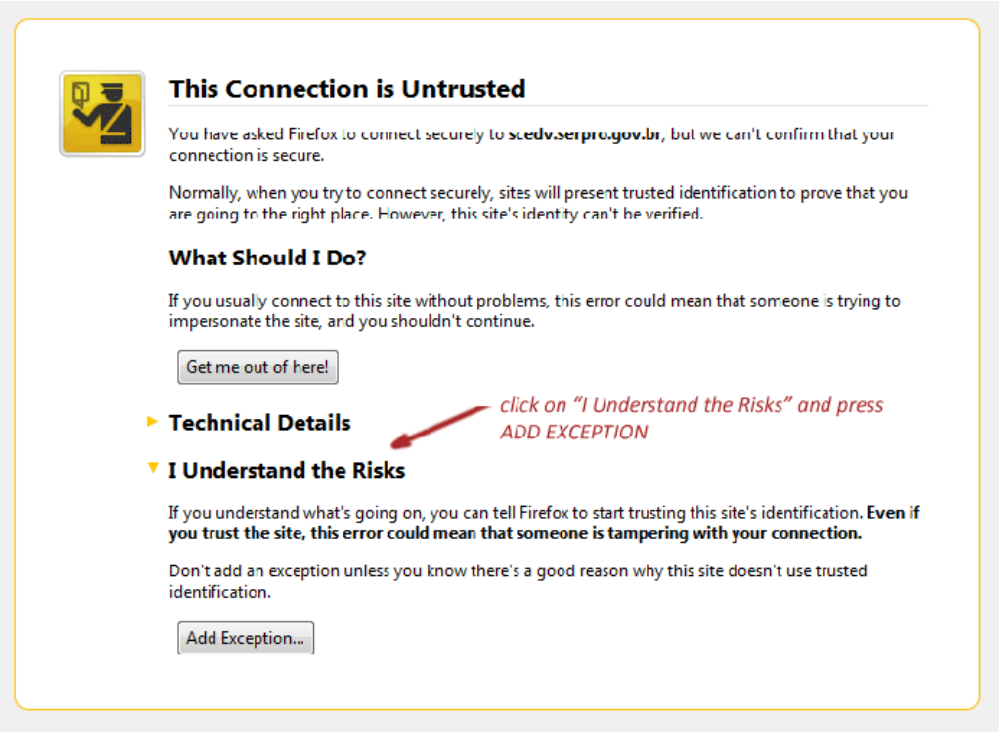
IMPORTANT: FORMS THAT ARE INCOMPLETE AND INCORRECTLY FILLED OUT WILL BE RETURNED. CAREFULLY READ AND FOLLOW INSTRUCTIONS AT THE BOTTOM OF THIS PAGE.

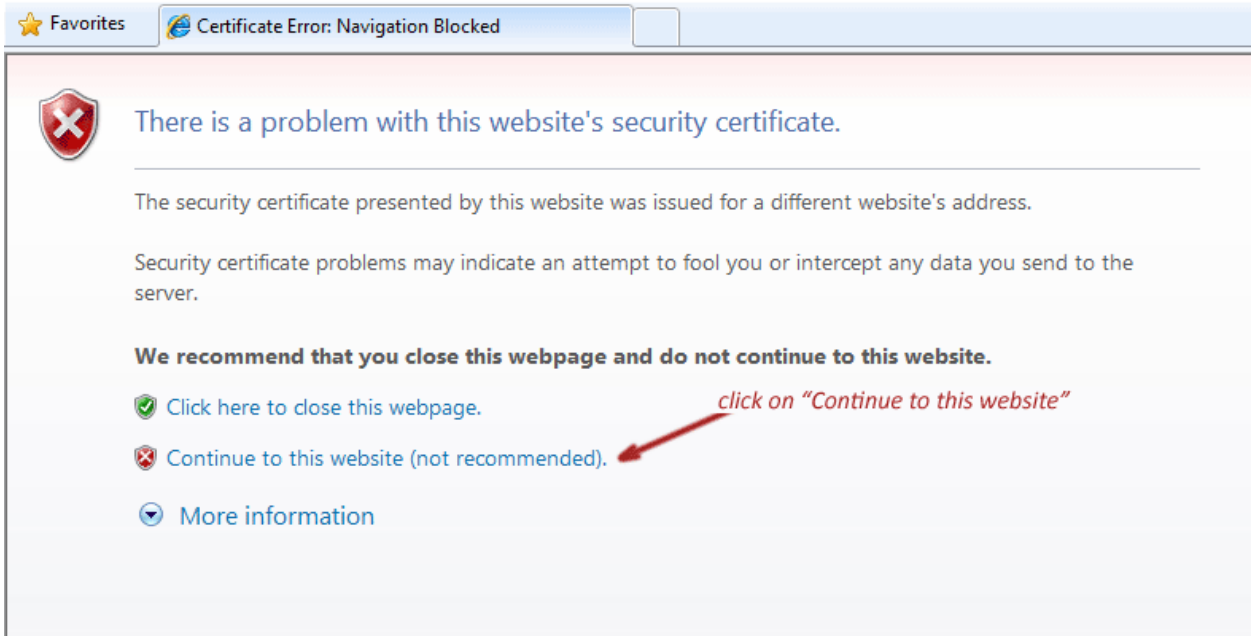
29 - I declare that the above information is true and accurate.

Name (type or print)	Date			Signature
	Day	Month	Year	

How to fill out the application form a VISA
STEP BY STEP

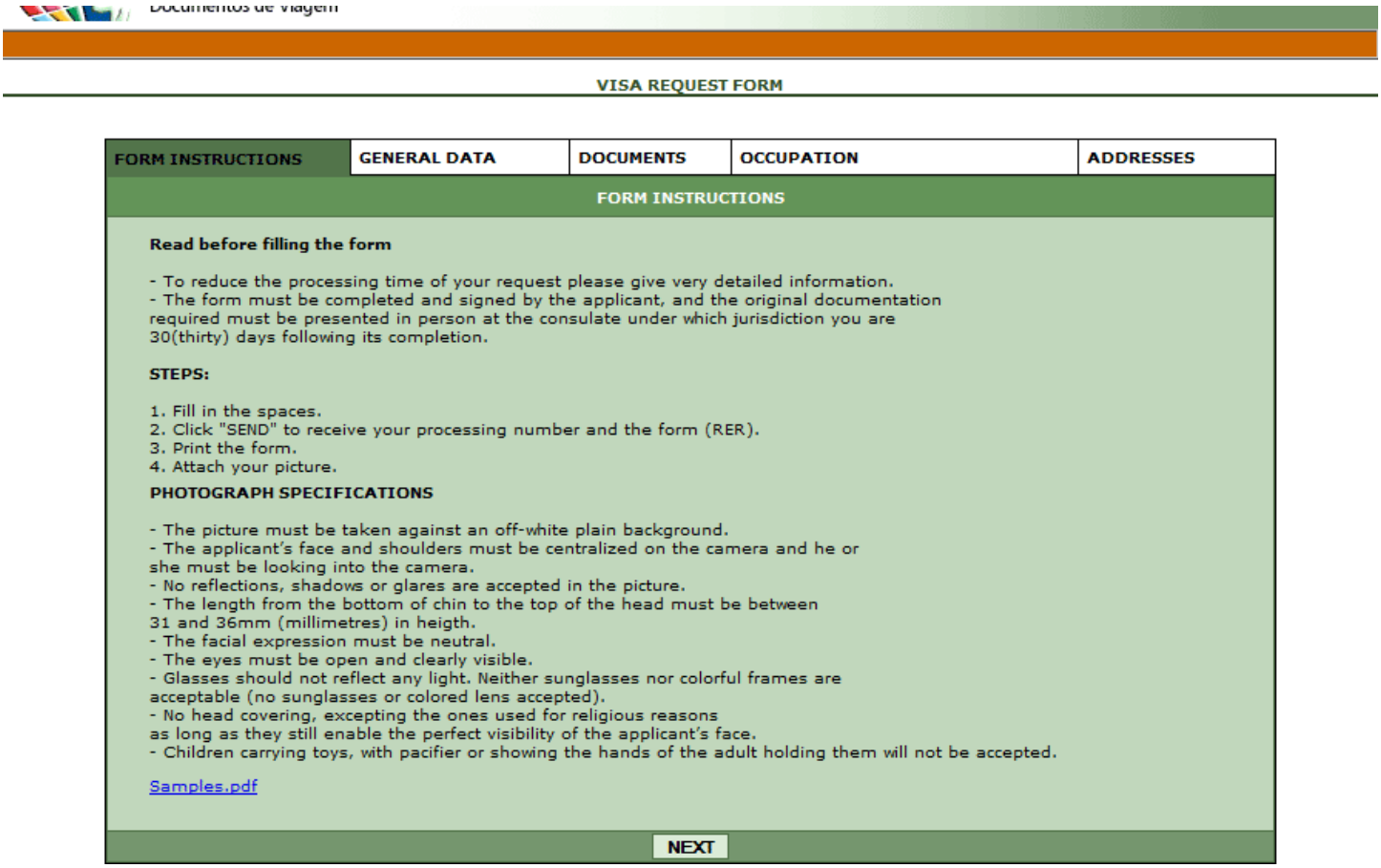
1. **Click on the following link: https://scedv.serpro.gov.br**
2. **If your browser gives you an error, click on continue anyway (see examples):**





3. **Select "VISA REQUEST"**

4. **Read the instructions and click "NEXT" to proceed to the next step**



5. **<u>GENERAL DATA</u>: ALL fields must be filled out,** not only those marked with an asterisk. Incomplete forms will be returned;
   The information provided by the applicant is used for issuing the VISA: Be very careful when filling out the visa application form. Click "NEXT" to proceed to the next step

Sistema SCEDV Controle e Emissão de Documentos de Viagem

Ministério das Relações Exteriores
Sistema de Controle e Emissão de Documentos de Viagem
Versão:v2.6.3

VISA REQUEST FORM

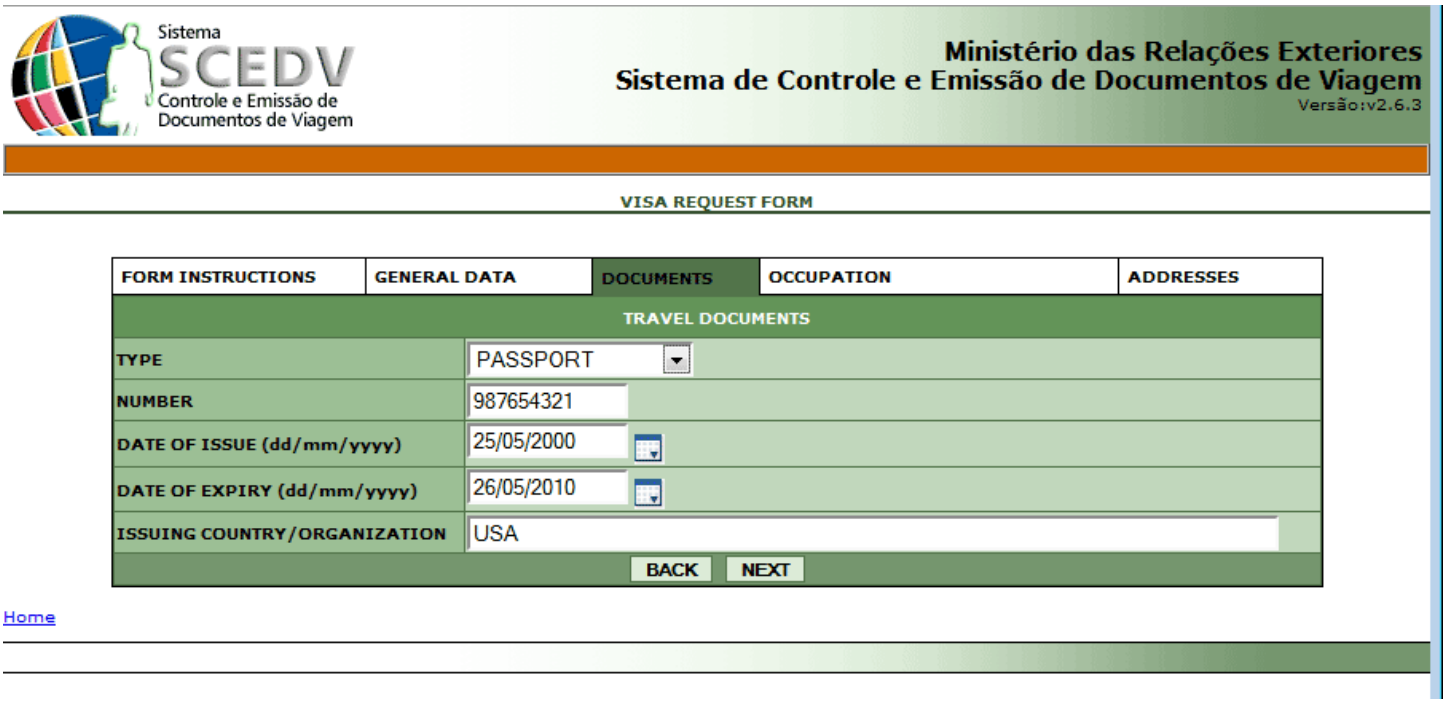
FORM INSTRUCTIONS	GENERAL DATA	DOCUMENTS	OCCUPATION	ADDRESSES

DATA	
MAIN PURPOSE OF YOUR TRIP	TOURISM
APPLICANT	
FIRST NAME	JANE
MIDDLE NAME	
LAST NAME	SMITH
SEX	FEMALE
MARITAL STATUS	MARRIED
BIRTH DATE (dd/mm/yyyy)	04/06/1975
PREVIOUS NAMES	
PREVIOUS NAME	
REASON FOR CHANGES	SELECT ADD
PLACE OF BIRTH	
CITY	LOS ANGELES
STATE/PROVINCE/etc.	CALIFORNIA
COUNTRY	UNITED STATES
NATIONALITY	
NATIONALITY	UNITED STATES
OTHER NATIONALITIES	SELECT ADD
PARENTS	
MOTHER'S FULL NAME	MARCHELINE SMITH ☐ UNKNOWN
FATHER'S FULL NAME	JON SMITH ☐ UNKNOWN

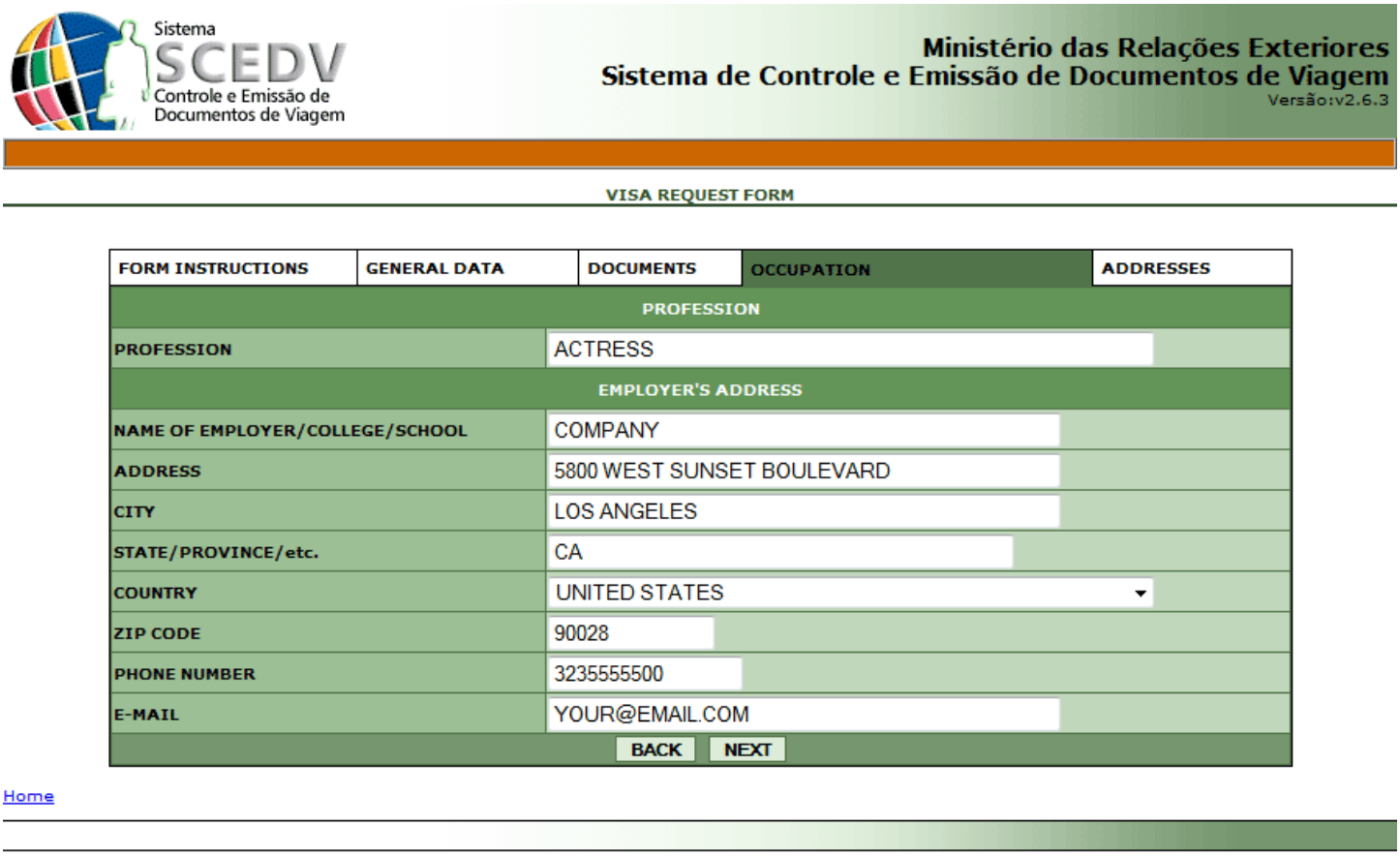
BACK NEXT

Home

6. **DOCUMENTS:** All fields must be filled out, click “NEXT” to proceed to the next step



7. **OCCUPATION:** All fields must be filled out, then click “NEXT” to proceed to the next step



8. **<u>ADDRESS</u>:** ALL fields must be filled out. The item "CONTACT IN BRAZIL" is **mandatory**

9. **Repeat the code shown on the yellow box on the left**

10. **Click "SUBMIT" to continue**

Sistema SCEDV Controle e Emissão de Documentos de Viagem

Ministério das Relações Exteriores
Sistema de Controle e Emissão de Documentos de Viagem
Versão:v2.6.3

VISA REQUEST FORM

FORM INSTRUCTIONS	GENERAL DATA	DOCUMENTS	OCCUPATION	ADDRESSES

PERMANENT RESIDENTIAL ADDRESS	
ADDRESS	5800 WEST SUNSET BOULEVARD
CITY	LOS ANGELES
STATE/PROVINCE/etc.	CA
COUNTRY	UNITED STATES
ZIP CODE	90028
PHONE NUMBER	3235555500
E-MAIL	YOUR@EMAIL.COM
CURRENT ADDRESS	
ADDRESS	5800 WEST SUNSET BOULEVARD
CITY	LOS ANGELES
STATE/PROVINCE/etc.	CA
COUNTRY	UNITED STATES
ZIP CODE	90028
PHONE NUMBER	3235555500
CONTACT IN BRAZIL	
NAME/HOTEL	ANTONIO BANDERAS
ADDRESS	R. MARTINIANO DE CARVALHO
CITY	SAO PAULO
STATE/PROVINCE/etc.	SP
COUNTRY	BRAZIL
ZIP CODE	01321-001
PHONE NUMBER	1132847509
E-MAIL	CONTACT@EMAIL.COM
ESTIMATED DATE OF ARRIVAL (dd/mm/yyyy)	03/08/2011
LENGTH OF STAY	14 DAYS
HAVE YOU EVER BEEN TO BRAZIL?	NO

1G26DDL *copy this code here*

PLEASE FILL THE TEXTBOX WITH THE CODE SHOWN IN LEFT BOX.
1G26DDL

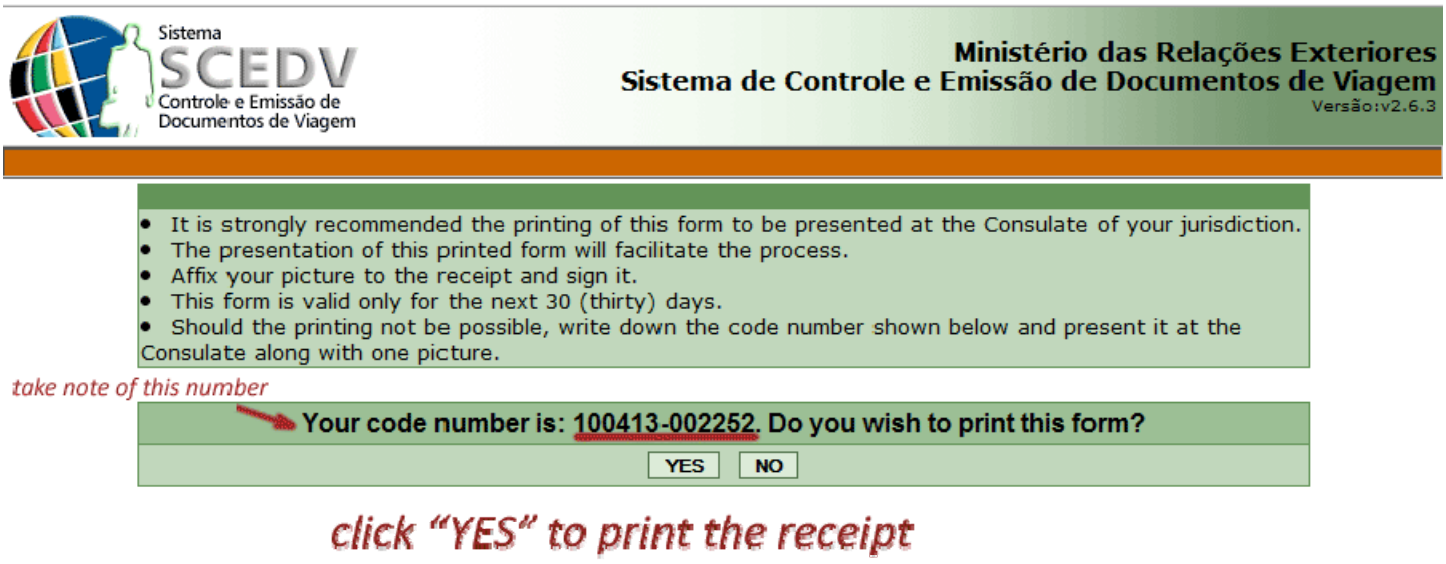
IF TOU CANNOT VISUALIZE THIS IMAGE, PLEASE CLICK HERE.

BACK SUBMIT

click "SUBMIT", after filled out the code

Home

11. **Take a note of the "Your code number is", you will need that to check your visa status**



click "YES" to print the receipt

12. **Click "YES" to print the receipt (document example is on the next page)**

13. **Attach your photo and sign**

14. **This will be the actual visa form, attached the picture and signed. Once you have this protocol filled out, you will enclose it with all the other requirements for a visa and send it to TRAVEL VISA PRO**

MINISTÉRIO DAS RELAÇÕES EXTERIORES – MRE

RECIBO DE ENTREGA DE REQUERIMENTO - RER

PROTOCOLO NÚMERO: **100810-002277**
(APPLICATION NUMBER)

DATA DE VALIDADE: 09/09/2010
(DATE OF EXPIRY - DD/MM/YYYY)

photo here

DOCUMENTO SOLICITADO: VISTO DE TURISTA
(DOCUMENT)

NOME COMPLETO: JANE SMITH
(FULL NAME)

SEXO: FEMININO
(SEX)

PAÍS DE NASCIMENTO: ESTADOS UNIDOS
(COUNTRY OF NATIONALITY)

DATA DE NASCIMENTO: 12/24/1977
(DATE OF BIRTH - DD/MM/YYYY)

LOCAL DE NASCIMENTO: USA
(PLACE OF BIRTH)

SIGN HERE!!!

ASSINATURA REQUERENTE / RESPONSÁVEL
(SIGNATURE OF APPLICANT)

NOME DO CONTATO: write/type your name

TELEFONE: write/type best number to reach you

Recibo expedido em 18/08/2010 às 18:29:14

PROTOCOLO NÚMERO: **100810-002277**
(APPLICATION NUMBER)