

## 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. 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) 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](mailto:info@travelvisapro.com) with Your First and Last name in subject line.
- **A Copy of Driver's License:** Please provide a current copy of your Driver's License. For minors, please provide a copy of driver's license of one of the parents/guardians.
- **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>. As of June 9, 2008, all visa applicants will be required to fill out on-line the Visa Application Form. The information that you enter is not submitted electronically. It is only used to generate the printed form and your request number. After completing the application form online, please print it. **Please do not forget to sign and date your application.** We will accept only applications completed online. **The consular fee goes from \$150 to \$160.** 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](mailto: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.
- **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.

#### **In San Francisco:**

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

#### **In Washington DC:**

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

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- **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** (or we can provide one for \$15 fee) containing the name of passenger, the confirmed itinerary, flight number and arrival/departure dates.
  - **Yellow Fever Vaccination:** You are required to have the vaccination if you travel in the past 90 days or will visit one of these countries before entering Brazil: Angola, Benin, Bolivia, Burkina Faso, Burundi, Cameroon, Chad, Colombia, Democratic Republic of the Congo, Ecuador, Equatorial Guinea, Guyana, Ethiopia, French Guiana, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Panama, Peru, Republic of the Congo, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Somalia, Sudan, Suriname, Tanzania, Togo, Trinidad and Tobago, Uganda and Venezuela.
  - **Business Visas ONLY:**
    - You must provide us with a business letter (on letterhead) from Your employer, addressed to the Brazilian Consulate General, stating the Your name and title, how long you have worked for the company. Please, state very clearly in the letter, the nature of the activities to be performed in Brazil, as well as the duration of stay. If you're self-employed, a recent bank statement will be required.
    - **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.
      - The letter must be on company letterhead and signed by someone at your company other than you.
  - **Applicants under 18 years old:** must provide **notarized copy of birth certificate** and **notarized letter of consent from each non-travelling parent/guardian**. Sample authorization letter is enclosed. A certificate of vaccination against polio is required for children between **ages of three months and six years**. If the child cannot be inoculated, a notarized letter from the child's physician is required. **Important Notice:** If minor's parents reside outside of the following states: **Alaska, Northern California (zip code starting 933+), Washington, Oregon, District of Columbia, states of Kentucky, Maryland, Ohio, Virginia, West Virginia and North American bases (excepting Guam)**, \$40 premium processing fee will be added to your order.



Travel Visa Pro

## ***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.

**IMPORTANT:** Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please **add \$15.00:**

- **FREE** – Include Prepaid Self-Addressed Envelope
- **\$15.00** -- FedEx Express Saver (4.30PM delivery on 3<sup>rd</sup> 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)

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## STEP THREE: Make a 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](mailto:info@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 VISAS (for up to 10 years\*) FEE SCHEDULE

(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*

Processing time (in BUSINESS DAYS)-->	10-12 DAYS	15 DAYS	20 DAYS
<b>US Citizens</b>	<b>\$160+\$99=\$259</b>	<b>\$160+\$79=\$239</b>	<b>\$160+\$49=\$209</b>
<b>Canadian Citizens</b>	<b>\$85+\$99=\$184</b>	<b>\$85+\$79=\$164</b>	<b>\$85+\$49=\$134</b>
<b>Russian, Japan Citizens</b>	<b>\$70+\$99=\$169</b>	<b>\$70+\$79=\$149</b>	<b>\$70+\$49=\$119</b>
<b>Nigeria Citizens</b>	<b>\$60+\$99=\$159</b>	<b>\$60+\$79=\$149</b>	<b>\$60+\$49=\$119</b>
<b>Australia Citizens</b>	<b>\$55+\$99=\$154</b>	<b>\$55+\$79=\$144</b>	<b>\$55+\$49=\$104</b>
<b>Mexico Citizens</b>	<b>\$50+\$99=\$149</b>	<b>\$50+\$79=\$129</b>	<b>\$50+\$49=\$99</b>
<b>All other Nationals**</b>	<b>\$40+\$99=\$139</b>	<b>\$40+\$79=\$129</b>	<b>\$40+\$49=\$89</b>

**\*\*Additional \$25.00 communications charge** (since transmission of visa application to Brazil is required) applies to nationals of the following countries who are not holders of 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.

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**BRAZIL BUSINESS VISAS (validity from 30day to 10 years\*) FEE SCHEDULE**

(maximum duration of stay in Brazil up to 30 calendar days and 180 days per year unless otherwise specified)

*\*Visa validity is granted at consul's discretion*

Processing time (in BUSINESS DAYS)-->	10-12 DAYS	15 DAYS	20 DAYS
<b>US Citizens</b>	<b>\$160+\$99=\$259</b>	<b>\$160+\$79=\$239</b>	<b>\$160+\$49=\$209</b>
<b>All other Nationals</b>	<b>\$80+\$99=\$179</b>	<b>\$80+\$79=\$159</b>	<b>\$80+\$49=\$129</b>

**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>

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

<p><b>If you reside in:</b>          Bermuda Islands, Connecticut, Delaware, District of Columbia, Kentucky, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North American bases, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, please <b>MAIL TO:</b></p> <p style="text-align: center;"><b>Travel Visa Pro</b>  <b>1802 Vernon St NW,</b>  <b>Washington, DC 20009</b></p>	<p><b>If you reside in:</b>          Southern California, Arizona, Hawaii, Idaho, Montana, Nevada, Utah, Wyoming, U.S. Minor Outlying Islands in the Pacific (Johnston, Midway, Wake, Howland, Jarvis, Baker, Palmyra and Kingman), please <b>MAIL TO:</b></p> <p style="text-align: center;"><b>Travel Visa Pro</b>  <b>373 S Doheny Dr, Ste B</b>  <b>Beverly Hills, CA 90211</b></p>
<p><b>If you reside in:</b>          Alabama, Arkansas, Bahamas, Colorado, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, North Carolina, North Dakota, Oklahoma, Puerto Rico, South Carolina, South Dakota, Tennessee, Texas, Virgin Islands, Wisconsin, please <b>MAIL TO:</b></p> <p style="text-align: center;"><b>Travel Visa Pro</b>  <b>3401 Louisiana St, Ste 130</b>  <b>Houston, TX 77002</b></p>	<p style="text-align: center;"><b>For all other States and processing times, please MAIL TO:</b></p> <p style="text-align: center;"><b>Travel Visa Pro</b>  <b>2021 Fillmore street</b>  <b>San Francisco, CA 94115</b></p>

<p><b>IMPORTANT SHIPPING ADVICE:</b></p>	<p>If you need to order passport assistance (e.g. New Passport, Add Pages, Renewal, etc.) before we can process your visa, please mail your package to our Passport Center in San Francisco (do not mail your documents to DC or LA OFFICE):  <b>Travel Visa Pro, 2021 Fillmore Street, San Francisco, CA 94115 (415)-229-3210</b></p>
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**Required document checklist:**

- ✓ Passport
- ✓ Photograph
- ✓ Copy of driver's license
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to sign) – COMPLETED ONLINE
- ✓ Additional Paperwork for MULTIPLE ENTRY and BUSINESS VISAS

**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.

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# TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 866-378-1722  
Fax – 866-511-7599

[www.TravelVisaPro.com](http://www.TravelVisaPro.com)  
[info@TravelVisaPro.com](mailto:info@TravelVisaPro.com)

## TRAVELER(S) INFORMATION:

## REFERRED BY: \_\_\_\_\_

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: \_\_\_\_\_  
First Last

Traveler #3 Name: \_\_\_\_\_  
First Last

Traveler #2 Name: \_\_\_\_\_  
First Last

Traveler #4 Name: \_\_\_\_\_  
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 :**
- |                          |                                     |                          |   |
|--------------------------|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | + \$0 (will include my own postage) | <input type="checkbox"/> | + \$39 FedEx Standard Overnight<br>to states of HI, AK, or PR |
| <input type="checkbox"/> | + \$15 FedEx Express Saver          | <input type="checkbox"/> | + \$39 SATURDAY FedEx Overnight                               |
| <input type="checkbox"/> | + \$20 FedEx Standard Overnight     | <input type="checkbox"/> | + from \$39 for International FedEx                           |
| <input type="checkbox"/> | + \$25 FedEx Priority Overnight     |                          |   |

## 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](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: \_\_\_\_\_

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