



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

- **For Urgent Brazil Visa:** Please email orders@travelvisapro.com. If you need Brazil visa quicker than processing time posted on our website, please call our Brazil Visa Emergency line at (415) 200 4561 and leave a voice mail or email your inquiry to orders@travelvisapro.com. We will try to offer you a customized visa solution.
- **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://formulario-mre.serpro.gov.br/sci/pages/web/pacomPasesWebInicial.jsf> - website will open in a new window. 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 Visa Waiver Form (for Los Angeles and DC jurisdiction only):** If you reside in **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**, you must complete the attached Brazil Visa Waiver form and mail in with your documents.
- **Brazil consulate requires each applicant to have appointment before submitting his/her visa (SF Jurisdiction ONLY):** 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.

- **Copy of Most Recent Brazil Visa (if available):** If you have obtained a Brazilian visa in the last five years, please include a copy with your application, even if it is in a cancelled or expired passport. That visa may still be valid and you may be able to travel with it.
- **Travel Visa Pro Visa Order Form** Please complete Travel Visa Pro Visa Order Form – Download it HERE: http://www.travelvisapro.com/pdf_templates/TRAVELVISAPRO-orderform.pdf (see our website for processing time and fees). 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.
- **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*).
- **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.
- **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.

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:** 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. All business letters must have this statement word for word to avoid delays: {the applicant's name }will not be pursuing any activities that are incompatible with a business visa (such as paid work, technical assistance or technical training) during his/her stay in Brazil". No Exceptions!
 - **FOR ATLANTA JURISDICTION ONLY:** Residents of Alabama, Georgia, South Carolina, Mississippi and Tennessee Business Letter **MUST BE ON ORIGINAL LETTERHEAD and BEAR ORIGINAL SIGNATURE** . No Photocopies! 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 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,*

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:
1055 W. 7th St., Ste 3337
Los Angeles, CA 90017
Local: (310) 878-2590
la@travelvisapro.com

In Seattle:
506 2nd Ave., Ste 1404
Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

In Chicago:
141 W Jackson Blvd, Ste 3401
Chicago, IL 60604
Local: (312) 800-1268
chicago@travelvisapro.com

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/ig1tkw>
- **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
- **\$20.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- **\$25.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- **\$30.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- **\$49.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- **\$49.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- **\$49.00+** - 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>

FOR CONSULAR, SERVICE FEES, AND ALL PROCESSING TIMES, PLEASE VISIT OUR WEBSITE AT:

<http://www.travelvisapro.com/visa/brazil>

OR

CALL OUR LOCAL OFFICE

San Francisco, CA
(415)-229-3210
Washington, DC
(202)-684-7150
New York
(212)-380-7866
Los Angeles, CA
(310)-878-2590
Houston, TX
(713)-936-0773
Seattle, WA
(206)-855-5185
Chicago, IL
(312)-800-1268
Atlanta, GA
(404)-900-6886

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dc@travelvisapro.com

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Local: (212) 380-7866
ny@travelvisapro.com

In Houston, TX:
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Seattle, WA 98104
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Chicago, IL 60604
Local: (312) 800-1268
chicago@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.

Find out which office you **MUST** mail your paperwork to at <http://travelvisapro.com/visa/brazil> :

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

Travel Visa Pro
Attn: Brazil Visa
 1055 W. 7th St., Ste 3337
 Los Angeles, CA 90017
 (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
 5555 Glenridge Con., Ste 200
 Atlanta, GA 30342
 (404) 900-6886

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

Travel Visa Pro
Attn: Brazil Visa
 141 W Jackson Blvd, Ste 3401
 Chicago, IL 60604
 (312) 800-1268

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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 Chicago, IL 60604
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chicago@travelvisapro.com

CONSULATE GENERAL OF BRAZIL - LOS ANGELES

8484 Wilshire Blvd. Suite 300, Beverly Hills, CA 90211

Tel: (323) 651-2664; Fax: (323) 651-1403

<http://losangeles.itamaraty.gov.br/en-us/>



TOURIST VISA WAIVER FORM

This form **MUST** be filled up and signed by the **APPLICANT** who is applying for a Tourist Visa to Brazil.

APPLICANT FULL NAME: _____

APPLICANT BIRTH DATE: _____

APPLICANT PHONE NUMBER: _____

DEPARTURE DATE: _____

RETURN DATE: _____

PLACE (S) TO VISIT: _____

PURPOSE OF THE TRIP: _____

PLEASE READ CAREFULLY:

If you are a national of **United States, Australia, Canada or Japan** and are travelling to Brazil as a tourist between **June 1st and September 18th of 2016**, **YOU DO NOT NEED A TOURIST VISA.**

Proof of ticket purchase to the Olympic Games is not required in order to benefit from the visa waiver program. After entering Brazil, tourists can stay without a visa for a maximum of 90 days.

From September 19th, 2016 onwards, the visa regime for the countries mentioned above will become valid again.

SIGNATURE OF THE APPLICANT

DECLARATION OF AWARENESS OF VISA WAIVER



CONSULATE GENERAL OF BRAZIL IN
WASHINGTON, D.C.

1030 15th Street, N.W.
Washington DC 20005.

<http://cgwashington.itamaraty.gov.br>
visa.cgwashington@itamaraty.gov.br

FILLED BY THE APPLICANT :

- **applying for a TOURIST VISA and**
- **travelling to Brazil FROM JUNE 1ST TO SEPTEMBER 18TH, 2016.**

Applicant's FULL NAME:

Applicant's BIRTH DATE:

Applicant's PHONE NUMBER:

DEPARTURE DATE:

RETURN DATE:

PURPOSE OF THE TRIP:

PLEASE READ CAREFULLY

NATIONALS FROM AUSTRALIA, CANADA, JAPAN AND USA will be EXEMPT FROM TOURIST VISAS* WHEN TRAVELLING TO BRAZIL SOLELY FOR TOURISM PURPOSES from JUNE 1ST TO SEPTEMBER 18TH, 2016. After entering Brazil, such tourists can stay without a visa UP TO 90 DAYS (FROM FIRST ENTRY, NOT EXTENDABLE).

*** It is unlawful to engage in business, training, voluntary work or professional activities on a tourist visa. Transgressors are subject to immigration penalties applicable in Brazil.**

APPLICANT'S SIGNATURE