

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.

SPECIAL NOTE: You must enter Brazil within NINETY (90) days of issuance of the visa. Initially, the visa is valid for a 90 day stay, but is good for MULTIPLE entries for the duration of the visa (usually FIVE (5) years). If you wish to remain in Brazil for 90 additional days, you should request an extension at the local Brazilian Police Department (*Delegacia de Estrangeiros*). ALL visas allow for a maximum stay of 180 days each consecutive year (consecutive) in Brazil.



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 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.
- **Visa Questionnaire/Application** complete online at: <https://scedv.serpro.gov.br/> - website will open in a new window. 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 \$140 to \$150.** Please COMPLETE and SIGN Your Brazil visa application form.
If the government link above does not work (it happens on rear occasions), please complete and sign Visa Application, which you will find at the last page, instead.
- **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** (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.

Travel & Visa Pro (Go To Brazil)

2021 Fillmore Street (2nd floor), San Francisco, CA 94115-2708

Toll-free: 1-888-470-VISA (8472) Phone: 1-415-229-3210 Fax: 1-415-229-3211

On the Web: visa.GoToBrazil.com ; Email: info@gotobrazil.com

- **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.
- **Applicants under 18 years old:** must provide **notarized copy of birth certificate** and **notarized letter of consent from each non-traveling parent/guardian**. 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.



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 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: Make a Payment (prices are on the next page):

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@gotobrazil.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 5 years*) FEE SCHEDULE (maximum duration of stay in Brazil up to 90 calendar days and 180 days per year unless otherwise specified) <i>*Visa validity is granted at consul's discretion</i>			
Processing time (in BUSINESS DAYS)-->	FOUR (4)* DAYS <i>when consular workload permits</i>	SEVEN (7) DAYS	TEN (10) DAYS
US Citizens	\$150+\$159=\$309	\$150+\$59=\$209	\$150+\$39=\$189
Canadian Citizens	\$85+\$169=\$254	\$85+\$59=\$144	\$85+\$39=\$124
Russian and Japan Citizens	\$70+\$169=\$239	\$70+\$59=\$129	\$70+\$39=\$109
Nigeria Citizens	\$60+\$169=\$229	\$60+\$59=\$119	\$60+\$39=\$99
Australia Citizens	\$55+\$169=\$224	\$55+\$59=\$114	\$55+\$39=\$94
Mexico Citizens	\$50+\$169=\$219	\$50+\$59=\$109	\$50+\$39=\$89
All other Nationals**	\$40+\$169=\$209	\$40+\$59=\$99	\$40+\$39=\$79

Travel & Visa Pro (Go To Brazil)

2021 Fillmore Street (2nd floor), San Francisco, CA 94115-2708

Toll-free: 1-888-470-VISA (8472) Phone: 1-415-229-3210 Fax: 1-415-229-3211

On the Web: visa.GoToBrazil.com ; Email: info@gotobrazil.com

****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.

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://visa.gotobrazil.com/passport_insurance.shtml

BRAZIL BUSINESS VISAS (validity from 30day to 2years*) 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)-->	FOUR (4)* DAYS <i>when consular workload permits</i>	SEVEN (7) DAYS	TEN (10)DAYS
US Citizens	\$210+\$159=\$369	\$210+\$99=\$309	\$210+\$79=\$289
All other Nationals	\$80+\$169=\$249	\$80+\$99=\$149	\$80+\$79=\$159



STEP FOUR: Mail your application

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.

**Attn: Visa Dept.
 Travel & Visa Pro
 2021 Fillmore Street (2nd floor)
 San Francisco, CA 94115-2708**

Required document checklist:

- ✓ Passport
- ✓ Photograph
- ✓ 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.

Travel & Visa Pro (Go To Brazil)

2021 Fillmore Street (2nd floor), San Francisco, CA 94115-2708
 Toll-free: 1-888-470-VISA (8472) Phone: 1-415-229-3210 Fax: 1-415-229-3211
 On the Web: visa.GoToBrazil.com ; Email: info@gotobrazil.com



TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 888-470-VISA (8472)

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 #4 Name: _____
First Last

Traveler #2 Name: _____
First Last

Traveler #5 Name: _____
First Last

Traveler #3 Name: _____
First Last

Traveler #6 Name: _____
First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name: _____ Company: _____

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

E-mail: _____ Signature Required on Delivery? YES NO

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

- Shipping Method :**
- | | | | |
|--------------------------|---------------------------------|--------------------------|---|
| <input type="checkbox"/> | + FREE (include your postage) | <input type="checkbox"/> | + \$39 FedEx Standard Overnight
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>.

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 #: _____ Security Code: _____ Expiration Date: _____ / _____
mm yyyy

Billing Address: Same as Shipping Other: _____



REPÚBLICA FEDERATIVA DO BRASIL
 MINISTÉRIO DAS RELAÇÕES EXTERIORES
 CONSULADO-GERAL EM SAN FRANCISCO

Protocol number	Visa number
-----------------	-------------

VISA APPLICATION FORM

01 - Full name (<i>as per passport; do not abbreviate or omit any name</i>) First Middle Last			Attach photo here - size: 40 mm x 35mm (1 9/6 x 1 3/8 inches) - white or off-white background - front view, full face - must be recent picture
02 - Place of birth (city/state/country)	03 - Date of birth Day Month Year		
04 - Country of citizenship	05 - Sex male <input type="checkbox"/> female <input type="checkbox"/>	06 - Marital status	
07 - Passport #	08 - Issuing country	09 - Expiration date Day Month Year	
10 - Parent's full name (<i>do not abbreviate or omit any name</i>) and country of birth Father's: _____ Mother's: _____			
11 - Highest level of education (check only one box) <input type="checkbox"/> no diploma <input type="checkbox"/> high school diploma or the equivalent (<i>e.g., GED</i>) <input type="checkbox"/> some college credit, but less than one year <input type="checkbox"/> more than one year of college, but no degree <input type="checkbox"/> associate's degree (<i>e.g., AA, AS</i>) <input type="checkbox"/> bachelor's degree (<i>e.g., BA, AB, BS</i>) <input type="checkbox"/> master's degree <input type="checkbox"/> professional degree (<i>e.g., MD, DDS DVM, LLB, JD</i>) <input type="checkbox"/> doctorate degree		12 - Major/primary field of study	
		13 - List any special skill and/or certificates	
		14 - Job position (<i>as per business card</i>) or title	
		15 - Employer (<i>for students, name school/university</i>)	
		16 - E-mail:	
17 - Business address		18 - Business telephone # (with area code)	
19 - Home address		20 - Home telephone # (with area code)	

FOR OFFICIAL USE ONLY

A - Consulta à SERE OF <input type="checkbox"/> TEL <input type="checkbox"/> No. _____		B - Autorização da SERE DESP <input type="checkbox"/> DESPTEL <input type="checkbox"/> No. _____		C - Tipo do Visto _____	
D - <input type="checkbox"/> Concessão <input type="checkbox"/> Denegação <input type="checkbox"/> Impedimento		E - <input type="checkbox"/> Uma entrada <input type="checkbox"/> Múltiplas entradas		F - Validade _____anos/dias	
G - Data _____/_____/_____		H - Observações			
I - Assinaturas					
Funcionário				Chefia	

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
- Attend conference, seminar or workshop (note under "Comments" below whether attendee, paid/unpaid speaker, trainer, and provide name of event sponsor)
- 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 professorial 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 (note under "Comments" below whether paid/unpaid participation)
- Journalism activities and/or film making
- As a government official
- Tourism, visit friend(s) and/or relatives (under "Comments" below provide further insight on intended trip 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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	

- INSTRUCTIONS**
- ◆ Type or write in block letters, on blue or black ink only. Form can be filled out on line.
 - ◆ Complete first and second pages, except for box marked "For Official Use Only".
 - ◆ Answer all questions thoroughly and accurately. If a question does not apply, please type N/A.
 - ◆ Sign and date each form. Original signature is mandatory (no photocopy).