



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN__



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BRAZIL WORK (VITEM V) VISA *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1 SIGNED</u>	APPLICATION: <u>ON-LINE:</u>	<u>1-SIGNED</u>
PASSPORT TYPE PHOTO (S):	<u>1 COLOR</u>	BIRTH CERTIFICATE:	<u>N/A</u>
COMPANY LETTER:	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
PROOF OF RESIDENCE:	<u>1</u>	FBI/POLICE LETTER:	<u>1</u>

OTHER: PLEASE SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEES PER PERSON:

VIP SERVICE FEE: (<i>REGULAR PROCESS</i>)	<u>\$95.00</u>
CONSULATE FEE:	<u>\$290.00</u>
POSTAL MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (<i>5 DAY OR LESS RUSH PROCESS</i>)	<u> </u>
OTHER FEES: (<i>OUT OF JURISDICTION FEE – SEE PAGES 7-10</i>)	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: SEE NEXT PAGES
PLEASE MARK THE APPROPRIATE BOX IF YOU WANT VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 5 DAYS OR LESS (**\$50.00 SPECIAL HANDLING FEE**) FROM THE DAY WE SUBMIT THE APPLICATION INTO THE CONSULATE (***THIS RUSH SERVICE IS ONLY AVAILABLE WHEN PROCESSING THE APPLICATION IN HOUSTON AND IF THE CONSULATE HAS RECEIVED THE APPROVAL.***)

COMMENTS: APPLICANTS RESIDING IN THE HOUSTON CONSULATE’S JURISDICTION WHO ARE REQUESTING RUSH SERVICE, PLEASE EMAIL A COPY OF THE DOCUMENTS TO [INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com). UPON REVIEW, WE WILL RESERVE A SPACE FOR SUBMISSION AND CONTACT THE SENDER WITH FURTHER INSTRUCTIONS. FAILURE TO DO SO MAY CAUSE A DELAY IN IN THE PROCESS OF THE APPLICATION.

REVISED 3-4-2016 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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BRAZIL VITEM V (WORK VISA)

WHO IS ELIGIBLE FOR A WORK VISA: FOREIGN CITIZEN WITH WORK PERMIT PREVIOUSLY APPROVED BY THE BRAZILIAN MINISTRY OF LABOR TRAVELING TO BRAZIL AS FOLLOWS:

WITH AN EMPLOYMENT CONTRACT:

- TO EXERCISE REMUNERATED EMPLOYMENT ACTIVITIES (CONSULTING INCLUDED) AT A LEGALLY ESTABLISHED ENTITY IN BRAZIL (CLASS RN 74/07, RN 79/08 AND 80/08)
- TO UNDERTAKE TEMPORARY EMPLOYMENT FOR THE BRAZILIAN GOVERNMENT UNDER A CONTRACT RESULTING FROM AN INTERNATIONAL AGREEMENT IN WHICH BRAZIL PARTICIPATES (CLASS RN/99)
- TO WORK AS A MARITIME CREW MEMBER ABOARD A FOREIGN FISHING SHIP LEASED BY A BRAZILIAN COMPANY (CLASS RN 81/08)

WITHOUT AN EMPLOYMENT CONTRACT:

- TO ASSIST A BRAZILIAN COMPANY WITH A TECHNOLOGY TRANSFER AND/OR WITH A TECHNICAL ASSISTANCE SERVICES CONTRACT BASED ON A COOPERATION AGREEMENT BETWEEN COMPANIES, WITHOUT EMPLOYMENT IN BRAZIL AND TO PROFESSIONALLY TRAIN PEOPLE OR DELIVER TECHNICAL COURSES IN BRAZIL (CLASS RN 61/04 HAS A MAXIMUM STAY OF ONE YEAR)
- TO RECEIVE PROFESSIONAL TRAINING OR WORK EXPERIENCE CONSIDERED AS THE ACTIVITY THAT IMMEDIATELY FOLLOWS THE CONCLUSION OF A HIGHER DEGREE OF SPECIALIZED PROFESSIONAL EDUCATION WITH THE OBJECTIVE OF DEVELOPING HIS/HER COMPETENCE AND ACQUIRING KNOWLEDGE THROUGH PRACTICAL WORK FOR A PERIOD OF NO MORE THAN ONE YEAR (CLASS RN 984/11)
- TO UNDERTAKE AN INTERNSHIP (PROFESSIONAL TRAINING) AT A BRAZILIAN BRANCH OR SUBSIDIARY OF A FOREIGN COMPANY, FOR A PERIOD NO LONGER THAN ONE YEAR (THE FOREIGN CITIZEN WILL NOT BE ALLOWED TO WORK IN BRAZIL (CLASS RN 87/10)
- TO WORK AS A MARITIME CREW MEMBER ABOARD FOREIGN CRUISE SHIPS OPERATING IN BRAZILIAN WATERS (CLASS RN 71/06)
- TO WORK ON AN OFFSHORE PLATFORM AS A CREW OR BACK-UP PERSONNEL (CLASS RN 72/06)

A VITEM V WORK VISA DOES NOT APPLY TO:

- THOSE RECEIVING TRAINING ON HOW TO OPERATE AND DO MAINTENANCE OF BRAZILIAN MADE MACHINES AND EQUIPMENT, WHICH REQUIRES A VITEM I VISA
- PROFESSORS, RESEARCHERS OR SCIENTISTS THAT ENTER BRAZIL TO EXERCISE EDUCATIONAL AND OR RESEARCH ACTIVITIES AT A LEGAL, PUBLIC, PRIVATE, EDUCATIONAL, SCIENTIFIC OR R&D INSTITUTION, WHICH REQUIRES THE APPLICANT TO APPLY FOR A VITEM I VISA (CLASS RN 01/97)
- ARTISTS OR ATHLETES WITH AN EMPLOYMENT CONTRACT IN BRAZIL, WHICH THE APPLICANT SHOULD APPLY FOR A VITEM III VISA
- INVESTORS INTENDING TO ESTABLISH THEMSELVES IN BRAZIL, WHICH THE APPLICANT SHOULD APPLY FOR A PERMANENT VISA (CLASS RN/84/09)
- DIRECTORS, MANAGERS, ADMINISTRATORS OR EXECUTIVES OF A COMMERCIAL OR CIVIL ORGANIZATION SHOULD APPLY FOR A PERMANENT VISA (CLASS RN 62/04), OF A FINANCIAL INSTITUTION NOT BASED IN BRAZIL SHOULD APPLY FOR A PERMANENT VISA (CLASS RN 63/05), OR OF A NON-PROFITABLE ORGANIZATION SHOULD APPLY FOR A PERMANENT VISA (CLASS RN 70/06)

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IF THE APPLICANT QUALIFIES FOR A VITEM V WORK VISA, PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

- 1.) **SIGNED** PASSPORT (MUST HAVE A MINIMUM OF 6 MONTHS REMAINING VALIDITY AND HAVE AT LEAST 2 BLANK VISA PAGES)
- 2.) **VISA APPLICATION FORM:** ([CLICK HERE](#)) TO COMPLETE THE ONLINE WEB BASED APPLICATION (EVERY QUESTION MUST BE ANSWERED). THE BRAZILIAN VISA APPLICATION MUST BE SUBMITTED TO THE CONSULATE WITHIN 30 DAYS OR THE APPLICATION WILL EXPIRE. (**FAILURE TO DO SO WILL CAUSE A DELAY**)

IMPORTANT: WE STRONGLY RECOMMEND DOWNLOADING & STUDYING THE ONLINE APPLICATION GUIDE BEFORE COMPLETING THE APPLICATION ONLINE. [CLICK HERE](#) FOR APPLICATION GUIDE.

- 3.) **ONE (1) PASSPORT-TYPE PHOTO** (2" X 2") TAKEN WITHIN THE LAST 6 MONTHS WITH A FRONT VIEW SHOWING THE ENTIRE FACE IN COLOR WITH A WHITE BACKGROUND (INSTANT, DIGITAL, SCANNED OR PHOTOCOPIED PHOTOS WILL NOT BE ACCEPTED)
 - 4.) **PROOF OF RESIDENCE** – SUBMIT **ONE (1)** OF THE DOCUMENTS LISTED BELOW (*ADDRESS ON THE DOCUMENTS MUST MATCH THE ADDRESS ON THE VISA APPLICATION*):
 - **NOTARIZED** COPY OF VALID DRIVER'S LICENSE (*THE CONSULATE WILL WANT A COPY OF EACH DRIVER'S LICENSE THAT ISSUED 12 MONTHS AGO OR MORE*)
 - **NOTARIZED** COPY OF THE LAST 12 MONTHS OF UTILITY BILLS
 - **NOTARIZED** COPY OF LEASE (S) THAT SIGNED/CREATED 12 MONTHS AGO OR MORE
 - **NOTARIZED** COPY OF BANK STATEMENTS THAT DATE BACK 12 MONTHS OR MORE
 - 5.) **ORIGINAL NOTARIZED LETTER** FROM THE U.S. EMPLOYER OR SPONSORING COMPANY, ON THEIR LETTERHEAD STATIONARY AND SIGNED BY THE SENIOR MANAGER, ASKING THAT THE LONG-TERM VITEM V VISA BE ISSUED. PLEASE ADDRESS THE LETTER TO THE CONSULATE/EMBASSY TO WHICH THE APPROVAL HAS BEEN SENT.
 - 6.) **WORK AUTHORIZATION APPROVED BY THE MINISTRY OF LABOR** (*SENT DIRECT TO THE CONSULATE*) - ASK THE COMPANY IN BRAZIL TO SEND YOU VERIFICATION THAT THE PROCESS HAS BEEN COMPLETED AND TO WHICH CONSULATE IT WAS SENT TO. IF THE APPROVAL HAS NOT BEEN RECEIVED BY THE TIME YOUR APPLICATION HAS BEEN SUBMITTED, THE CONSULATE WILL RETURN YOUR APPLICATION WITHOUT A VISA. ONCE THE APPROVAL HAS BEEN SENT TO THE CONSULATE THE APPLICANT MUST SUBMIT THE APPLICATION WITHIN 6 MONTHS OR THE AUTHORIZATION WILL EXPIRE.
 - 7.) **ORIGINAL CURRENT FBI BACKGROUND REPORT/CLEARANCE LETTER** – WHICH MUST :
 - BE AN ORIGINAL DOCUMENT ISSUED WITHIN THE PAST 60 DAYS ON A STANDARD LETTERHEAD WITH CONTACT INFORMATION OF THE ISSUING AUTHORITY
 - HAVE SUFFICIENT INFORMATION ABOUT THE APPLICANT TO DETERMINE IT IS NOT A HOMONYM AND SHOULD LIST THE APPLICANT'S FULL NAME, RESIDENTIAL ADDRESS, DATE OF BIRTH, IDENTIFICATION DOCUMENT (PASSPORT OR DRIVER'S LICENSE NUMBER) OR SOCIAL SECURITY NUMBER
 - REFLECT WHERE THE APPLICANT HAS LIVED IN THE PAST 12 MONTHS
 - MATCH THE APPLICANT'S PROOF OF RESIDENCE
- ** IF THE VISA WAS AUTHORIZED UNDER CLASS RN'S 71/06, 72/06 OR 81/08, THE POLICE CLEARANCE LETTER MAY BE SUBSTITUTED BY A NOTARIZED LETTER FROM THE BRAZILIAN COMPANY WHO IS SPONSORING THE WORK VISA STATING UNDER THE SANCTIONS OF THE LAW THE APPLICANT DOES NOT HAVE A CRIMINAL RECORD AND ASSUMING FULL RESPONSIBILITY FOR THEIR CONDUCT WHILE OPERATING IN BRAZILIAN WATERS**
- 8.) NON-REFUNDABLE CONSULATE FEE OF \$290.00



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CONTINUED →

9.) IF YOU ALREADY HAVE A VALID VISA ON ANOTHER PASSPORT YOU ARE NOT REQUIRED TO APPLY FOR A NEW VISA FOR YOU CAN TRAVEL WITH THE OLD PASSPORT (WITH VALID VISA) AND YOUR NEWLY ISSUED VALID PASSPORT. IF YOU WOULD PREFER TO APPLY FOR A NEW VISA TO BE ISSUED IN YOUR NEW PASSPORT PLEASE BE SURE TO INCLUDE:

- THE PASSPORT WITH THE VALID VISA AND A NOTARIZED LETTER FROM THE APPLICANT REQUESTING THE CANCELLATION OF THE VALID VISA. IF YOUR PREVIOUS VALID VISA IS A VITEM V OR A VIPER THE NOTARIZED LETTER REQUESTING THE CANCELLATION OF THE WORK VISA MUST COME FROM THE BRAZILIAN COMPANY SPONSOR OR FROM THE MINISTRY OF LABOR STATING THE WORK PERMIT HAS BEEN CANCELLED. WITHOUT THIS DOCUMENTATION THE NEW VISA CANNOT BE ISSUED. THIS APPLIES EVEN IF YOUR PREVIOUS PASSPORT WAS CANCELLED

IMPORTANT INFORMATION (MUST READ):

- WHEN THE PASSPORT AND VISA ARE RETURNED BACK TO THE APPLICANT IT WILL COME WITH AN OFFICIAL VISA FORM. THE APPLICANT MUST CARRY THIS OFFICIAL VISA FORM WITH THEM TO BRAZIL AS IT WILL BE REQUIRED WHEN REGISTERING AT THE LOCAL POLICE DEPARTMENT IN BRAZIL
- THE VITEM V VISA HOLDER MUST BE REGISTERED WITH THE FEDERAL POLICE WITHIN 30 DAYS OF THEIR ARRIVAL REGARDLESS OF THEIR LENGTH OF STAY IN BRAZIL

PLEASE NOTE: BEGINNING 1-6-2014 MOST OF THE BRAZIL CONSULATES IN THE USA WILL REQUIRE THE APPLICANT TO SUBMIT THE CLEARANCE LETTER ISSUED BY THE FEDERAL BUREAU OF INVESTIGATION-FBI HEADQUARTERS IN WEST VIRGINIA OR AN FBI APPROVED CHANNELER. THE POLICE CLEARANCE LETTER IS NOT NECESSARY FOR EMERGENCY OR TECHNICAL ASSISTANCE/TECHNOLOGY TRANSFER WORK VISAS AUTHORIZED UNDER CLASS RN 61/04 (ARTICLE 70) OR RN 100/13.

VALIDITY: WHEN THE STANDARD VITEM V WORK VISA IS ISSUED, IT NORMALLY IS VALID FOR MULTIPLE ENTRIES TO BE USED WITHIN 3 TO 24 MONTHS FROM THE DAY THE VISA IS ISSUED. BE SURE TO CHECK THE VISA ONCE IT HAS BEEN ISSUED SO YOU CAN VERIFY THE VISA WILL BE VALID FOR THE DATES YOU NEED. THE VISA IS ISSUED ACCORDING TO THE APPROVAL RECEIVED FROM THE MINISTRY OF LABOR.

ALL OF THE ABOVE INFORMATION IS SUBJECT TO CHANGE WITHOUT NOTICE, IF YOU HAVE ANY QUESTIONS PLEASE GIVE US A CALL.

REVISED: 3-4-2016 (JENN)

BRAZIL CONSULATE JURISDICTIONS
***PROCESSING TIMES AND CONSULATE-SPECIFIC
SPECIAL REQUIREMENTS***

**(ALL PROCESS TIMES START FROM THE TIME THE APPLICATION
AND DOCUMENTS ARE SUBMITTED TO THE CONSULATE)**

- **HOUSTON CONSULATE** – **PROCESSING TIME:** 8 TO 9 BUSINESS DAYS
JURISDICTION: *ARKANSAS, COLORADO, KANSAS, LOUISIANA, NEW MEXICO,
OKLAHOMA AND TEXAS*

THE CONSULATE IS CURRENTLY ONLY ACCEPTING A LIMITED NUMBER OF APPLICATIONS ON TUESDAYS AND THURSDAYS, SO PLEASE BE SURE TO FAX COPIES OF YOUR DOCUMENTS TO OUR OFFICE FOR REVIEW SO THAT WE MAY MAKE YOUR RESERVATION FOR THE FIRST POSSIBLE SUBMISSION DATE.

THE HOUSTON CONSULATE REQUIRES THAT DOCUMENTS BE UPLOADED WITH VERY SPECIFIC REQUIREMENTS. GIVEN THIS REQUIREMENT, WE ASK THAT THE REQUIRED DOCUMENTS WITH RESERVATIONS BE DELIVERED TO OUR OFFICE ONE DAY (OR MORE) PRIOR TO THE RESERVED SUBMISSION DATE. **APPLICATIONS AND DOCUMENTS RECEIVED AFTER 8:00AM THE DAY OF THEIR SUBMISSION DATE ARE SUBJECT TO A DELAY AS THERE MAY NOT BE ENOUGH TIME TO PROPERLY PREPARE THE DOCUMENTS ACCORDING TO THE CONSULATE'S GUIDELINES.**

- **ATLANTA CONSULATE** – **PROCESSING TIME:** 15 TO 20 BUSINESS DAYS
JURISDICTION: *ALABAMA, GEORGIA, MISSISSIPPI, SOUTH CAROLINA, TENNESSEE*

VIP SERVICES CHARGES AN ADDITIONAL \$35.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN ATLANTA.

- **BOSTON CONSULATE** – **PROCESSING TIME:** 10 TO 15 BUSINESS DAYS
JURISDICTION: *MAINE, MASSACHUSETTS, NEW HAMPSHIRE, VERMONT*

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- APPLICANT'S PROOF OF RESIDENCE IS REQUIRED TO HAVE BEEN ISSUED IN THE LAST 90 DAYS (*COPY OF UTILITY BILLS AND/OR DRIVER'S LICENSE*)
- APPLICANT MUST SUBMIT THE THREE MOST RECENT MONTHS OF BANK STATEMENTS SHOWING PROOF OF FINANCIAL MEANS

VIP SERVICES CHARGES AN ADDITIONAL \$35.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN BOSTON

CONTINUED→

- **CHICAGO CONSULATE** – **PROCESSING TIME:** 16 BUSINESS DAYS
JURISDICTION: *ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, NEBRASKA, NORTH DAKOTA, SOUTH DAKOTA, WISCONSIN*

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- THE CONSULATE ALSO REQUIRES THAT YOU SUBMIT A WAIVER FORM – [CLICK HERE](#) TO PRINT THE FORM OUT – FAILURE TO DO SO WILL RESULT IN A DELAY.
- THE CONSULATE REQUIRES A POLICE REPORT ISSUED BY THE POLICE DEPARTMENT OF THE APPLICANT’S PLACE OF RESIDENCE. THE DOCUMENT MUST HAVE AN OFFICIAL SIGNATURE AS WELL AS A STAMPED OR HAUT-RELIEF SEAL OF THE POLICE DEPARTMENT. PRINTOUTS OF COMPUTER-GENERATED CRIMINAL RECORDS ARE NOT ACCEPTED.

VIP SERVICES CHARGES AN ADDITIONAL \$35.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN CHICAGO.

- **HARTFORD CONSULATE** – **PROCESSING TIME:** 10 TO 15 DAYS BUSINESS DAYS
JURISDICTION: *CONNECTICUT, RHODE ISLAND*

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- THE CONSULATE ALSO REQUIRES AN ADDITIONAL LETTER FROM THE EMPLOYER EXPLAINING THE REASON FOR THE TRAVEL TO BRAZIL.

VIP SERVICES CHARGES AN ADDITIONAL \$35.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN HARTFORD.

- **MIAMI CONSULATE** – **PROCESSING TIME:** 23 TO 25 BUSINESS DAYS
JURISDICTION: *FLORIDA, PUERTO RICO, THE U.S. VIRGIN ISLANDS*

THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR PROCESSING.

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- THE CONSULATE OF MIAMI REQUIRES THAT THE APPLICANT PROVIDE PROOF OF RESIDENCE WITHIN THE JURISDICTION OF THIS CONSULATE FOR THE PAST 12 MONTHS: DRIVER’S LICENSE OR UTILITY BILLS ISSUED WITHIN THE PAST 12 MONTHS.
- ORIGINAL BIRTH CERTIFICATE

VIP SERVICES CHARGES AN ADDITIONAL \$35.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN MIAMI.

CONTINUED →

➤ **NEW YORK CONSULATE** – **PROCESSING TIME:** 5 TO 7 BUSINESS DAYS
JURISDICTION: *BERMUDA ISLANDS, NEW JERSEY, NEW YORK, PENNSYLVANIA*

- TO ENSURE ACCURACY, THE DOCUMENTS CAN BE SENT OVER SO THAT WE MAY PROOF THE DOCUMENTS PRIOR TO US RECEIVING THE DOCUMENT, PLEASE FAX A COPY OF ALL THE PAPERWORK AND THEN GIVE US A CALL
- THE CONSULATE IN NEW YORK DOES **NOT** REQUIRE THE COMPANY LETTER OR THE COPY OF THE DRIVER'S LICENSE TO BE NOTARIZED.

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- THE CONSULATE REQUIRES AN FBI CLEARANCE ISSUED WITHIN THE LAST 3 MONTHS, CERTIFYING NO CRIMINAL RECORD AND LEGALIZED BY THE CONSULATE.
- PROOF OF RESIDENCE WITHIN THE CONSULAR JURISDICTION FOR THE PAST 12 MONTHS (I.E., LETTER FROM THE EMPLOYER NOTARIZED, COPY OF UTILITY BILL OR VOTER'S REGISTRATION).
- ORIGINAL STATE ISSUED BIRTH CERTIFICATE ALONG WITH A NOTARIZED COPY

➤ **LOS ANGELES CONSULATE** – **PROCESSING TIME:** 10 TO 15 BUSINESS DAYS
JURISDICTION: *ARIZONA, HAWAII, IDAHO, MONTANA, NEVADA, UTAH, WYOMING. THE COUNTIES IN SOUTHERN CALIFORNIA: IMPERIAL, KERN, LOS ANGELES, ORANGE, RIVERSIDE, SAN BERNARDINO, SAN DIEGO, SAN LUIS OBISPO, SANTA BARBARA, VENTURA.*

THE CONSULATE IS CLOSED EVERY FRIDAY.

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- PROOF OF RESIDENCE WITHIN THE CONSULAR JURISDICTION FOR THE PAST 12 MONTHS (I.E., LETTER FROM THE EMPLOYER NOTARIZED, COPY OF UTILITY BILL OR VOTER'S REGISTRATION).
- THE CONSULATE REQUIRES A POLICE REPORT ISSUED BY THE POLICE DEPARTMENT OF THE APPLICANT'S PLACE OF RESIDENCE. THE DOCUMENT MUST HAVE AN OFFICIAL SIGNATURE AS WELL AS A STAMPED OR HAUT-RELIEF SEAL OF THE POLICE DEPARTMENT. PRINTOUTS OF COMPUTER-GENERATED CRIMINAL RECORDS ARE NOT ACCEPTED.

VIP SERVICES CHARGES AN ADDITIONAL \$35.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN LOS ANGELES.

CONTINUED→

➤ **SAN FRANCISCO CONSULATE** – **PROCESSING TIME:** 7 TO 10 BUSINESS DAYS

JURISDICTION: ALASKA, OREGON, WASHINGTON.

THE COUNTIES OF NORTHERN CALIFORNIA: ALAMEDA, ALPINE, AMADOR, BUTTE, CALAVERAS, COLUSA, CONTRA COSTA, DEL NORTE, EL DORADO, FRESNO, GLEN, HUMBOLDT, INYO, KINGS, LAKE, LASSEN, LADERA, MARIN, MARIPOSA, MENDOCINO, MERCED, MODOC, MONO, MONTEREY, NAPA, NEVADA, PLACER, PLUMAS, SACRAMENTO, SAN BENITO, SAN FRANCISCO, SAN JOAQUIM, SAN MATEO, SANTA CLARA, SANTA CRUZ, SHASTA, SIERRA, SISKIYOU, SOLANO, SONOMA, STANISLAUS, SUTTER, TEHAMA, TRINITY, TULARE, TUOLUMNE, YOLO, YUBA

- THE CONSULATE IN SAN FRANCISCO HAS INITIATED AS PART OF THE VISA PROCESS THAT EACH APPLICATION HAVE A SCHEDULED APPOINTMENT PRIOR TO SUBMISSION. THE 1ST APPOINTMENT DATE CAN BE SEVERAL DAYS UP TO SEVERAL WEEKS FROM THE TIME WE RECEIVE YOUR DOCUMENTS. CURRENTLY, THE APPOINTMENTS ARE BETWEEN 20 – 30 DAYS OUT. WHILE DETERMINING WHEN TO SEND IN THE DOCUMENTS, PLEASE KEEP IN MIND THAT THE ONLINE APPLICATION RECEIPT IS ONLY VALID FOR 30 DAYS AND WILL NEED TO BE RECOMPLETED IF SUBMISSION DATE WILL BE BEYOND THAT TIMEFRAME.
- IF YOU WOULD LIKE FOR VIP TO PROOF YOUR DOCUMENTS AND BOOK AN APPOINTMENT PRIOR TO RECEIVING THE DOCUMENTS, PLEASE FAX US A COPY OF ALL THE PAPERWORK AND THEN GIVE US A CALL. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR PROCESSING. THE CONSULATE IN SAN FRANCISCO DOES NOT REQUIRE THE COMPANY LETTER OR THE COPY OF THE DRIVER'S LICENSE TO BE NOTARIZED.

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- BEGINNING 1-6-2014 THE BRAZIL CONSULATE WILL REQUIRE THE POLICE LETTER BE ISSUED BY THE FEDERAL BUREAU OF INVESTIGATION HEADQUARTERS IN WEST VIRGINIA.
- THE CONSULATE REQUIRES PROOF OF RESIDENCY WITHIN THIS JURISDICTION FOR THE PAST 12 MONTHS.

➤ **WASHINGTON, DC EMBASSY** – **PROCESSING TIME:** 7 TO 10 BUSINESS DAYS

JURISDICTION: DISTRICT OF COLUMBIA, KENTUCKY, NORTH CAROLINA, OHIO, MARYLAND, DELAWARE, VIRGINIA, WEST VIRGINIA, ALL MILITARY BASES, EXCEPT GUAM

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- POLICE LETTER ISSUED BY THE FEDERAL BUREAU OF INVESTIGATION HEADQUARTERS IN WEST VIRGINIA OR BY ONE OF THEOR AUTHORIZED CHANNELERS.

IMPORTANT MEMO: THE EMBASSY AND THE CONSULATES DO NOT RECOMMEND THE APPLICANTS TO PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THEIR PASSPORTS ARE IN HAND. BE AWARE THAT PROCESSING TIMES ARE SUBJECT TO CHANGE AND MAY TAKE LONGER DURING HIGH SEASON OR FOR APPLICANTS APPLYING AS A GROUP.

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BRAZIL

EXAMPLE OF THE COMPANY LETTER OF GUARANTEE PLEASE USE THIS FORMAT ON YOUR ORIGINAL LETTERHEAD

CONSULATE OF BRAZIL:
(NO ADDRESS NEEDED)

THIS LETTER IS TO INTRODUCE MR. / MRS. _____ WHO IS EMPLOYED WITH OUR COMPANY AS A(N) _____. HE/SHE HAS BEEN APPROVED FOR A VITEM V WORK VISA BY THE MINISTRY IN BRAZIL.

MR. / MRS. _____ WILL BE TRAVELING ON (DATE) AND STAYING FOR APPROXIMATELY (LENGTH OF STAY). OUR COMPANY WILL BE FINANCIALLY RESPONSIBLE FOR ALL OF THE EXPENSES INCURRED BY MR. / MRS. _____ WHILE IN BRAZIL. WE WOULD APPRECIATE YOU ISSUING THE APPROPRIATE VISA AT YOUR EARLIEST CONVENIENCE.

THANK YOU,
(SUPERVISORS SIGNATURE, MUST BE NOTARIZED)

(NAME OF SENIOR MEMBER OF MANAGEMENT)
(TITLE OF SENIOR MEMBER OF MANAGEMENT)

STATE OF _____

COUNTY OF _____

BEFORE ME, (NOTARY NAME), NOTARY PUBLIC IN THE STATE OF _____, ON THIS DAY, PERSONALLY APPEARED (SIGNER'S NAME), KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND WHO ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION EXPRESSED HEREIN.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ____ DAY OF _____, 201?.

NOTARY PUBLIC, STATE OF _____ MY COMMISSION EXPIRES ON: _____