

NOTICE

THE BRAZIL CONSULATES REQUIRE THAT YOU SUBMIT THE APPLICATION TO THE CONSULATE THAT HAS JURISDICTION OVER THE ADDRESS AS LISTED ON THE APPLICANTS DRIVERS LICENSE. **THE BRAZIL CONSULATE IN HOUSTON WILL ONLY LET US SUBMIT 10 APPLICATIONS EACH TUESDAY AND THURSDAY. IF YOU RESIDE IN THE HOUSTON CONSULATES JURISDICTION AND YOU WOULD LIKE FOR US TO RESERVE A SPOT ON OUR RUSH BRAZIL VISA SUBMIT LIST; PLEASE FAX US A COPY OF ALL THE DOCUMENTS TO 713-659-3767 AND THEN GIVE US A CALL AT 800-856-8472. WE WILL REVIEW THE DOCUMENTS FOR ACCURACY AND THEN GIVE YOU A RESERVATION NUMBER. **IN ORDER TO HOLD YOUR SPOT ON THE SUBMIT LIST AND TO ENSURE THAT WE WILL SUBMIT THE APPLICATION AS REQUESTED, WE NEED TO RECEIVE YOUR DOCUMENTS IN OUR OFFICE AT LEAST 24 HOURS PRIOR TO THE SCHEDULED DATE OF SUBMISSION.****

THANK YOU,

VIP SERVICES



VIP SERVICES

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: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

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

SIGNATURE OF CARD HOLDER REQUIRED: _____

<u>VISA PROCESSING</u>	<u>AND</u>	
<u>LIST COUNTRIES</u>	<u>AND</u>	
_____	-	
_____	-	
_____	-	

<u>CONSULATE FEES:</u>
<u>CONSULATE FEES:</u>
\$ _____
\$ _____
\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: BRAZIL (VITEM V) WORK VISA

DOCUMENTS REQUIRED:

VALID PASSPORT: <u>SIGNED</u>	<u>1</u>	APPLICATION: <u>ON-LINE</u> :	<u>1-SIGNED</u>
PASSPORT TYPE PHOTO (S):	<u>1 - COLOR</u>	EXPIRED PASSPORT:	<u>N/A</u>
COMPANY LETTER:	<u>1</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
DRIVER LICENSE:	<u>1-COPY</u>	POLICE CLEARANCE 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: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE:	<u>\$310.00</u>
POSTAL MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (5 DAY OR LESS RUSH PROCESS)	<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

**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: FOR APPLICANTS THAT RESIDE IN ARKANSAS, COLORADO, KANSAS, LOUISIANA, NEW MEXICO, OKLAHOMA OR TEXAS AND YOU ARE REQUESTING RUSH SERVICE, BE SURE TO FAX A COPY OF ALL THE DOCUMENTS AND THEN GIVE US A CALL SO WE CAN RESERVE A SPOT ON OUR RUSH BRAZIL SUBMIT LIST. FAILURE TO DO SO WILL CAUSE A DELAY IN THE PROCESS OF YOUR APPLICATION.

REVISED: 05-01-2012 (KS)

Specializing in Visas, Passports, Document Legalization and Translations

BRAZIL CONSULATE JURISDICTION'S **WITH PROCESSING TIMES – SPECIAL** **REQUIRMENTS**

HOUSTON CONSULATE

JURISDICTION: ARKANSAS, COLORADO, KANSAS, LOUISIANA,
NEW MEXICO, OKLAHOMA AND TEXAS.

PROCESSING TIME: 8 TO 9 BUSINESS DAYS

THE CONSULATE IS CURRENTLY ONLY ACCEPTING APPLICATIONS ON
TUESDAYS AND THURSDAYS.

ATLANTA CONSULATE

JURISDICTION: ALABAMA, GEORGIA, MISSISSIPPI, NORTH CAROLINA,
SOUTH CAROLINA AND TENNESSEE.

PROCESSING TIME: 20 TO 25 BUSINESS DAYS

THE CONSULATE IS CURRENTLY ONLY ACCEPTING APPLICATIONS ON
TUESDAYS AND THURSDAYS. THE PROCESSING TIME STARTS ONCE THE
APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR
PROCESSING.

BOSTON CONSULATE

JURISDICTION: MAINE, MASSACHUSETTS, NEW HAMPSHIRE,
RHODE ISLAND AND VERMONT.

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

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

CONTINUED...

CHICAGO CONSULATE

JURISDICTION: ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA,
MISSOURI, NEBRASKA, NORTH DAKOTA, SOUTH DAKOTA
AND WISCONSIN.

PROCESSING TIME: 10 TO 15 BUSINESS DAYS CONTINUED...

THE CONSULATE ASKS THAT EACH APPLICANT COMPLETES A SWORN STATEMENT WAIVER FORM. PLEASE CALL OUR OFFICE SO WE CAN EMAIL / FAX / SEND ONE TO YOU. 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.

HARTFORD CONSULATE

JURISDICTION: CONNECTICUT AND RHODE ISLAND

PROCESSING TIME: 7 TO 10 DAYS

THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR PROCESSING. THE CONSULATE ALSO REQUIRES AN ADDITIONAL LETTER FROM THE EMPLOYER EXPLAINING THE REASON FOR THE TRAVEL TO BRAZIL.

MIAMI CONSULATE

JURISDICTION: FLORIDA, PUERTO RICO AND U.S. VIRGIN ISLANDS.

PROCESSING TIME: 15 TO 20 BUSINESS DAYS

THE CONSULATE OF MIAMI REQUIRES THAT YOU 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. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR PROCESSING.

CONTINUED...

NEW YORK CONSULATE

JURISDICTION: BERMUDA ISLANDS, DELAWARE, NEW JERSEY, NEW YORK AND PENNSYLVANIA.

PROCESSING TIME: 5 TO 7 BUSINESS DAYS

THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR PROCESSING. THE CONSULATE REQUIRES AN FBI CLEARANCE ISSUED WITHIN THE LAST 3 MONTHS, CERTIFYING NO CRIMINAL RECORD AND LEGALIZED BY THE CONSULATE. THE CONSULATE ALSO REQUIRES THAT YOU PROVIDE 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).

LOS ANGELES CONSULATE

JURISDICTION: ARIZONA, HAWII, IDAHO, MONTANA, NEVADA, UTAH AND WYOMING. THE COUNTIES IN SOUTHERN CALIFORNIA: IMPERIAL, KERN, LOS ANGELES, ORANGE, RIVERSIDE, SAN BERNARDINO, SAN DIEGO, SAN LUIS OBISPO, SANTA BARBARA AND VENTURA.

PROCESSING TIME: 10 TO 15 WORKING DAYS

- THE CONSULATE IN LA REQUIRES THAT YOU SUBMIT AN FBI CLEARANCE ISSUED WITHIN THE LAST 3 MONTHS, CERTIFYING ABSENCE OF CRIMINAL RECORD AND LEGALIZED BY THE CONSULATE.
- THE CONSULATE ALSO REQUIRES 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 ALSO ASK THAT EACH APPLICANT PRINT OUT AND SEND A COPY OF EACH PAGE OF THE ONLINE APPLICATION PRIOR TO SAVING AND GOING TO THE NEXT PAGE. PLEASE CALL OUR OFFICE IF YOU NEED CLARIFICATION-FAILURE TO SEND THE COPIES OF EACH PAGE WILL CAUSE A DELAY IN PROCESSING THE APPLICATION.

THE CONSULATE IS CLOSED EVERY FRIDAY. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR PROCESSING.

CONTINUED...

SAN FRANCISCO CONSULATE

JURISDICTION: ALASKA, OREGON AND WASHINGTON. THE COUNTIES OF 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 AND YUBA.

PROCESSING TIME: 15 TO 20 BUSINESS DAYS

THE CONSULATE REQUIRES PROOF OF RESIDENCY WITHIN THIS JURISDICTION FOR THE PAST 12 MONTHS. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR PROCESSING.

WASHINGTON, DC EMBASSY

JURISDICTION: DISTRICT OF COLUMBIA, KENTUCKY, OHIO, MARYLAND, VIRGINIA, WEST VIRGINIA AND NORTH AMERICA BASES, EXCEPT GUAM.

PROCESSING TIME: 8 TO 10 BUSINESS DAYS

THE EMBASSY IN DC REQUIRES THAT THE APPLICANT SUBMIT (2) TWO SIGNED APPLICATIONS AND (2) PASSPORT PHOTOS. THE EMBASSY ALSO REQUIRES AN FBI CLEARANCE ISSUED WITHIN THE LAST 3 MONTHS, CERTIFYING NO CRIMINAL RECORD. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE EMBASSY FOR PROCESSING.

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BRAZIL

PLEASE SUBMIT THE FOLLOWING DOCUMENTS

- 1.) **SIGNED** PASSPORT MUST HAVE A (MINIMUM OF 6 MONTHS REMAINING VALIDITY)
THE PASSPORT MUST HAVE AT LEAST 2 ADJACENT BLANK VISA PAGES
- 2.) **SIGNED** ON-LINE APPLICATION (RECEIPT) ([CLICK HERE](#)) – THE APPLICATION
MUST BE SIGNED INSIDE THE BOX (**FAILURE TO DO SO WILL CAUSE A DELAY**)
- 3.) (1) **ONE** PASSPORT-TYPE PHOTO (2X2) 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.) COPY OF VALID DRIVER LICENSE –IF YOU DO NOT HAVE A VALID DRIVERS LICENSE
PLEASE SEND A COVER LETTER EXPLAINING YOUR SITUATION AND COPIES OF THE LAST
12 MONTHS OF UTILITY BILLS IN YOUR NAME SHOWING YOUR CURRENT ADDRESS
- 5.) THE ORIGINAL LETTER FROM YOUR U.S. EMPLOYER OR SPONSORING COMPANY, ON
THEIR LETTERHEAD STATIONARY, SIGNED BY THE SENIOR MANAGER, ASKING THAT THE
LONG TERM VITEM V VISA BE ISSUED. PLEASE ADDRESS YOUR LETTER TO THE
CONSULATE/EMBASSY THAT THE APPROVAL HAS BEEN SENT TO.
- 6.) A MINISTRY OF LABOR APPROVED WORK AUTHORIZATION (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 AT THE TIME YOUR APPLICATION HAS BEEN
SUBMITTED, THE CONSULATE WILL RETURN YOUR APPLICATION AND WILL NOT REFUND
THE \$310.00 PROCESSING AND HANDLING FEE. THE APPROVAL HAS TO BE USED
WITHIN 90 DAYS FROM THE DATE OF ISSUANCE.
- 7.) ORIGINAL CURRENT POLICE CLEARANCE LETTER (ISSUED LESS THEN 60 DAYS PRIOR TO
THE DAY WE SUBMIT THE APPLICATION). PLEASE SEE THE CONSULATE JURISDICTION
LIST FOR MORE SPECIFIC REQUIREMENTS FOR YOUR JURISDICTION.
- 8.) NON-REFUNDABLE CONSULATE FEE OF \$310.00

WHEN THE STANDARD VITEM V WORK VISA IS ISSUED, IT NORMALLY IS VALID FOR
MULTIPLE TRAVELS WITHIN A 6 TO 24 MONTH PERIOD. WITH THE VITEM V WORK VISA, FIRST
ARRIVAL IN BRAZIL MUST TAKE PLACE WITHIN 90 DAYS FROM THE DATE THE VISA WAS
ISSUED (**THIS 90 DAY RULE WILL BE CHANGING IN THE VERY NEAR FUTURE SO BE SURE
TO CHECK YOUR VISA ONCE IT HAS BEEN ISSUED SO YOU CAN BE 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 THE ABOVE INFORMATION IS SUBJECT TO
CHANGE WITHOUT NOTICE, IF YOU HAVE ANY QUESTIONS PLEASE GIVE US A CALL.

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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) 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 VITEM V WORK VISA AT YOUR
EARLIEST CONVENIENCE.

THANK YOU,
(SUPERVISORS SIGNATURE)