



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 VITEM II (BUSINESS VISA)

WHO IS ELIGIBLE FOR A BUSINESS VISA:

- APPLICANTS ATTENDING BUSINESS MEETINGS OR TO BE AN EXHIBITOR IN A TRADE OR INDUSTRIAL CONFERENCE (*WHEN THE TRIP INVOLVES THE PROVISION OF SERVICES, SUCH AS TECHNICAL ASSISTANCE, INSTALLATION, MAINTENANCE OR REPAIRS OF EQUIPMENT OR ANY WORK OFFSHORE THE APPLICANT MUST APPLY FOR A VITEM V WORK VISA*)
- FLIGHT/SHIP CREW MEMBER WITHOUT AN INTERNATIONAL CREW CARD
- TRAVEL FOR MEDIA COVERAGE AND OR FILM MAKING
- ADOPTION OF A BRAZILIAN CHILD (THE CUSTODY MUST HAVE ALREADY BEEN GRANTED)

IF YOU QUALIFY TO APPLY FOR A BUSINESS VISA, PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

- 1.) SIGNED PASSPORT WITH A MINIMUM OF 6 MONTHS REMAINING VALIDITY AND AT LEAST 2 BLANK VISA PAGES

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.](#)

- 2.) ONE (1) RECENT 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)
- 3.) PROOF OF RESIDENCE SUCH AS ONE OF THE DOCUMENTS LISTED BELOW (*ADDRESS ON DOCUMENT MUST MATCH ADDRESS ON VISA APPLICATION*):
 - NOTARIZED COPY OF VALID STATE ISSUED DRIVER'S LICENSE
 - NOTARIZED COPY OF UTILITY BILLS
 - NOTARIZED COPY OF LEASE
 - NOTARIZED COPY OF BANK STATEMENTS

NOTARY MUST BE DONE IN THE SAME STATE THE DOCUMENT WAS ORIGINATED IN.

CONTINUED→



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- 4.) **COPY OF THE ROUND TRIP AIRLINE TICKET**, CONFIRMED TRAVEL ITINERARY (*RESERVATION*) OR A LETTER FROM THE TRAVEL AGENT LISTING THE APPLICANTS NAME, WITH THE COMPLETE ITINERARY, FLIGHT NUMBERS, ARRIVAL/DEPARTURE DATES AND RESERVATION CODE PROVIDED BY THE AIRLINE COMPANY (*THE ITINERARY MAY BE WAIVED IF ALL THE MANDATORY INFORMATION FOR THE TRAVEL ITINERARY IS LISTED IN THE NOTARIZED COMPANY LETTER FROM THE EMPLOYER OR SPONSORING USA COMPANY*)
- 5.) **ORIGINAL NOTARIZED BUSINESS LETTER** FROM THE EMPLOYER OR SPONSORING COMPANY IN THE U.S., ON THEIR LETTERHEAD STATIONERY AND SIGNED BY A SENIOR MANAGER (*LETTER NOT NEEDED IN CASES OF ADOPTION*).
- VERY IMPORTANT: PLEASE FOLLOW THE EXAMPLE OF THE COMPANY LETTER EXACTLY AS WRITTEN (SEE PAGE 11). FAILURE TO DO SO WILL CAUSE A DELAY IN THE PROCESSING OF YOUR APPLICATION. NOTARY MUST BE DONE IN THE SAME STATE THE DOCUMENT WAS ORIGINATED IN.**
- 6.) NON-REFUNDABLE CONSULATE FEE: \$160.00

VALIDITY: THE CONSULATE IS CURRENTLY ISSUING VISAS VALID FOR UP TO TEN (10) YEARS. EACH STAY IS GOOD FOR UP TO 90 DAYS NOT TO EXCEED 180 DAYS PER YEAR DURING THE FIRST 90 DAYS THE APPLICANT WILL HAVE TO EXTEND THE STAY FOR AN ADDITIONAL 90 DAYS WITH THE IMMIGRATION OFFICE IF A PROLONGED VISIT IS NEEDED.

SPECIAL MEMO: THE COMPANY LETTER OF GUARANTEE MUST HAVE ALL THE ABOVE MENTIONED INFORMATION. BUSINESS LETTERS MISSING ANY OF THE REQUIRED INFORMATION AND/OR WITHOUT ORIGINAL NOTARIZED SIGNATURES WILL NOT BE ACCEPTED AND THEREFORE THE VISA APPLICATION WILL NOT BE PROCESSED.

CONTINUED→



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ADDITIONAL REQUIRED DOCUMENTS:

A.) IF THE APPLICANT WILL BE GOING TO BRAZIL FOR MEDIA COVERAGE OR FILMMAKING BE SURE TO INCLUDE:

- PROOF OF AUTHORIZATION FROM THE BRAZILIAN CINEMA AGENCY (ANCINE) FOR TAKING PHOTOGRAPHS, MAKING AUDIO RECORDINGS OR FILMMAKING FOR COMMERCIAL PURPOSES SUCH AS ADVERTISEMENTS, MOVIES, DOCUMENTARIES OR NEWSCAST (MUST BE NOTARIZED)
- AFFIDAVIT FROM THE BRAZILIAN CO-PRODUCER STATING THAT THE FOREIGNER WILL NOT MAKE ANY RECORDINGS, TAKE PHOTOGRAPHS OR MAKE MOVIES FOR THE ABOVE LISTED PURPOSES WITHOUT PREVIOUS AUTHORIZATION FROM THE COMPETENT BRAZILIAN AUTHORITIES (NOTARIZED)

B.) IF YOU ALREADY HAVE A VALID VISA ON ANOTHER PASSPORT YOU ARE NOT REQUIRED TO APPLY FOR A NEW VISA. THE APPLICANT WOULD TRAVEL WITH THE OLD PASSPORT (*WITH VALID VISA*) AND THE NEWLY ISSUED VALID PASSPORT. TO APPLY FOR A NEW VISA TO BE ISSUED IN THE 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 THE 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 BRAZILIAN 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.

REVISED: 5-6-2016 (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 – 9 BUSINESS DAYS**

JURISDICTION: *ARKANSAS, COLORADO, KANSAS, LOUISIANA, NEW MEXICO,
OKLAHOMA, TEXAS*

****RUSH PROCESSING IS AVAILABLE:** TO REQUEST THE APPLICATION BE PROCESSED IN FIVE (5) WORKING DAYS OR LESS (\$50.00 SPECIAL HANDLING FEE), BE SURE TO MARK THE APPROPRIATE BOX ON THE VISA INSTRUCTION SHEET (*SEE PAGE 3*).

IF THE LETTER(S) ORIGINATES IN BRAZIL, THEY ARE REQUIRED TO BE NOTARIZED BY A BRAZILIAN NOTARY (“*CARTÓRIO*”). THE CONSULATE IS CURRENTLY ONLY ACCEPTING A LIMITED NUMBER OF APPLICATIONS ON TUESDAYS AND THURSDAYS, SO PLEASE BE SURE TO FAX/EMAIL COPIES OF THE DOCUMENTS TO OUR OFFICE (THEN GIVE US A CALL) FOR REVIEW SO THAT WE MAY MAKE YOUR RESERVATION FOR THE FIRST POSSIBLE SUBMISSION DATE.

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:** 10 – 15 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.

CONTINUED→

➤ **BOSTON CONSULATE** – **PROCESSING TIME:** 10 – 15 BUSINESS DAYS

JURISDICTION: *MAINE, MASSACHUSETTS, NEW HAMPSHIRE, VERMONT*

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- THE CONSULATE REQUIRES PROOF OF RESIDENCE IN THE LAST 90 DAYS (COPY OF UTILITY BILLS AND BANK STATEMENTS).

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

➤ **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:

- APPLICANTS WHO HAVE VISITED CERTAIN COUNTRIES AND TERRITORIES WITHIN 90 DAYS PRIOR TO APPLYING FOR A VISA/ENTERING BRAZIL [UNDER CERTAIN CIRCUMSTANCES](#) ARE RECOMMENDED TO PRESENT A YELLOW FEVER INTERNATIONAL CERTIFICATE OF VACCINATION UPON ENTERING BRAZIL.
- THIS CONSULATE DOES NOT REQUIRE THE COMPANY LETTER OR THE COPY OF THE DRIVER'S LICENSE TO BE NOTARIZED.

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

➤ **HARTFORD CONSULATE** – **PROCESSING TIME:** UP TO 3 WEEKS

JURISDICTION: *CONNECTICUT, RHODE ISLAND*

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- ALL DOCUMENTS SUBMITTED MUST BE NOTARIZED, INCLUDING SIGNATURE ON THE APPLICATION.

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

➤ **MIAMI CONSULATE** – **PROCESSING TIME:** 12 – 15 BUSINESS DAYS

JURISDICTION: *FLORIDA, PUERTO RICO, THE U.S. VIRGIN ISLANDS*

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

CONTINUED→

➤ **LOS ANGELES CONSULATE** – **PROCESSING TIME:** 10 - 15 BUSINESS DAYS**

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

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- IF THE APPLICANT WILL BE TRAVELING TO ATTEND A BUSINESS CONFERENCE AND OR A TRADE SHOW THE CONSULATE WILL REQUIRE A COPY OF THE INVITATION (FROM THE SPONSOR IN BRAZIL) ALONG WITH THE LETTER OF GUARANTEE FROM THE U.S. EMPLOYER.

****THE LOS ANGELES CONSULATE IS CLOSED EVERY FRIDAY.**

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

➤ **NEW YORK CONSULATE** – **PROCESSING TIME:** 8 – 10 BUSINESS DAYS

JURISDICTION: *BERMUDA ISLANDS, NEW JERSEY, NEW YORK, PENNSYLVANIA*

- THE CONSULATE IN NEW YORK DOES **NOT** REQUIRE THE COMPANY LETTER OR THE COPY OF THE DRIVER'S LICENSE TO BE NOTARIZED.

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

JURISDICTION: *ALASKA, OREGON, 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*

- 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.

➤ **WASHINGTON, DC EMBASSY** – **PROCESSING TIME:** 10 – 15 BUSINESS DAYS

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

- THE EMBASSY DOES NOT REQUIRE THE COMPANY LETTER OR THE COPY OF THE DRIVER'S LICENSE TO BE NOTARIZED.

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BRAZIL

EXAMPLE OF THE COMPANY LETTER OF GUARANTEE

**PLEASE USE ONLY THIS FORMAT ON YOUR ORIGINAL LETTERHEAD
IF YOU DO NOT USE THIS FORMAT, THERE MAY BE A DELAY IN PROCESSING**

**CONSULATE OF BRAZIL:
(NO ADDRESS NEEDED)**

THIS LETTER IS TO INTRODUCE **MR. /MRS. (EMPLOYEE FULL NAME)** WHO IS EMPLOYED WITH OUR COMPANY AS A(N) **(JOB TITLE)**. **MR. /MRS. (EMPLOYEE FULL NAME)** WILL BE ATTENDING BUSINESS MEETINGS ONLY WITH THE INTENT OF DISCUSSING FUTURE PROJECTS WITH THE COMPANY BELOW:

CONTACT NAME: (NAME OF CONTACT PERSON IN BRAZIL)
COMPANY NAME
FULL ADDRESS IN BRAZIL (INCLUDE ZIP CODE)
CONTACT PHONE NUMBER

THE PURPOSE OF OUR EMPLOYEE'S VISIT IS FOR **(ACTIVITIES TO BE CONDUCTED AND CONTENT OF THEIR DISCUSSIONS WILL INCLUDE, BE AS SPECIFIC AS POSSIBLE)**.

OUR COMPANY WILL TAKE FULL RESPONSIBILITY THAT **MR. /MRS. (EMPLOYEE FULL NAME)** VISIT IS OF A SHORT NATURE AND WILL NOT BE PERFORMING ANY ACTIVITIES THAT ARE INCOMPATIBLE WITH A BUSINESS VISA (SUCH AS PAID WORK, TECHNICAL ASSISTANCE OR TECHNICAL TRAINING) DURING **HIS/HER** STAY IN BRAZIL.

MR. /MRS. (EMPLOYEE FULL NAME) WILL BE TRAVELING ON **(DATE)** AND STAYING FOR APPROXIMATELY **(LENGTH OF STAY)**. OUR COMPANY WILL BE FINANCIALLY RESPONSIBLE FOR **HIS/HER** RETURN TO THE COUNTRY OF ORIGIN ALONG WITH ALL OF THE EXPENSES INCURRED BY **MR. /MRS. (EMPLOYEE FULL NAME)** WHILE IN BRAZIL. WE WOULD VERY MUCH APPRECIATE YOU ISSUING THE APPROPRIATE VISA AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(NAME OF SENIOR MEMBER OF MANAGEMENT, TYPED)
(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: _____

VERY IMPORTANT

THIS LETTER MUST BE NOTARIZED IN THE SAME STATE OF ORIGATION. (I.E. TEXAS BASED COMPANY LETTERHEAD ADDRESS MUST BE NOTARIZED IN THE STATE OF TEXAS). PLEASE MAKE SURE NOTARY INCLUDES THEIR SEAL AND SIGNS AND DATES ACCORDINGLY.