

# **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](http://www.vippassports.com) Email: [info@vippassports.com](mailto: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:** \_\_\_\_\_

VISA PROCESSING  
LIST COUNTRIES

AND  
AND

CONSULATE FEES:  
CONSULATE FEES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-  
-  
-

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**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 BUSINESS VISA (VITEM II)

### DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1 - SIGNED</u>	APPLICATION: <b>ON-LINE:</b>	<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>
COPY OF INVITATION:	<u>SEE NEXT PAGES</u>	DRIVER LICENSE:	<u>1-COPY</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>\$180.00</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).

**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)

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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.) **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)
- 4.) COPY OF VALID DRIVERS 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 COMPANY LETTER FROM THE EMPLOYER IN THE U.S.A. OR SPONSORING  
COMPANY - ON THEIR LETTERHEAD STATIONARY AND SIGNED BY A SENIOR MANAGER
  - ONE PARAGRAPH INTRODUCING THE APPLICANT, DATE OF DEPARTURE AND  
ASKING THAT THEY ISSUE A VITEM II BUSINESS VISA AND GUARANTEEING ALL  
THE EXPENSES
  - ONE PARAGRAPH DESCRIBING THE ACTIVITIES OF THE COMPANY IN BRAZIL –  
INCLUDING THE COMPANY NAME, NAME OF CONTACT AND POSITION HELD  
WITHIN THE INVITING COMPANY, ADDRESS, CITY, ZIP CODE AND CONTACT  
PHONE NUMBER
  - ONE PARAGRAPH DESCRIBING THE PRECISE NATURE OF THE ACTIVITIES TO BE  
CONDUCTED IN BRAZIL (EVERY DETAIL OR THERE COULD BE A DELAY IN  
PROCESSING YOUR APPLICATION)
- 6.) COPY OF YOUR TRAVEL ITINERARY
- 7.) NON-REFUNDABLE CONSULATE FEES OF \$180.00
- 8.) **IF YOU HAVE A 2<sup>ND</sup> PASSPORT OR AN EXPIRED PASSPORT THAT HAS A VALID VISA IN IT  
THE CONSULATE WOULD PREFER THAT YOU TRAVEL USING THAT VISA AND YOUR  
CURRENT PASSPORT.**

**ATTENTION: PLEASE SEE CONSULATE JURISDICTIONS FOR ADDITIONAL REQUIREMENTS**

**THIS VISA IS NORMALLY GOOD FOR MULTIPLE ENTRIES WITHIN THE VISAS DURATION.  
EVEN WHEN THE VALIDITY OF THE VISA EXCEEDS 90 DAYS, AUTHORIZED STAYS ARE  
FOR A MAXIMUM OF 90 DAYS PER VISIT. (THE VISA CAN BE ISSUED VALID FROM 30 DAYS  
TO 10 YEARS MULTIPLE ENTRY AND IS ISSUED AT THE CONSULATES DISCRETION)**

**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 CONSULATE JURISDICTION'S**  
**WITH PROCESSING TIMES AND LISTING ANY SPECIAL**  
**REQUIRMENTS FOR THAT PARTICULAR CONSULATE**

**HOUSTON CONSULATE**

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

**PROCESSING TIME:** 8 TO 9 BUSINESS DAYS

**RUSH PROCESSING IS AVAILABLE:** IF YOU WOULD LIKE FOR VIP TO REQUEST FOR THE APPLICATION TO BE PROCESSED IN 5 WORKING DAYS OR LESS (\$50.00 SPECIAL HANDLING FEE) BE SURE TO MARK THE APPROPRIATE BOX ON THE VIP WORK ORDER. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED.

THE CONSULATE IN HOUSTON REQUIRES THE ORIGINAL COMPANY LETTER WITH THE TRAVEL DATES LISTED ON IT TO BE SUBMITTED WITH THE APPLICATION. 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 IN ATLANTA IS CURRENTLY REQUESTING A COPY OF AN INVITATION (FROM YOUR CONTACT IN BRAZIL-WRITTEN IN PORTUGUESE), WRITTEN ON THE COMPANY'S OFFICIAL LETTERHEAD, SIGNED BY MANAGEMENT, INFORMING THE JOB POSITION OF THE CONTACT PERSON AND DETAILED DESCRIPTION OF THE INTENDED ACTIVITIES IN BRAZIL (SALES, PURCHASING, COORDINATION, AUDITING, ETC). THE COPY OF THE TRAVEL ITINERARY MUST BE SUBMITTED WITH EACH APPLICATION. THE CONSULATE IS CURRENTLY ONLY ACCEPTING APPLCIATIONS ON TUESDAYS AND THURSDAYS. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED.

CONTINUED...

### **BOSTON CONSULATE**

JURISDICTION: MAINE, MASSACHUSETTS, NEW HAMPSHIRE,  
AND VERMONT

**PROCESSING TIME:** 10 TO 15 BUSINESS DAYS

THE CONSULATE IN BOSTON IS CURRENTLY ASKING FOR A COPY OF THE INVITATION FROM THE INVITING ORGANIZATION TO BE WRITTEN IN PORTUGUESE. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR PROCESSING.

### **CHICAGO CONSULATE**

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

**PROCESSING TIME:** 10 TO 15 BUSINESS DAYS

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

### **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 REQUIRES THAT ALL DOCUMENTS SUBMITTED MUST BE NOTARIZED.

### **LOS ANGELES CONSULATE**

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

CONTINUED...

**ADDITIONAL DOCUMENTS REQUIRED TO PROCESS A VISA APPLICATION IN LOS ANGELES:**

- 1.) THE CONSULATE IN L.A. ALSO ASKS 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. IF WE RECEIVE THE REQUEST AND YOU DO NOT SEND A COPY OF EACH PAGE OF THE APPLICATION WE WILL GO ONLINE AND PRINT ONE OUT FOR YOU (\$10.00 VIP SERVICE FEE)
- 2.) COPY OF INVITATION WRITTEN IN PORTUGUES (FOR BUSINESS VISA REQUESTS). HOWEVER THE CONSULATE HAS BEEN TO ACCEPT THE INVITATION WRITTEN IN ENGLISH.
- 3.) SEPARATE ADDITIONAL LETTER FROM THE U.S. EMPLOYER THAT LISTS THE APPLICANT'S JOB TITLE AND A DETAILED DESCRIPTION OF THE APPLICANT'S POSITION.

**PROCESSING TIME:** 10 TO 15 BUSINESS DAYS

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

**MIAMI CONSULATE**

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

**PROCESSING TIME:** 15 TO 20 BUSINESS DAYS

THE CONSULATE IN MIAMI REQUIRES THE COMPANY LETTER FOR A BUSINESS VISA TO BE NOTARIZED. THEY HAVE ALSO BEEN KNOWN TO COME BACK AND REQUEST AN ORIGINAL NOTARIZED INVITATION. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR PROCESSING.

**NEW YORK CONSULATE**

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

**PROCESSING TIME:** 5 TO 7 BUSINESS DAYS

CONTINUED...

THE CONSULATE IN NEW YORK HAS BEEN TO REQUEST A COPY OF THE ROUND TRIP TICKET OR THE BOOKED ITINERARY SHOWING TRAVEL TO AND FROM BRAZIL, CONFIRMING PURCHASE OF THE TICKET AND PASSENGERS NAME, ITINERARY, FLIGHT NUMBER AND ARRIVAL/ DEPARTURE DATES. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE CONSULATE FOR PROCESSING.

### **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 BENIDITO, 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 IN SAN FRANCISCO HAS BEEN KNOWN TO REQUEST THE INVITATION TO BE WRITTEN IN PORTUGUESE. 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 VIRGINA AND NORTH AMERICA BASES, EXCEPT GUAM

**PROCESSING TIME:** 8 TO 10 BUSINESS DAYS

THE CONSULATE IN DC REQUIRES THAT APPLICANT SUBMIT (2) TWO SIGNED APPLICATIONS. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED INTO THE EMBASSY FOR PROCESSING.

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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  
WILL BE ATTENDING BUSINESS MEETINGS ONLY, WITH THE INTENT OF  
DISCUSSING FUTURE PROJECTS WITH (BRAZILIAN COMPANY  
INFORMATION - INCLUDING CONTACT PERSON AND POSITION HELD WITHIN  
THE COMPANY, PHONE NUMBER, & ADDRESS). THE CONTENT OF THEIR  
DISCUSSIONS WILL INCLUDE: (BE AS SPECIFIC AS POSSIBLE).

MR. / MRS. \_\_\_\_\_ VISIT IS OF A SHORT NATURE AND HAS NO  
INTENTION OF PERFORMING ANY TYPE OF TECHNICAL SERVICES OR  
IMMIGRATING TO YOUR COUNTRY.

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 VISA AT YOUR EARLIEST  
CONVENIENCE.

THANK YOU,  
(SUPERVISORS SIGNATURE)