



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

NOTICE

UNTIL FURTHER NOTICE THE BRAZIL
CONSULATE IN HOUSTON WILL ONLY BE
ACCEPTING APPLICATIONS ON TUESDAYS
AND BY DOING SO YOU CAN EXPECT THE
VISAS TO BE PROCESSED AND THE
PASSPORTS RELEASED THE FOLLOWING
TUESDAY.

DUE TO THE LIMITED SUBMISSIONS, RUSH
SERVICE WILL NOT BE AVAILABLE UNTIL THE
CONSULATE ADVISES OTHERWISE.

ALL APPLICATIONS RECEIVED AFTER 5:PM
EACH MONDAY WILL NOT BE SUBMITTED UNTIL
THE FOLLOWING TUESDAY.

THANK YOU FOR YOUR UNDERSTANDING,
VIP PASSPORT SERVICES, INC.



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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 TEMPORARY WORK (RN100) *U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1 - SIGNED</u>	APPLICATION: ON-LINE:	<u>1-SIGNED</u>
PASSPORT TYPE PHOTO (S):	<u>1 - COLOR</u>	CNPJ FROM BRAZIL CO.:	<u>1-COPY</u>
COMPANY LETTER:	<u>N/A</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
ORIGINAL INVITATION:	<u>1-NOTARIZED</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>\$95.00</u>
CONSULATE FEE:	<u>\$290.00</u>
POSTAL MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (5 DAY OR LESS RUSH PROCESS)	_____
OTHER FEES: (OUT OF JURISDICTION FEE – SEE PAGES 7 – 9)	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*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).

COMMENTS: FOR APPLICANTS THAT RESIDE IN ARKANSAS, COLORADO, KANSAS, LOUISIANA, NEW MEXICO, OKLAHOMA OR TEXAS AND YOU ARE REQUESTING RUSH SERVICE, BE SURE TO EMAIL A COPY OF ALL THE DOCUMENTS TO WWW.VIPPASSPORTS.COM 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:3-4-2016 (JEN N)



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BRAZIL TECHNICAL ASSISTANCE/TECHNOLOGY TRANSFER WORK VISA (TYPE RN-100)

WHO IS ELIGIBLE FOR RN-100 WORK VISA:

- A VITEM “V” VISA BASED ON RN-100 DECREE MAY BE GRANTED TO QUALIFIED PROFESSIONALS WHOSE EMPLOYER (NON-BRAZILIAN COMPANY) HAS A CONTRACT, COOPERATION AGREEMENT OR PARTNERSHIP WITH A BRAZILIAN COMPANY AND ARE BEING REQUESTED TO PERFORM SHORT TERM TECHNICAL ASSISTANCE OR TECHNOLOGY TRANSFER. THE RN-100 VISA MAY NOT BE GRANTED TO THE SAME PERSON MORE THAN ONCE IN A 6 MONTH PERIOD. IT WILL BE VALID FOR UP TO 90 DAYS AND CANNOT BE EXTENDED.

IF YOU QUALIFY TO APPLY FOR A SHORT TERM EMPLOYMENT VISA TYPE RN-100 THEN 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, SIDE-BY-SIDE)
- 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) 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.) **PROOF OF RESIDENCE** PLEASE SUBMIT ONE (1) 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

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- 5.) **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
- 6.) **COPY OF THE BRAZILIAN COMPANY'S REGISTRATION** WITH THE "CADASTRO NACIONAL DE PESSOAS JURÍDICAS" (CNPJ)
- 7.) **ORIGINAL NOTARIZED (BY BRAZILIAN NOTARY-CARTÓRIO) LETTER** FROM THE BRAZILIAN COMPANY ON THEIR LETTERHEAD STATIONERY AND SIGNED BY A SENIOR MANAGER STATING THE FOLLOWING INFORMATION:
 - NAME, CNPJ, ADDRESS AND NATURE OF BUSINESS OF THE BRAZILIAN COMPANY
 - SENIOR MANAGER OF BRAZILIAN COMPANY'S NAME, TITLE AND CAPACITY TO ACT ON BEHALF OF THE BRAZILIAN SPONSORING COMPANY
 - NAME(S) OF PERSON(S) TO BE CONTACTED IN BRAZIL IN CASE THE CONSULATE NEEDS ADDITIONAL INFORMATION, AS WELL AS THEIR PHONE NUMBER(S) AND FUNCTION AT THE BRAZIL COMPANY
 - DETAILED INFORMATION CONCERNING SERVICES TO BE RENDERED TO THE BRAZILIAN COMPANY
 - NAME AND ADDRESS OF THE COMPANY IN THE U.S. CONTRACTED BY THE BRAZILIAN COMPANY TO PROVIDE TECHNICAL SERVICES
 - NAME, PHONE NUMBER AND EMAIL ADDRESS OF THE MANAGER OF THE COMPANY IN THE USA IN CASE ADDITIONAL INFORMATION IS DEEMED NECESSARY
 - FULL NAME, NATIONALITY, PASSPORT NUMBER, PROFESSION AND BRIEF DESCRIPTION OF THE QUALIFICATION (*EDUCATION AND EXPERIENCE*) OF THE APPLICANT
 - EXPECTED TRAVEL DATES OF THE TRIP TO BRAZIL
 - ACCEPTING RESPONSIBILITY OF THE BRAZILIAN COMPANY FOR THE APPLICANT'S STAY IN BRAZIL AND HIS/HER RETURN TO THE COUNTRY OF ORIGIN

***LETTERS THAT DO NOT CONTAIN ALL OF THE ABOVE INFORMATION WILL NOT BE ACCEPTED BY THE CONSULATE.**

- 8.) NON-REFUNDABLE CONSULATE FEE: \$290.00

CONTINUED→



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SPECIAL NOTE: THE CONSULATE MAY REQUEST DOCUMENTED PROOF THAT THE COMPANY IN THE U.S. IS FORMALLY REGISTERED WITH LOCAL AUTHORITIES IN THE U.S.

VALIDITY: THE TECHNICAL ASSISTANCE AND TECHNOLOGY TRANSFER WORK VISA RN-100 MAY NOT BE GRANTED TO THE SAME PERSON MORE THAN ONCE IN A 6 MONTH PERIOD. IT WILL BE VALID FOR UP TO 90 DAYS AND CANNOT BE EXTENDED.

REVISED: 3-4-2016 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations

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, TEXAS

THE CONSULATE IS CURRENTLY ONLY ACCEPTING A LIMITED NUMBER OF APPLICATIONS ON TUESDAYS AND THURSDAYS, SO PLEASE BE SURE TO FAX COPIES OF THE DOCUMENTS TO OUR OFFICE FOR REVIEW SO THAT WE MAY MAKE A 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:** 7 TO 10 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.*
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
VIP SERVICES CHARGES AN ADDITIONAL \$35.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN CHICAGO.

CONTINUED→

- **HARTFORD CONSULATE** – **PROCESSING TIME:** 7 TO 10 DAYS BUSINESS DAYS
JURISDICTION: CONNECTICUT, RHODE ISLAND

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

- **MIAMI CONSULATE** – **PROCESSING TIME:** 25 TO 30 BUSINESS DAYS
JURISDICTION: *FLORIDA, PUERTO RICO, AND THE U.S. VIRGIN ISLANDS*

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- 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.
- ORIGINAL BIRTH CERTIFICATE

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

- **NEW YORK CONSULATE** – **PROCESSING TIME:** 8 – 10 BUSINESS DAYS
JURISDICTION: *BERMUDA ISLANDS, NEW JERSEY, NEW YORK, PENNSYLVANIA*

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. 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).
- ORIGINAL STATE ISSUED BIRTH CERTIFICATE ALONG WITH A NOTARIZED COPY
- BEGINNING 1-6-2014 THE BRAZIL CONSULATE WILL REQUIRE THE POLICE LETTER BE ISSUED BY THE FEDERAL BUREAU OF INVESTIGATION HEADQUARTERS IN WEST VIRGINIA.

- **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 AND VENTURA.*

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

ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:

- 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).

CONTINUED→

- 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 AND THE STAMPED/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.

➤ **SAN FRANCISCO CONSULATE** – **PROCESSING TIME:** 15 TO 20 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 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.

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 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.
- THE CONSULATE REQUIRES PROOF OF RESIDENCY WITHIN THIS JURISDICTION FOR THE PAST 12 MONTHS.

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

- BEGINNING 1-6-2014 THE BRAZIL CONSULATE WILL REQUIRE THE POLICE LETTER BE ISSUED BY THE FEDERAL BUREAU OF INVESTIGATION HEADQUARTERS IN WEST VIRGINIA.

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.

REVISED: 3-4-2016 (JENN)