

# 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](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## **IMPORTANT!**

UNTIL FURTHER NOTICE, THE BRAZIL CONSULATE IN HOUSTON WILL ONLY BE ACCEPTING A LIMITED NUMBER OF APPLICATIONS ON TUESDAYS ON A NON-RUSH BASIS. BY DOING SO, THE APPLICANT CAN EXPECT THE VISAS TO BE PROCESSED AND RELEASED THE FOLLOWING TUESDAY.

DUE TO THE LIMITED NUMBER OF APPLICATIONS BEING ACCEPTED, **PLEASE SEND/FAX/EMAIL COPIES OF DOCUMENTS TO OUR OFFICE FOR REVIEW IN ORDER TO RESERVE A SPACE TO BE SUBMITTED ON THE FIRST AVAILABLE SUBMISSION DATE.** RUSH SERVICE WILL NOT BE AVAILABLE UNTIL THE CONSULATE ADVISES OTHERWISE.

**APPLICATIONS RECEIVED AFTER 5:00PM EACH MONDAY AND/OR RECEIVED WITHOUT A RESERVATION MAY INCUR A DELAY AND NOT SUBMITTED UNTIL THE NEXT AVAILABLE TUESDAY.**

THANK YOU,  
VIP PASSPORT SERVICES, INC.

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## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## BRAZIL WORK VISA (VITEM V)

U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
PROOF OF RESIDENCE:	1-COPY	FBI/POLICE LETTER:	1
BIRTH CERTIFICATE:	1-COPY	WORK AUTHORIZATION:	1

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>\$290.00</u>
MONEY ORDER:	<u>\$6.00</u>
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 5 DAY PROCESS)	<u>                    </u>
OTHER FEES: <u>OUT OF JURISDICTION FEE - SEE NEXT PAGES</u>	<u>                    </u>
RETURN SHIPPING FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	SEE NEXT PAGES
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING).	

COMMENTS: FOR APPLICANTS RESIDING IN THE HOUSTON CONSULATE'S JURISDICTION, PLEASE EMAIL A COPY OF ALL DOCUMENTS TO [VIPINFO@VIPPASSPORTS.COM](mailto:VIPINFO@VIPPASSPORTS.COM). UPON REVIEW, WE WILL RESERVE A SPACE FOR SUBMISSION AND CONTACT THE SENDER WITH FURTHER INSTRUCTION. FAILURE TO DO SO MAY CAUSE A DELAY IN PROCESSING THE VISA REQUEST.

REVISED 10-4-2018 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:**

- o TO EXERCISE REMUNERATED EMPLOYMENT ACTIVITIES (CONSULTING INCLUDED) AT A LEGALLY ESTABLISHED ENTITY IN BRAZIL (CLASS RN 74/07, RN 79/08 AND 80/08)
- o TO UNDERTAKE TEMPORARY EMPLOYMENT FOR THE BRAZILIAN GOVERNMENT UNDER A CONTRACT RESULTING FROM AN INTERNATIONAL AGREEMENT IN WHICH BRAZIL PARTICIPATES (CLASS RN/99)
- o 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:**

- o 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)
- o 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)
- o 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)
- o TO WORK AS A MARITIME CREW MEMBER ABOARD FOREIGN CRUISE SHIPS OPERATING IN BRAZILIAN WATERS (CLASS RN 71/06)
- o TO WORK ON AN OFFSHORE PLATFORM AS A CREW OR BACK-UP PERSONNEL (CLASS RN 72/06)

### **VITEM V WORK VISA DOES NOT APPLY TO:**

- o THOSE RECEIVING TRAINING ON HOW TO OPERATE AND DO MAINTENANCE OF BRAZILIAN MADE MACHINES AND EQUIPMENT, WHICH REQUIRES A VITEM I VISA
- o 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)
- o ARTISTS OR ATHLETES WITH AN EMPLOYMENT CONTRACT IN BRAZIL, WHICH THE APPLICANT SHOULD APPLY FOR A VITEM III VISA
- o INVESTORS INTENDING TO ESTABLISH THEMSELVES IN BRAZIL, WHICH THE APPLICANT SHOULD APPLY FOR A PERMANENT VISA (CLASS RN/84/09)
- o 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 ON OR BEFORE THE EXPIRATION DATE AS INDICATED ON THE DOCUMENT. **(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.) **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.
- 6.) **CLEAR COPY OF APPLICANT'S BIRTH CERTIFICATE**
- 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.) **CONSULATE FEE:** \$290.00 (NON-REFUNDABLE)

CONTINUED →

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9.) IF YOU ALREADY HAVE A VALID VISA ON ANOTHER PASSPORT YOU, ARE NOT REQUIRED TO APPLY FOR A NEW VISA AS 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 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 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.*

REVISED 10-4-2018 JENN

# **BRAZIL CONSULATE JURISDICTIONS**

## **PROCESSING TIMES AND CONSULATE-SPECIFIC SPECIAL REQUIREMENTS**

**(ALL PROCESS TIMES START FROM THE TIME THE APPLICATION & 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, 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 AVAILABLE 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*

- THE NEW YORK CONSULATE REQUIRES A NOTARIZED POWER OF ATTORNEY STATEMENT AUTHORIZING OUR AGENT TO SUBMIT THE VISA REQUESTS. [CLICK HERE](#) FOR THE POWER OF ATTORNEY STATEMENT.
- 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 1<sup>ST</sup> 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.

REVISED 10-4-2018 JENN