

# **NOTICE**

**THE BRAZIL CONSULATES HAVE ALL GONE JURISDICTIONAL (SEE LIST BELOW) AND IF YOU FALL IN THE HOUSTON CONSULATE JURISDICTION, WE ARE ONLY ALLOWED TO SUBMIT 10 APPLICATIONS PER DAY ON TUESDAYS AND THURSDAYS ONLY. PLEASE FAX US A COPY OF ALL THE DOCUMENTS TO 713-659-3767 AND THEN GIVE US A CALL AT 800-856-8472 SO WE CAN REVIEW THE DOCUMENTS, PUT YOUR NAME ON THE HOUSTON BRAZIL SUBMIT LIST, AND THEN GIVE YOU A RESERVATION NUMBER. IN ORDER TO HOLD YOUR SPOT ON THE SUBMIT LIST WE NEED TO RECEIVE YOUR DOCUMENTS IN OUR OFFICE WITHIN 48 HOURS.**

**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 TOURIST VISA

### 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>N/A</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COPY OF INVITATION:	<u>N/A</u>	DRIVER LICENSE:	<u>1-COPY</u>

OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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)	_____
*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

#### \*\*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)

**Specializing in Visas, Passports, Document Legalization and Translations**

**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 SUR TO MARK THE APPROPRIATE  
BOX ON THE VIP WORK ORDER. THE  
PROCESSING TIME STARTS ONCE THE  
APPLICATION HAS BEEN SUBMITTED.

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 THAT  
APPLICANTS APPLYING FOR A TOURIST VISA SUBMIT PROOF OF  
DEPARTURE AND OF FINANCIAL MEANS (COPY OF YOUR BANK  
STATEMENT SHOWING \$120 PER DAY FOR EVERY DAY OF YOUR STAY IN  
COUNTRY OR CREDIT CARD STATEMENT). THE CONSULATE IS CURRENTLY  
ONLY ACCEPTING APPLCIATIONS ON TUESDAYS AND THURSDAYS.

CONTINUED...

## **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.

## **HARTFORD CONSULATE**

JURISDICTION: CONNECTICUT AND RHODE ISLAND

**PROCESSING TIMES:** 7 TO 10 DAYS

THE CONSULATE IN HARTFORD REQUIRES THAT YOU SUBMIT PROOF OF  
FINANCIAL MEANS (COPY OF YOUR BANK STATEMENT SHOWING PROOF  
OF FINANCIAL MEANS CONSISTENT WITH THE STATUS OF INTERNATIONAL  
TRAVELER OR CREDIT CARD STATEMENT) AND A CONFIRMED ROUND  
TRIP TICKET (ITINERARIES WILL NOT BE ACCEPTED). THE CONSULATE  
ALSO REQUIRES THAT ALL THE DOCUMENTS SUBMITTED BE NOTARIZED.

## **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. THE CONSULATE ALSO  
REQUIRES THAT YOU SUBMIT A COPY OF THE ROUND-TRIP-TICKET, E-  
TICKET, OR THE E-BOOKING. INDIVIDUALS WHO WILL BE STAYING  
LONGER THAN 30 DAYS MUST INCLUDE EITHER A BANK STATEMENT OR A  
NOTARIZED LETTER OF INVITATION FROM THE INDIVIDUAL(S) WITH  
WHOM THEY WILL STAY WITH OR THE INSTITUTION THAT WILL  
COORDINATE THEIR ACCOMMODATIONS WHILE IN BRAZIL.

CONTINUED...

## **MIAMI CONSULATE**

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

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

THE CONSULATE REQUIRES THAT YOU INCLUDED A DETAILED LETTER EXPLAINING THE PURPOSE OF YOUR TRIP INCLUDING THE DATE OF DEPARTURE AND RETURN FROM BRAZIL. THE CONSULATE WILL ALSO REQUIRE A COPY OF YOUR BANK STATEMENT FOR THE LAST 3 MONTHS SHOWING THAT YOU CAN MAINTAIN YOURSELF IN BRAZIL AND TO RETURN TO YOUR COUNTRY OF ORIGIN.

## **NEW YORK CONSULATE**

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

**PROCESSING TIME:** 5 TO 8 BUSINESS DAYS

THE CONSULATE IN NEW YORK REQUIRES THAT YOU SUBMIT YOUR ROUND TRIP TICKET OR A BOOKED ITINERARY SHOWING YOUR TRAVEL TO AND FROM BRAZIL WITH YOUR NAME ON IT.

## **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

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

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

- 1.) THE CONSULATE IN LA 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. 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). THE CONSULATE ALSO REQUIRES A COPY OF YOUR ROUND-TRIP TICKET OR A BOOKED ITINERARY SHOWING YOUR TRAVEL TO AND FROM BRAZIL.

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 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 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 CONSULATE IN DC REQUIRES APPLICANTS TO SUBMIT (2) TWO SIGNED APPLICATIONS.

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## BRAZIL

IF YOU NEED TO SUBMIT FOR A TOURIST VISA FOR A MINOR PLEASE  
CALL OUR OFFICE FOR MORE DETAILED INFORMATION.

### PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

#### TOURIST VISA:

1. **SIGNED** PASSPORT (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 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. A COPY OF YOUR ROUND TRIP TICKETS OR AN ITINERARY STATING  
THAT ROUND TRIP TICKETS HAVE BEEN PURCHASED
6. CONSULATE FEE: \$180.00
7. **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.**

**NOTE:** WHEN COMPLETING APPLICATIONS, IT IS MANDATORY THAT  
SIGNATURES BE ORIGINAL.

**VALIDITY:** THE CONSULATE IS 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. HOWEVER DURING THE  
FIRST 90 DAYS YOU WILL HAVE TO EXTEND YOUR STAY FOR  
AN ADDITIONAL 90 DAYS WITH THE IMMIGRATION OFFICE IF  
YOU WISH TO PROLONG YOUR STAY IN BRAZIL.

ALL THE ABOVE INFORMATION IS SUBJECT TO CHANGE WITHOUT NOTICE,  
IF YOU HAVE ANY QUESTIONS PLEASE GIVE US A CALL.

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