

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: vipinfo@vippassports.com



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 BUSINESS VISA NON-U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (ONLINE):	1
PASSPORT TYPE PHOTO:	1	TRAVEL ITINERARY:	1
COMPANY LETTER:	1	DRIVER'S LICENSE (NOTARIZED):	1
INVITATION LETTER:	SEE NEXT PAGE		

ALL NON – US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS – U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

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> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: <u>OUT OF JURISDICTION FEE – SEE NEXT PAGES</u>	<u> </u>
ADD 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 ST 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 THE DOCUMENTS TO VIPINFO@VIPPASSPORTS.COM. UPON REVIEW, WE WILL CONTACT THE SENDER WITH FURTHER INSTRUCTIONS. FAILURE TO DO SO MAY CAUSE A DELAY IN PROCESSING THE REQUEST.**

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BRAZIL VITEM II (BUSINESS VISA)

WHO IS ELIGIBLE FOR A BUSINESS VISA:

- APPLICANTS ATTENDING BUSINESS MEETINGS OR TO BE AN EXIBITOR 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 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 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
 - COPY OF UTILITY BILLS (**NOTARIZED**)
 - COPY OF LEASE (**NOTARIZED**)
 - COPY OF MOST RECENT BANK STATEMENT (**NOTARIZED**)

CONTINUED→

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5.) COPY OF TRAVEL:

- ROUND TRIP AIRLINE TICKET OR
- 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 U.S. COMPANY)

6.) NON-REFUNDABLE CONSULATE FEE:

NATIONALITY	TOTAL
ALGERIA	\$85.00
ANGOLA	\$180.00
AUSTRALIA	\$120.00
CHINA	\$115.00
ALL OTHER COUNTRIES	\$80.00

7.) PROOF OF LEGAL U.S. STATUS:

- NOTARIZED COPY OF THE PERMANENT RESIDENT CARD (GREEN CARD)
- ORIGINAL USA VISA AND I-94 (VISIT <https://i94.cbp.dhs.gov/i94/#/home>)

ADDITIONAL REQUIRED DOCUMENTS:

- A. ORIGINAL NOTARIZED BUSINESS LETTER FROM THE EMPLOYER OR SPONSORING COMPANY IN THE U.S. ON THEIR LETTERHEAD STATIONERY AND SIGNED BY A SENIOR MEMBER OF MANAGEMENT (ORIGINAL SIGNATURE WITNESSED BY A NOTARY PUBLIC)
- **MUST** FOLLOW THE EXACT FORMAT OF EXAMPLE PROVIDED
 - LETTERS MISSING ANY OF THE REQUIRED INFORMATION AND/OR WITHOUT NOTARIZED ORIGINAL SIGNATURES WILL NOT BE ACCEPTED AND WILL CAUSE A DELAY IN PROCESSING.
 - IN CASES OF ADOPTION, THE LETTER IS NOT REQUIRED

CONTINUED→

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B. IF THE APPLICANT WILL BE GOING TO BRAZIL FOR MEDIA COVERAGE OR FILM-MAKING 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 (MUST BE NOTARIZED).

C. IF YOU ALREADY HAVE A VALID VISA ON ANOTHER PASSPORT, YOU ARE NOT REQUIRED TO APPLY FOR A NEW VISA. YOU CAN TRAVEL WITH THE EXPIRED/CANCELLED 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 AND FOR A NEW VISA TO BE ISSUED. IF THE APPLICANT'S PREVIOUS VALID VISA IS A VITEM V OR 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.

IMPORTANT INFORMATION (MUST READ):

<u>CITIZENS OF THE FOLLOWING COUNTRIES WILL REQUIRE ADDITIONAL DOCUMENTATION:</u>		
AFGHANISTAN	CENTRAL AFRICAN REPUBLIC	IRAN
IRAQ	LEBENON	LIBYA
JORDAN	NIGERIA	PALISTINE
PAKISTAN	SENAGAL	SYRIA

IF YOU ARE A CITIZEN OF ONE OF THE ABOVE LISTED COUNTRIES, PLEASE ALSO SUBMIT THE FOLLOWING DOCUMENTS:

- 1. PROOF OF LODGING IN BRAZIL**
 - a. COPY OF HOTEL CONFIRMATION/RESERVATION, OR
 - b. ORIGINAL LETTER FROM BRAZILIAN SPONSOR, NOTARIZED BY BRAZILIAN NOTARY ("CARTORIO")
- 2. COPY OF AIRLINE TICKET OR FLIGHT ITINERARY**
- 3. COPY THREE (3) MOST CURRENT BANK STATEMENTS**

CONTINUED →

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<u>CITIZENS REQUIRED TO ENTER BRAZIL WITHIN 90 DAYS FROM DATE OF ISSUE OF VISA:</u>		
ANGOLA	BAHRAIN	CAMBODIA
CAPE VERDE	CHINA	CUBA
EQUATORIAL GUINEA	GABON	GHANA
HONDURAS	INDIA	INDONESIA
JAPAN	JORDAN	KAZAKHSTAN
KUWAIT	LAOS	LIBYA
MYANMAR	NIGERIA	OMAN
PAKISTAN	PARAGUAY	PHILIPPINES
PORTUGAL	QATAR	SAO TOME
SAUDI ARABIA	SOUTH KOREA	SWITZERLAND
SYRIA	TAIWAN	THAILAND
TUNISIA		

(VISA WILL BE CONSIDERED VOID IF APPLICANT DOES NOT ENTER BRAZIL WITHIN 90 DAYS)

VALIDITY: BUSINESS VISAS ARE USUALLY VALID FOR MULTIPLE ENTRIES. THE TYPE OF VISA / LENGTH OF STAY IS DETERMINED ON A CASE-BY-CASE BASIS AT THE SOLE DISCRETION OF THE VISA OFFICER. KOSOVO AND TAIWAN PASSPORT HOLDERS WILL HAVE THEIR VISA ISSUED ON A "LAISSEZ-PASSER". THE DURATION OF STAY IN BRAZIL IS PRINTED ON THE VISA. YOU MAY EXTEND THE VISA FOR A PERIOD OF TIME EQUAL/LESS THAN THE ORIGINAL LENGTH STAY IF REQUESTED AT THE BRAZILIAN FEDERAL POLICE BEFORE THE VISA EXPIRES AND AUTHORIZED AT THEIR DISCRETION.

THE CONSULATE MAY AT ANY TIME REQUEST FURTHER INFORMATION OR ADDITIONAL DOCUMENTS DEEMED NECESSARY. ALL THE ABOVE INFORMATION IS SUBJECT TO CHANGE WITHOUT NOTICE, IF YOU HAVE ANY QUESTIONS PLEASE GIVE US A CALL.

REVISED 10-17-2018 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

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 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, 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.

➤ **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.

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:

- 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:** 25 – 30 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.

➤ **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.

CONTINUED →

- **NEW YORK CONSULATE** – **PROCESSING TIME:** 8 – 10 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.
 - 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 _____, 20____.
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 & DATES THE LETTER ACCORDINGLY.

Entrance Visas in Brazil

(Updated on May, 4, 2018)

Caption

PADIP – Holders of diplomatic passports
PASOF – Holders of official or service passports
VITEM II – Business Visa, for holders of ordinary passports
VITUR – Tourism Visa, for holders of ordinary passports
VIVIS – Visit Visa
<i>e</i> – Electronic Visa applicable
– Entrance allowed by presenting Civil Identity Card
@ - Visa Exemption, for a period not exceeding ninety (90) days, for officials not accredited in Brazil. For accredited officials, visa exemption for the period of their mission. Dependent children up to 16 years old are visa exempt. Dependent children more than 16 years old, visa for a period not exceeding 2 years.
* - Maximum stay of 90 days every 180 days
1. Visa required.
2. Visa Exemption, for a period not exceeding thirty (30) days
7. Visa Exemption, for a period not exceeding sixty (60) days.
8. Visa Exemption, for a period not exceeding ninety (90) days.
9. Visa Exemption, for a period not exceeding ninety (90) days, for officials not accredited in Brazil. For accredited officials, Visa for the period of the mission.
10. Visa Exemption, for a period not exceeding ninety (90) days, for officials not accredited in Brazil. For accredited officials, Visa Exemption to enter into Brazilian territory. The accredited officials must request to the Ministry of External Relations of Brazil for a Visa for the period of their mission no later than thirty (30) days after their first entry in Brazilian territory.
11. Visa Exemption, for a period not exceeding thirty (30) days, for officials not accredited in Brazil. For accredited officials, Visa Exemption for the period of their mission.
12. Visa Exemption, for a period not exceeding ninety (90) days, for officials not accredited in Brazil. For accredited officials, Visa Exemption for the period of their mission.
13. Visa Exemption, for a period not exceeding one hundred and eighty (180) days, for officials not accredited in Brazil. For accredited officials, Visa Exemption for the period of their mission.
14. Visa Exemption, for a period not exceeding fourteen (14) days, for officials not accredited in Brazil. For accredited officials, Visa Exemption for the period of their mission.
15. Visa exemption, for an indefinite period of time, for accredited and non-accredited officials.
16. Brazil does not maintain diplomatic relations. Visas issued for a period not exceeding ninety (90) days. No issuance of Diplomatic or Official Visas.
17. Brazil does not maintain diplomatic relations. Visas issued on "Laissez-Passer" for a period not exceeding ninety (90) days. No issuance of Diplomatic or Official Visas.
18. Brazil does not maintain diplomatic relations. VIVIS valid for up to five (5) years, with stays of 90 days. No issuance of Diplomatic or Official Visas.

19. Visa Exemption, for a period not exceeding thirty (30) days, for officials not accredited in Brazil. For accredited officials, Visa Exemption to enter into Brazilian territory. The accredited officials must request to the Ministry of External Relations of Brazil for a Visa for the period of their mission no later than thirty (30) days after their first entry in Brazilian territory

21. Visa Exemption for stays of up to 14 days, extendable for a maximum period of 90 days every 12 months.

- Legal Basis :
- Law n.º 6.815, from August, 19th 1980.
 - Decree n.º 86.175, from December, 10th 1981.
 - Normative Resolutions from the National Immigration Council (“CNIg”).
 - Law n.º. 13.445/2017
 - Decree 9.199/2017

Entrance Visas in Brazil

Country	PADIP	PASOF	VITUR (Tourism)	VITEM II (Business)	VIVIS (Visit)
Afghanistan	1	1	1	1	1
Albania	12	12	8*	8*	8*
Algeria	12	12	1	1	1
Andorra	1	1	8	1	8
Angola	12	12	1	1	1
Antigua and Barbuda	12	12	8	8	8
Argentina	15	12	8#	8#	8#
Armenia	12	12	8	8	8
Australia	1	1	1	1	1/e
Austria	12	12	8*	8*	8*
Azerbaijan	12	12	1	1	1
Bahamas, The	12	12	8	1	8
Bahrain	1	1	1	1	1
Bangladesh	1	1	1	1	1
Barbados	12	12	8	1	8
Belarus	12	12	8	8	8
Belgium	12	12	8*	8*	8*
Belize	12	12	8	8	8
Benin	12	12	1	1	1
Bhutan	1	1	1	1	1
Bolivia	9	9	8#	8#	8#
Bosnia and Herzegovina	12	12	8	8	8
Botswana	11	11	1	1	1
Brunei	1	1	1	1	1
Bulgaria	9	9	8*	8*	8*
Burkina Faso	12	12	1	1	1
Burundi	12	12	1	1	1
Cambodia	11	11	1	1	1
Cameroon	12	12	1	1	1
Canada	1	1	1	1	1/e
Cape Verde	12	12	1	1	1

Country	PADIP	PASOF	VITUR (Tourism)	VITEM II (Business)	VIVIS (Visit)
Central African Republic	1	1	1	1	1
Chad	1	1	1	1	1
Chile	12	12	8#	8#	8#
China	11	11	1	1	1
Colombia	15	12	8#	8#	8#
Comoros	1	1	1	1	1
Congo, Democratic Republic of the	1	1	1	1	1
Congo, Republic of the	12	12	1	1	1
Cook Islands	1	1	1	1	1
Costa Rica	12	12	8	8	8
Cote d'Ivoire	12	12	1	1	1
Croatia	12	12	8	8	8
Cuba	13	1	1	1	1
Cyprus	9	9	8*	8*	8*
Czech Republic	12	12	8*	8*	8*
Denmark	12	12	8*	8*	8*
Djibouti	1	1	1	1	1
Dominica	12	12	8*	8*	8*
Dominican Republic	12	12	1	1	1
Ecuador	15	12	8#	8#	8#
Egypt	9	9	1	1	1
El Salvador	9	9	8	8	8
Equatorial Guinea	10	10	1	1	1
Eritrea	1	1	1	1	1
Estonia	9	9	8*	8*	8*
Ethiopia	12	12	1	1	1
Fiji	12	12	8	21	8
Finland	12	12	8*	8*	8*
France	9	9	8*	8*	8*
Gabon	12	12	1	1	1
Gambia, The	1	1	1	1	1
Georgia	12	12	8*	8*	8*
Germany	12	12	8*	8*	8*
Ghana	12	12	1	1	1
Greece	12	12	8*	8*	8*
Grenada	12	12	8	8	8
Guatemala	9	9	8	1	8
Guinea	1	1	1	1	1
Guinea-Bissau	12	12	1	1	1
Guyana	11	11	8	8	8
Haiti	12	12	1	1	1
Honduras	12	12	8	8	8
Hong Kong	-	-	8	8	8
Hungary	12	12	8*	8*	8*
Iceland	9	9	8	8	8

Country	PADIP	PASOF	VITUR (Tourism)	VITEM II (Business)	VIVIS (Visit)
India	9	9	1	1	1
Indonesia	14	14	1	1	1
Iran	11	1	1	1	1
Iraq	1	1	1	1	1
Ireland	15	15	8	8	8
Israel	15	12	8	8	8
Italy	12	12	8*	8*	8*
Jamaica	12	12	8	8	8
Japan	12	12	1	1	1/e
Jordan	11	11	1	1	1
Kazakhstan	12	12	2	2	2
Kenya	12	12	1	1	1
Kiribati	1	1	1	1	1
Korea, North	1	1	1	1	1
Korea, South	12	12	8	8	8
Kosovo	16	16	16	16	16
Kuwait	1	1	1	1	1
Kyrgyzstan	12	12	1	1	1
Laos	12	12	1	1	1
Latvia	9	9	8*	8*	8*
Lebanon	12	12	1	1	1
Lesotho	1	1	1	1	1
Liberia	1	1	1	1	1
Libya	1	1	1	1	1
Liechtenstein	1	1	8	1	8
Lithuania	12	12	8*	8*	8*
Luxembourg	12	12	8*	8*	8*
Macau	–	–	8	8	8
Macedonia	12	12	8*	8*	8*
Madagascar	1	1	1	1	1
Malawi	9	9	1	1	1
Malaysia	12	12	8	1	8
Maldives	1	1	1	1	1
Mali	12	12	1	1	1
Malta	9	9	8*	8*	8*
Mariana Islands	1	1	1	1	1
Marshall Islands	1	1	1	1	1
Mauritania	12	12	1	1	1
Mauritius	1	1	1	1	1
Mexico	12	12	8	8	8
Micronesia, Federated States of	1	1	1	1	1
Moldova	12	12	1	1	1
Monaco	1	1	8	8	8
Mongolia	12	12	8	8	8
Montenegro	12	12	8*	8*	8*
Morocco	12	12	8	8	8

Country	PADIP	PASOF	VITUR (Tourism)	VITEM II (Business)	VIVIS (Visit)
Mozambique	12	12	1	1	1
Myanmar	19	19	1	1	1
Namibia	12	12	8	1	8
Nauru	1	1	1	1	1
Nepal	12	12	1	1	1
Netherlands	9	9	8*	8*	8*
New Zealand	1	1	8	8	8
Nicaragua	12	12	8	8	8
Niger	1	1	1	1	1
Nigeria	10	10	1	1	1
Norway	12	12	8	8	8
Oman	10	10	1	1	1
Palau	1	1	1	1	1
Palestinian Authority	1	1	1	1	1
Panama	12	12	8	1	8
Papua New Guinea	1	1	1	1	1
Pakistan	9	1	1	1	1
Paraguay	15	12	8#	8#	8#
Peru	15	13	8#	8#	8#
Philippines	13	13	8	8	8
Poland	12	12	8	8	8
Portugal	12	12	8	8	8
Qatar	12	12	1	1	1
Romania	12	12	8*	8*	8*
Russia	12	12	8	8	8
Rwanda	1	1	1	1	1
Sahrawi Arab Democratic Republic	17	17	17	17	17
Saint Kitts and Nevis	12	12	8	8	8
Saint Lucia	12	12	1	1	1
Saint Vincent and the Grenadines	12	12	8	8	8
Samoa	1	1	1	1	1
San Marino	15	15	8	8	8
Sao Tome and Principe	12	12	1	1	1
Saudi Arabia	1	1	1	1	1
Senegal	12	12	1	1	1
Serbia	12	12	8	8	8
Seychelles	12	12	8*	8*	8*
Sierra Leone	1	1	1	1	1
Singapore	11	11	2	2	2
Slovakia	12	12	8*	8*	8*
Slovenia	12	12	8*	8*	8*
Solomon Islands	1	1	1	1	1
Somalia	1	1	1	1	1
South Africa	9	9	8	8	8
South Sudan	1	1	1	1	1

Country	PADIP	PASOF	VITUR (Tourism)	VITEM II (Business)	VIVIS (Visit)
Sovereign Military Order of Malta	15	15	8	8	8
Spain	12	12	8*	8*	8*
Sri Lanka	12@	12@	1	1	1
Sudan	11	11	1	1	1
Suriname	9	9	8	8	8
Swaziland	1	1	1	1	1
Sweden	12	12	8*	8*	8*
Switzerland	12	12	8*	8*	8*
Syria	1	1	1	1	1
Taiwan	16	16	16	18	18
Tajikistan	1	1	1	1	1
Tanzania	12	12	1	1	1
Thailand	12	12	8	8	8
Timor-Leste	1	1	1	1	1
Togo	1	1	1	1	1
Tonga	1	1	1	1	1
Trinidad and Tobago	12	12	8	8	8
Tunisia	15	13	8	8	8
Turkey	12	12	8	8	8
Turkmenistan	1	1	1	1	1
Tuvalu	1	1	1	1	1
Uganda	1	1	1	1	1
Ukraine	12	12	8*	8*	8*
United Arab Emirates	9	9	1	1	1
United Kingdom	15	15	8	8	8
United States	1	1	1	1	1/e
Uruguay	15	12	8#	8#	8#
Uzbekistan	12	1	1	1	1
Vanuatu	1	1	1	1	1
Vatican City	15	15	8	8	8
Venezuela	12	9	#7	#7	7#
Vietnam	12	12	1	1	1
Yemen	1	1	1	1	1
Zambia	12	12	1	1	1
Zimbabwe	1	1	1	1	1