



## 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: [info@vippassports.com](mailto:info@vippassports.com)

### **URGENT NOTICE**

UNTIL FURTHER NOTICE, THE BRAZIL CONSULATE IN HOUSTON WILL ONLY BE ACCEPTING APPLICATIONS ON **MONDAY'S** (NO LONGER ON TUESDAY'S STARTING TODAY 11-6-2017) ON A NON-RUSH BASIS. BY DOING SO, THE APPLICANT CAN EXPECT THE VISAS TO BE PROCESSED AND RELEASED THE FOLLOWING **MONDAY** (NO LONGER ON TUESDAY'S STARTING TODAY).

THE CONSULATE IS CURRENTLY ONLY ACCEPTING A LIMITED NUMBER OF APPLICATIONS, SO **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.

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

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\_\_\_\_\_

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



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## 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: NOTARIZED COPY OF PERMANENT RESIDENCE CARD OR THE ORIGINAL US VISA AND I-94 (AND A NOTARIZED COPY OF BOTH)-SEE NEXT PAGES FOR A LIST OF WHO NEEDS A VISA AND OR AN APPROVAL FROM THEIR MINISTRY-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>                    </u>
POSTAL MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (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
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$75.00

#### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: SEE NEXT PAGE

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 CALL OUR OFFICE SO WE CAN RESERVE A SPOT ON OUR RUSH BRAZIL SUBMIT LIST.

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## **BRAZIL VITEM II (BUSINESS VISA)**

### **WHO IS ELIGIBLE FOR A BUSINESS VISA:**

- **APPLICANTS ATTENDING BUSINESS MEETINGS OR TO BE AN EXHIBITOR 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). PRINT A COPY OF THE ONLINE APPLICATION (RECEIPT) AND BE SURE TO SIGN THE APPLICATION INSIDE THE RECTANGLE BOX. 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**)
- 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**)

**CONTINUED→**



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- COPY OF LEASE (**NOTARIZED**)
- COPY OF MOST RECENT BANK STATEMENT (**NOTARIZED**)

## 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:

VITEM II			
Country of Citizenship	Basic Fee	Processing Fee	TOTAL
Algeria	85 USD	-	85 USD
Angola	140 USD	-	140 USD
United Arab Emirates	60 USD	55 USD	115 USD
All other countries	60 USD	-	60 USD

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

- NOTARIZED COPY OF THE PERMANENT RESIDENT CARD (GREEN CARD)
- ORIGINAL USA VISA AND I-94 (VISIT [WWW.CBP.GOV/I94](http://WWW.CBP.GOV/I94))

## ADDITIONAL REQUIRED DOCUMENTS:

- 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 (SEE PAGE 8). 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):**

**CITIZENS OF THE FOLLOWING COUNTRIES WILL REQUIRE ADDITIONAL DOCUMENTATION:**

AFGHANISTAN	CENTRAL AFRICAN REPUBLIC	IRAN
IRAQ	LEBENON	LIBYA
JORDAN	NIGERIA	PALISTINE
PAKISTAN	SENAGAL	SYRIA

**CONTINUED→**



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***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**

<b><u>CITIZENS REQUIRED TO ENTER BRAZIL WITHIN 90 DAYS FROM DATE OF ISSUE OF VISA:</u></b>		
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
PORTUGUAL	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:** 01-07-2015 (JENN)

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**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*

**\*\*RUSH PROCESSING IS AVAILABLE:** TO REQUEST THE APPLICATION BE PROCESSED IN FIVE (5) WORKING DAYS OR LESS (\$50.00 SPECIAL HANDLING FEE), BE SURE TO MARK THE APPROPRIATE BOX ON THE VISA INSTRUCTION SHEET (*SEE PAGE 3*).

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 (THEN GIVE US A CALL) 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 AND THURSDAYS, 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*

**ADDITIONAL DOCUMENTS REQUIRED BY THE CONSULATE CONSIST OF:**

- LETTER OF INVITATION, WRITTEN IN PORTUGUESE

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

**CONTINUED→**



➤ **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.**

➤ **CHICAGO CONSULATE** – **PROCESSING TIME:** 12 – 15 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.**

**CONTINUED→**

➤ **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.**

➤ **NEW YORK CONSULATE** – **PROCESSING TIME:** 5 – 7 BUSINESS DAYS

JURISDICTION: *BERMUDA ISLANDS, NEW JERSEY, NEW YORK, PENNSYLVANIA*

- THE CONSULATE IN NEW YORK 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. TO MAKE THE APPOINTMENT AS EARLY AS POSSIBLE, PLEASE FAX COPIES OF THE DOCUMENTS TO OUR OFFICE TO REVIEW.
- 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 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*

- 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. TO MAKE THE APPOINTMENT AS EARLY AS POSSIBLE, PLEASE FAX COPIES OF THE DOCUMENTS TO OUR OFFICE TO REVIEW.

**CONTINUED →**

➤ **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 \_\_\_\_\_, 201?.  
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 AND DATES ACCORDINGLY.

## Visa Waivers and Restrictions

Brazil applies reciprocity and has visa waiver agreements with certain countries.

Being a citizen of or born in one of the countries with visa waiver agreements is not sufficient for the visa waiver.

**BUSINESS VISA EXEMPTION** - when traveling to Brazil i) to participate in business meetings and represent its company in a trade show or in a business negotiation such as to sell, to purchase, to inspect merchandise prior or after shipment, to discuss internal company policies; or iii) flight/ship crew without an International Crew card, or iv) for media coverage or filmmaking

Those traveling with passports issued by one of following country is exempt from getting a visa to travel for business purposes\* for up to 30 days within a 180 day period: Singapore.

Those traveling with passports issued by one of following country is exempt from getting a visa to travel for business purposes\* for up to 60 days within a 180 day period: Venezuela.

Those traveling with passports issued by one of following countries are exempt from getting a visa to travel for business purposes\* for up to 90 days within a 180 day period:

Albania	Denmark	Israel	Poland	Sweden
Antigua and Barbuda	Ecuador	Italy	Portugal	Switzerland
Argentina	El Salvador	Latvia	Romania	Thailand
Austria	Estonia	Lithuania	Russia	Trinidad and Tobago
	Finland	Luxembourg	Saint Vincent and the Grenadines	
Belgium	France	Macau	San Marino	Tunisia
Bolivia	Germany	Malta	Serbia	Turkey
Bosnia and Herzegovina	Great Britain	Mexico	Slovakia	Ukraine
	Greece	Monaco	Slovenia	Uruguay
Bulgaria	Grenada	Morocco	South Africa	Vatican
Chile	Guiana	Netherlands	South Korea	
Colombia	Honduras	New Zealand	Sovereign Military Order of Malta	
Costa Rica	Hong Kong	Norway		
Croatia	Hungary	Paraguay		

Cyprus	Iceland	Peru	Spain	
Czech Republic	Ireland	Philippines	Suriname	

**FIRST ENTRY RESTRICTIONS:** Visas will be considered void if its holder fails to comply with the first entry requirement. The time the first entry must take place will depend on applicant's nationality and on the type of visa held as listed below:

**90 DAYS FROM THE DATE OF ISSUANCE:** Those traveling with passports issued by the following countries **must enter Brazil within 90 days** from the issuance of any type of visa:

Angola	Gabon	Kazakhstan	Pakistan	South Korea
Bahrain	Ghana	Kuwait	Paraguay	Switzerland
Cambodia	Greece	Laos	Philippines	Syria
Cape Verde	Honduras	Libya	Portugal	Taiwan
China*	Indonesia	Myanmar	Qatar	Thailand
Cuba	Japan	Nigeria	Sao Tome and Principe	Tunisia
Equatorial Guinea	Jordan	Oman	Saudi Arabia	

\*Except VITEM II for businessman.

Therefore, citizens of the above mentioned countries must apply for their visas within less than 90 days prior to the intended departure date. It is also recommended to submit the complete and accurate visa application at least 2 weeks before the trip. Please plan ahead.

4.B) **DURATION OF THE VISA:** Brazil has visa agreements with certain countries. For those eligible for long duration tourist and/or business visas (valid for more than 90 days), the validity will count from the date of issuance of the visa:

Country	Type(s) of Visa	Maximum duration
Australia	VITEM II	Up to <b>5 years</b> counted from the date of issuance
Canada	VITUR & VITEM II	Up to <b>5 years</b> counted from the date of issuance
China	VITEM II (for businessman only)	Up to <b>3 years</b> counted from the date of issuance
Dominican Republic	VITEM II	Up to <b>1 year</b> counted from the date of issuance
Guinea-Bissau	VITUR	Up to <b>1 year</b> counted from the date of issuance
India	VITEM II	Up to <b>5 years</b> counted from the date of issuance
Jamaica	VITUR & VITEM II	Up to <b>5 years</b> counted from the date of issuance
Lebanon	VITUR & VITEM II	Up to <b>3 years</b> counted from the date of issuance
Mozambique	VITUR	Up to <b>1 year</b> counted from the

		date of issuance
United States of America	VITUR & VITEM II	Up to <b>10 years</b> counted from the date of issuance

**1 YEAR FROM THE DATE OF ISSUANCE:** If your country of citizenship and type of visa is not listed on items 4.A or 4.B, the first entry must take place up to one year from the date of issuance of the visa.