

# **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 A LIMITED AMOUNT OF APPLICATIONS 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 AND THEN GIVE YOU A RESERVATION NUMBER.**

**THANK YOU**

**MANAGEMENT**



# 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#: \_\_\_\_\_  
  
AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$ \_\_\_\_\_

### CREDIT CARD INFORMATION:

TYPE OF CARD: \_\_\_\_\_  
CARD #: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
  
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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**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

**ATLANTA CONSULATE**

JURISDICTION: ALABAMA, GEORGIA, MISSISSIPPI, NORTH CAROLINA,  
SOUTH CAROLINA AND TENNESSEE.

**PROCESSING TIME:** 20 TO 25 BUSINESS DAYS

**RUSH PROCESSING IS AVAILABLE:** IF YOU WOULD LIKE FOR VIP TO  
ARRANGE FOR THE APPLICATION TO BE  
PROCESSED IN 5 WORKING DAYS OR  
LESS (\$200.00 SPECIAL HANDLING  
FEE) BE SURE TO MARK THE  
APROPRIATE BOX ON THE ABOVE  
WORK ORDER.

**BOSTON CONSULATE**

JURISDICTION: MAINE, MASSACHUSETTS, NEW HAMPSHIRE,  
RHODE ISLAND AND VERMONT.

**PROCESSING TIME:** 20 TO 25 BUSINESS DAYS

**RUSH PROCESSING IS AVAILABLE:** IF YOU WOULD LIKE FOR VIP TO  
ARRANGE FOR THE APPLICATION TO BE  
PROCESSED IN 5 WORKING DAYS OR  
LESS (\$200.00 SPECIAL HANDLING  
FEE) BE SURE TO MARK THE  
APROPRIATE BOX ON THE ABOVE  
WORK ORDER.

**CONTINUED...**

**HARTFORD CONSULATE**

JURISDICTION: CONNECTICUT AND RHODE ISLAND

**PROCESSING TIMES:** 7 TO 10 DAYS

**RUSH PROCESSING IS AVAILABLE:** IF YOU WOULD LIKE FOR VIP TO ARRANGE FOR THE APPLICATION TO BE PROCESSED IN 5 WORKING DAYS OR LESS (\$200.00 SPECIAL HANDLING FEE) BE SURE TO MARK THE APROPRIATE BOX ON THE ABOVE WORK ORDER.

**CHICAGO CONSULATE**

JURISDICTION: ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, NEBRASKA, NORTH DAKOTA, SOUTH DAKOTA AND WISCONSIN.

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

**RUSH PROCESSING IS AVAILABLE:** IF YOU WOULD LIKE FOR VIP TO ARRANGE FOR THE APPLICATION TO BE PROCESSED IN 5 WORKING DAYS OR LESS (\$200.00 SPECIAL HANDLING FEE) BE SURE TO MARK THE APROPRIATE BOX ON THE ABOVE WORK ORDER.

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.

**CONTINUED...**

**MIAMI CONSULATE**

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

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

**RUSH PROCESSING IS AVAILABLE:** IF YOU WOULD LIKE FOR VIP TO ARRANGE FOR THE APPLICATION TO BE PROCESSED IN 5 WORKING DAYS OR LESS (\$200.00 SPECIAL HANDLING FEE) BE SURE TO MARK THE APROPRIATE BOX ON THE ABOVE WORK ORDER.

THE CONSULATE IN MIAMI REQUIRES THE COMPANY LETTER FOR A BUSINESS VISA BE NOTARIZED.

**NEW YORK CONSULATE**

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

**PROCESSING TIME:** 4 TO 7 BUSINESS DAYS

**CONTINUED...**

## **LOS ANGELES CONSULATE**

JURISDICTION: ARIZONA, HAWII, IDAHO, MONTANA, NEVADA, UTAH AND WYOMING. THE COUNTIES IN SOUTHERN CALIFORNIA: IMPERIAL, KERN, LOS ANGELES, ORANGE, RIVERSIDE, SAN BERNARDINO, SAN DIEGO, SAN LUIS OBISPO, SANTA BARBARA AND VENTURA.

### **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)
- 2.) COPY OF INVITATION WRITTEN IN PORTUGUES (FOR BUSINESS VISA REQUEST)
- 3.) SEPARATE ADDITIONAL LETTER FROM THE US EMPLOYER THAT LIST THE APPLICANTS JOB TITLE AND A DETAILED JOB DESCRIPTION OF HIS POSITION.

**PROCESSING TIME:** 7 TO 10 BUSINESS DAYS

**RUSH PROCESSING IS AVAILABLE:** IF YOU WOULD LIKE FOR VIP TO ARRANGE FOR THE APPLICATION TO BE PROCESSED IN 5 WORKING DAYS OR LESS (\$200.00 SPECIAL HANDLING FEE) BE SURE TO MARK THE APROPRIATE BOX ON THE ABOVE WORK ORDER.

**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:** 10 TO 15 BUSINESS DAYS

**RUSH PROCESSING IS AVAILABLE:** IF YOU WOULD LIKE FOR VIP TO ARRANGE FOR THE APPLICATION TO BE PROCESSED IN 5 WORKING DAYS OR LESS (\$200.00 SPECIAL HANDLING FEE) BE SURE TO MARK THE APROPRIATE BOX ON THE ABOVE WORK ORDER.

**WASHINGTON, DC EMBASSY**

JURISDICTION: DISTRICT OF COLUMBIA, KENTUCKY, OHIO, MARYLAND, VIRGINIA, WEST VIRGINA AND NORTH AMERICA BASES, EXCEPT GUAM.

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

**RUSH PROCESSING IS AVAILABLE:** IF YOU WOULD LIKE FOR VIP TO ARRANGE FOR THE APPLICATION TO BE PROCESSED IN 5 WORKING DAYS OR LESS (\$200.00 SPECIAL HANDLING FEE) BE SURE TO MARK THE APROPRIATE BOX ON THE ABOVE WORK ORDER.

**REVISED: 5-19-2010 (EL)**



## VIP SERVICES

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**Citizens of the following countries do not need visas when traveling to Brazil as a tourist for a period of up to 90 days (Venezuela passport holders can stay up 60 days):**

Andorra- Argentina - Austria - Bahamas - Barbados - Belgium - Bolivia - Bulgaria – Chile - Colombia - Costa Rica - Croatia – Czech Republic – Denmark - Ecuador- El Salvador - Finland - France - Germany - Great Britain - Greece - Guatemala – Guayana – Hong Kong - Hungary- Iceland - Ireland - Italy - Israel - Liechtenstein – Lithuania - Luxembourg – Macua - Malaysia - Monaco - Morocco - Namibia - Netherlands - New Zealand - Norway – OSM Malta - Panama - Paraguay - Peru - Philippines - Poland - Portugal – Romania - Russia - San Marino – Slovakia - Slovenia - South Africa - South Korea - Spain - Suriname - Sweden - Switzerland - Thailand - Trinidad & Tobago - Tunisia - Turkey - United Kingdom - Uruguay - Vatican - Venezuela

**Citizens of the following countries do not need visas when traveling to Brazil for business purposes for a period stay of up to 90 days:**

Argentina – Austria – Belgium – Bolivia – Bulgaria – Chile – Colombia - Costa Rica – Croatia – Czech Republic - Denmark – Ecuador – El Salvador - Finland – France – Germany – Great Britain - Greece – Hong Kong - Hungary – Iceland –Ireland – Israel – Italy – Lithuania - Luxembourg – Macau – Monaco – Morocco - the Netherlands - New Zealand - Norway – OSM Malta - Paraguay – Peru - the Philippines – Poland – Portugal – Romania – Russia - San Marino – Slovenia - South Africa - South Korea – Slovakia – Spain – Sweden – Switzerland – Suriname - Thailand - Trinidad and Tobago – Tunisia – Turkey - United Kingdom – Uruguay - Vatican

**Citizens of the following countries require an additional \$30.00 per visa and will take some additional time (since telex transmission of visa application to Brazil is required) applies to submissions by citizens of the following countries (except for applicants with a green card/resident card when applying for a tourist visa):**

Afghanistan – Iran – Iraq – Jordan – Lebanon – Libya – Nigeria – Palestine – Pakistan – Syria

**Citizens of the following countries require an additional \$65.00 per visa:**

Canada

**Citizens of the following countries require a copy of their current bank statement to be submitted with the application:**

China

**Citizens of the following countries will be required to pay an additional \$80.00 and will be issued a “laissez-passer” (loose leaf visa):**

Bhutan, Central African Republic and Taiwan

**REVISED: 6-24-2010 (EL/IM)**

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



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## BRAZIL

### PLEASE SUBMIT THE FOLLOWING DOCUMENTS

- 1.) MUST SUBMIT YOUR CURRENT PASSPORT
  - MUST HAVE A MINIMUM OF SIX (6) MONTHS REMAINING VALIDITY
  - MUST BE SIGNED IN INK BY THE PERSON WHO THE PASSPORT IS ISSUED TO
  - MUST HAVE AT LEAST TWO (2) ADJACENT BLANK VISA PAGES
- 2.) ONE (1) SIGNED ON-LINE APPLICATION ([CLICK HERE](#))
  - **FAILURE TO DO SO WILL CAUSE A DELAY**
- 3.) ONE (1) RECENT PASSPORT TYPE PHOTO
  - COLOR WITH A WHITE BACKGROUND
  - SHOWING ENTIRE FACE (FRONT VIEW)
  - MUST BE AT LEAST 1 9/16 INCHES BY 1 3/8 INCHES IN OVERALL SIZE
- 4.) COPY OF VALID DRIVER LICENSE
- 5.) COMPANY LETTER FROM THE EMPLOYER OR SPONSORING COMPANY - ON THEIR LETTERHEAD STATIONARY AND SIGNED BY A SENIOR MANAGER
  - ONE PARAGRAPH INTRODUCING THE APPLICANT, ASKING THAT THEY ISSUE A VITEM II BUSINESS VISA AND GUARANTEEING ALL THE EXPENSES
  - ONE PARAGRAPH DESCRIBING THE ACTIVITIES OF THE COMPANY IN BRAZIL
  - ONE PARAGRAPH DESCRIBING THE PRECISE NATURE OF THE ACTIVITIES TO BE CONDUCTED IN BRAZIL (EVERY DETAIL OR THERE WILL BE A DELAY IN PROCESSING YOUR APPLICATION)
  - NOTARIZED-REQUIRED **ONLY** IF YOU FALL IN THE JURISDICTION OF THE CONSULATE IN MIAMI FLORIDA
- 6.) THE CONSULATE IN LOS ANGELES REQUIRES THAT WE SUBMIT A SEPARATE ADDITIONAL LETTER FROM THE US EMPLOYER THAT LIST THE APPLICANTS JOB TITLE AND A DETAILED JOB DESCRIPTION OF HIS POSITION.
- 7.) COPY OF THE PERMANENT RESIDENCE CARD (GREENCARD) OR THE ORIGINAL I-94 AND VALID USA VISA (STUDENTS WILL NEED THE ORIGINAL VALID I-20).
- 8.) INVITATION FROM YOUR CONTACT COMPANY IN BRAZIL (ON THEIR LETTERHEAD WRITTEN IN PORTUGUESE) IS REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION **ONLY** IF YOU FALL IN THE ATLANTA GEORGIA AND OR LOS ANGELES CA CONSULATES JURISDICTION
- 8.) NON-REFUNDABLE CONSULATE FEES OF \$80.00

THIS VISA IS NORMALLY GOOD FOR MULTIPLE ENTRIES WITHIN THE VISAS DURATION. EVEN WHEN THE VALIDITY OF THE VISA EXCEEDS 90 DAYS, AUTHORIZED STAYS ARE FOR A MAXIMUM OF 90 DAYS PER VISIT. (THE VISA CAN BE ISSUED FROM 30 DAYS TO 5 YEARS MULTIPLE ENTRY AND IS ISSUED AT THE CONSULATES DISCRETION).

REVISED: 04-25-2010 (SDL)



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### BRAZIL

**EXAMPLE OF THE COMPANY LETTER OF GUARANTEE**  
**PLEASE USE THIS FORMAT ON YOUR ORIGINAL LETTERHEAD**

**CONSULATE OF BRAZIL:**  
**(NO ADDRESS NEEDED)**

THIS LETTER IS TO INTRODUCE MR. / MRS. \_\_\_\_\_ WHO  
IS EMPLOYED WITH OUR COMPANY AS A(N) \_\_\_\_\_. HE/SHE  
WILL BE ATTENDING BUSINESS MEETINGS ONLY, WITH THE INTENT OF  
DISCUSSING FUTURE PROJECTS WITH (BRAZILIAN COMPANY  
INFORMATION - INCLUDING CONTACT PERSON, PHONE NUMBER, &  
ADDRESS). THE CONTENT OF THEIR DISCUSSIONS WILL INCLUDE:

\_\_\_\_\_  
(BE AS SPECIFIC AS POSSIBLE)

MR. / MRS. \_\_\_\_\_ VISIT IS OF A SHORT NATURE AND HAS NO  
INTENTION OF PERFORMING ANY TYPE OF TECHNICAL SERVICES OR  
IMMIGRATING TO YOUR COUNTRY.

MR. / MRS. \_\_\_\_\_ WILL BE TRAVELING ON \_\_\_\_\_ (DATE) \_\_\_\_\_  
AND STAYING FOR APPROXIMATELY \_\_\_\_\_ (LENGTH) \_\_\_\_\_ OUR COMPANY  
WILL BE FINANCIALLY RESPONSIBLE FOR ALL OF THE EXPENSES  
INCURRED BY MR. / MRS. \_\_\_\_\_ WHILE IN BRAZIL. WE WOULD  
APPRECIATE YOU ISSUING THE APPROPRIATE VISA AT YOUR EARLIEST  
CONVENIENCE.

THANK YOU,  
(SUPERVISORS SIGNATURE)