



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: info@vippassports.com

NOTICE

UNTIL FURTHER NOTICE THE BRAZIL
CONSULATE IN HOUSTON WILL ONLY BE
ACCEPTING APPLICATIONS ON TUESDAYS
AND BY DOING SO YOU CAN EXPECT THE
VISAS TO BE PROCESSED AND THE
PASSPORTS RELEASED THE FOLLOWING
TUESDAY.

DUE TO THE LIMITED SUBMISSIONS, RUSH
SERVICE WILL NOT BE AVAILABLE UNTIL THE
CONSULATE ADVISES OTHERWISE.

ALL APPLICATIONS RECEIVED AFTER 5:PM
EACH MONDAY WILL NOT BE SUBMITTED UNTIL
THE FOLLOWING TUESDAY.

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_____



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BRAZIL TOURIST (VITUR) VISA NON-U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1 - SIGNED</u>	APPLICATION: ON-LINE:	<u>1-SIGNED</u>
PASSPORT TYPE PHOTO (S):	<u>1 - COLOR</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
PROOF OF RESIDENCE:	<u>1- NOTARIZED</u>		

OTHER: PLEASE BE SURE TO ALSO SUBMIT EITHER A NOTARIZED COPY OF THE APPLICANT'S VALID U.S. GREEN CARD OR THE ORIGINAL U.S. VISA AND PRINTED I-94 (VISIT www.cbp.gov/i94). PLEASE SEE NEXT PAGES FOR MORE INFO.

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: (SEE NEXT PAGES)	<u> </u>
POSTAL MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (5 DAY OR LESS RUSH PROCESS)	<u> </u>
OTHER FEES: (OUT OF JURISDICTION FEE – SEE PAGES 8 – 11)	<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 ST OVERNIGHT DELIVERY	\$75.00

**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: APPLICANTS THAT RESIDE IN ARKANSAS, COLORADO, KANSAS, LOUISIANA, NEW MEXICO, OKLAHOMA OR TEXAS REQUESTING A RUSH SERVICE, EMAIL [INFO@VIPPASSPORTS.COM](mailto:info@vippassports.com) A COPY OF DOCUMENTS. UPON REVIEW WE WILL MAKE A RESERVATION FOR SUBMISSION AND CONTACT YOU WITH FURTHER INSTRUCTIONS. FAILURE TO DO SO WILL CAUSE A DELAY IN THE PROCESS OF YOUR APPLICATION.

RE V I S E D : 3-4-2016(JENN)

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BRAZIL TOURIST (VITUR)

WHO IS ELIGIBLE FOR A TOURIST VISA:

- ❖ TOURIST TRAVELING FOR LEISURE OR VISITING FRIENDS OR RELATIVES
- ❖ ATTENDEES AND/OR UNPAID SPEAKERS (DAILY ALLOWANCES ARE PERMITTED) IN CONFERENCES AND SEMINARS. YOU WILL NEED TO SUBMIT THE ORIGINAL INVITATION LETTER (NOTARIZED BY A BRAZILIAN NOTARY- "CARTORIO") FROM THE SPONSORING ORGANIZATION IN BRAZIL. IF YOU CANNOT PROVIDE THE ORIGINAL NOTARIZED LETTER OR WILL BE PARTICIPATING IN A TRADE SHOW, YOU SHOULD APPLY FOR A VITEM II BUSINESS VISA. IF THE APPLICANT WILL BE RECEIVING HONORARIUM FOR GIVING THE LECTURE THEN THEY SHOULD APPLY FOR A VITEM I VISA
- ❖ UNPAID PARTICIPANTS IN ATHLETIC OR ARTISTIC EVENTS OR COMPETITIONS. THERE CANNOT BE PAYMENT FOR THE APPLICANT'S PARTICIPATION IN THE EVENTS/COMPETITION OR PAID ADMISSION CHARGED ON THE VENUE. PRIZE MONEY IS PERMITTED. IF THE EVENT WILL CHARGE AN ADMISSION FEE OR THE ATHELETES/ARTISTS WILL BE RECEIVING PAYMENT TO PARTICIPATE IN THE EVENT THEN THEY SHOULD APPLY FOR A VITEM III VISA
- ❖ BEARERS OF A VISA EXTENSION PROTOCOL GIVEN BY THE FEDERAL POLICE OR BY THE MINISTRY OF JUSTICE OR THOSE WITH PERMANENT RESIDENCY IN BRAZIL WITH AN EXPIRED/LOST RNE AND NEED A VISA TO TRAVEL BACK TO BRAZIL

IF YOU QUALIFY TO APPLY FOR A TOURIST VISA THEN PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

1. **SIGNED** PASSPORT WITH A MINIMUM OF 6 MONTHS REMAINING VALIDITY AND AT LEAST 2 BLANK VISA PAGES
2. **VISA APPLICATION FORM:** ([CLICK HERE](#)) TO COMPLETE THE ONLINE WEB-BASED VISA 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 FOLLOW THESE INSTRUCTIONS 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 O R PHOTOCOPIED PHOTOS WILL NOT BE ACCEPTED*)
4. **NOTARIZED 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
 - **NOTARIZED** COPY OF A MAJOR UTILITY BILL
 - **NOTARIZED** COPY OF LEASE
 - **NOTARIZED** COPY OF LAST THREE MONTHS BANK STATEMENT

NOTARY MUST BE STAMPED IN THE SAME STATE THE DOCUMENT ORIGINATES IN.

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5. NON-REFUNDABLE CONSULATE FEE:

Citizenship	Basic Fee	Processing Fee	TOTAL
ALGERIA	\$60	-	\$60
ANGOLA	\$180	-	\$180
AUSTRALIA	\$120	-	\$120
CANADA	\$65	-	\$65
JAPAN	\$25	-	\$25
NIGERIA	\$65	-	\$65
NORTH KOREA	\$30	-	\$30
UNITED ARAB EMIRATES	\$80	\$55	\$135
ALL OTHER COUNTRIES	\$20	-	\$20

6. COPY OF THE ROUND TRIP AIRLINE TICKETS, TRAVEL ITINERARY (*RESERVATION*) OR A LETTER FROM THE TRAVEL AGENT LISTING THE APPLICANTS NAME WITH COMPLETE ITINERARY, FLIGHT NUMBERS, ARRIVAL/DEPARTURE DATES AND RESERVATION CODE PROVIDED BY THE AIRLINE COMPANY AND STATING THAT ROUND TRIP TICKETS HAVE BEEN PURCHASED.

- AIRLINE EMPLOYEES MAY PRESENT THEIR STAFF ID CARD OR THE ORIGINAL LETTER FROM THE EMPLOYER ON ITS OFFICIAL LETTERHEAD WITH AN ORIGINAL NOTARIZED SIGNATURE OF SIGNEE AS A SUBSTITUTE FOR THE ITINERARY.
- THOSE TRAVELING STAND-BY FOR BEING BENEFICIARIES OF TRAVELING BENEFITS BASED ON THEIR RELATIONSHIP WITH AN AIRLINE EMPLOYEE MAY ALSO PRESENT AN ORIGINAL LETTER FROM THE EMPLOYER ON ITS OFFICIAL LETTERHEAD WITH AN ORIGINAL NOTARIZED SIGNATURE OF THE SIGNEE AS A SUBSTITUTE FOR THE ITINERARY.

7. PROOF OF LEGAL U.S. STATUS (*PLEASE SUBMIT **ONE** OF THE FOLLOWING*)

- NOTARIZED COPY OF VALID U.S. GREEN CARD
- NOTARIZED COPY OF U.S. VISA AND PRINTED COPY OF I-94 (VISIT WWW.CBP.GOV/I94)

IF THE APPLICANT IS A MINOR (UNDER THE AGE OF 18), PLEASE SEE PAGE 11.

CONTINUED →



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ADDITIONAL REQUIRED DOCUMENTS:

- A.) IF THE APPLICANT IS GOING TO ATTEND AN EVENT SUCH AS A CONFERENCE JUST AS A SPECTATOR OR AN OPEN TOURNAMENT AS A AMATEUR ATHLETE OR ARTIST, BE SURE TO INCLUDE:
- PROOF OF REGISTRATION (PRINT-OUT OF THE CONFIRMATION DOCUMENT THAT THE APPLICANT HAS SIGNED UP TO ATTEND THE EVENT)
- B.) IF THE APPLICANT HAS BEEN INVITED TO ATTEND A CONFERENCE AS AN UNPAID SPEAKER OR A COMPETITION AS A PROFESSIONAL ATHLETE/ARTIST WITHOUT RECEIVING A FEE TO PARTICIPATE IN IT, BE SURE TO INCLUDE:
- SIGNED INVITATION LETTER, ORIGINAL WITH CARTÓRIO (*BRAZILIAN EQUIVALENT OF NOTARY*), ISSUED BY THE EVENT ORGANIZER ON THEIR LETTERHEAD STATIONERY AND SIGNED BY THE SENIOR EVENT COORDINATOR OR SPONSORING INSTITUTION MANAGER. THE INVITATION THAT PROVIDES THE INFORMATION ABOUT THE EVENT AND THE TERMS OF THE APPLICANT'S PARTICIPATION IN IT, INCLUDING:
 - NAME OF THE INSTITUTION ORGANIZING THE EVENT;
 - NAME (S) OF PERSON (S) TO BE CONTACTED IN BRAZIL, PHONE NUMBERS AND HIS/HER/THEIR FUNCTIONS IN THE ORGANIZATION OF THE EVENT IN CASE FURTHER INFORMATION IS DEEMED NECESSARY;
 - TYPE OF EVENT;
 - WHEN AND WHERE THE EVENT WILL TAKE PLACE;
 - INFORMATION ABOUT THE GUEST SPEAKER/ATHLETE/ARTIST AND WHY HE/SHE WAS INVITED TO PARTICIPATE IN THE EVENT;
 - TERMS OF THE PARTICIPATION IN THE EVENT (S)
 - INVITATION LETTERS MUST HAVE ALL THE ABOVE MENTIONED INFORMATION. INVITATION LETTERS MISSING ANY OF THE REQUIRED INFORMATION AND OR WITHOUT SIGNATURE WILL NOT BE ACCEPTED AND THEREFORE THE APPLICATION WILL NOT BE PROCEED.
- C.) IF APPLYING FOR A RE-ENTRY VISA IN ORDER TO RESUME YOUR ACTIVITIES WHILE YOU WAIT FOR THE APPROVAL OF A NEW WORK PERMIT OR A PERMANENT STATUS INITIATED IN BRAZIL, BE SURE TO INCLUDE:
- ORIGINAL OR NOTARIZED COPY OF THE VISA EXTENSION PROTOCOL GIVEN BY THE FEDERAL POLICE OR BY THE MINISTRY OF JUSTICE (NOTARIZED IN BRAZIL BY A BRAZILIAN NOTARY "CARTORIO")
 - STATUS OF THE EXTENSION PROCESS ("CERTIDAO DE TRAMITE"). THIS DOCUMENTSD CAN BE OBTAINED IN THE MINISTRY OF JUSTICE'S WEBSITE.



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CONTINUED→

D.) IF YOU ALREADY HAVE A VALID VISA ON ANOTHER PASSPORT YOU ARE NOT REQUIRED TO APPLY FOR A NEW VISA FOR 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 YOUR 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 BRAZILIAN MINISTRY OF LABOR STATING THE PERMIT HAS BEEN CANCELLED. WITHOUT THIS DOCUMENTATION, THE NEW VISA CANNOT BE ISSUED. THIS APPLIES EVEN IF YOUR PREVIOUS PASSPORT WAS CANCELLED.

VALIDITY: THE CONSULATE IS CURRENTLY 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.

REVISED: 11-10-2016 (SW)

Specializing in Visas, Passports, Document Legalization and Translations

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: 6 TO 9 BUSINESS DAYS**

JURISDICTION: *ARKANSAS, COLORADO, KANSAS, LOUISIANA, NEW MEXICO, OKLAHOMA, TEXAS*

****RUSH PROCESSING IS AVAILABLE:**

- IF YOU WOULD LIKE VIP TO REQUEST FOR THE APPLICATION TO 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. PLEASE EMAIL A COPY OF ALL DOCUMENTS TO INFO@VIPPASSPORTS.COM FOR REVIEW PRIOR TO SENDING THE ORIGINALS. THE PROCESSING TIME STARTS ONCE THE APPLICATION HAS BEEN SUBMITTED TO THE CONSULATE.
- THE CONSULATE IS CURRENTLY ONLY ACCEPTING A LIMITED NUMBER OF APPLICATIONS ON TUESDAYS AND THURSDAYS, SO PLEASE BE SURE TO FAX OR EMAIL 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: 15 TO 20 BUSINESS DAYS

JURISDICTION: *ALABAMA, GEORGIA, MISSISSIPPI, SOUTH CAROLINA, TENNESSEE*

- THE CONSULATE ALSO REQUIRES THAT YOU SUBMIT A NOTARIZED COPY OF YOUR BANK STATEMENT SHOWING PROOF OF FINANCIAL MEANS CONSISTENT WITH THE STATUS OF INTERNATIONAL TRAVEL AND OR A COPY OF YOUR INTERNATIONAL CREDIT CARD STATEMENT

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

CONTINUED →

NEW YORK CONSULATE – **PROCESSING TIME:** 8 – 10 BUSINESS DAYS

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

- IF YOU WOULD LIKE FOR US TO PROOF YOUR DOCUMENTS PRIOR TO US 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 NEW YORK DOES **NOT** REQUIRE THE COMPANY LETTER OR THE COPY OF THE DRIVER'S LICENSE TO BE NOTARIZED.

BOSTON CONSULATE – **PROCESSING TIME:** 10 TO 15 BUSINESS DAYS

JURISDICTION: *MAINE, MASSACHUSETTS, NEW HAMPSHIRE, VERMONT*

- THE CONSULATE REQUIRES PROOF OF RESIDENCE IN THE LAST 90 DAYS (COPY OF UTILITY BILLS AND BANK STATEMENTS). THEY ALSO REQUIRE A COPY OF YOUR LAST THREE MONTHS OF BANK STATEMENTS SHOWING PROOF OF FINANCIAL MEANS.

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

CHICAGO CONSULATE – **PROCESSING TIME:** 16 BUSINESS DAYS

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

- 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 COPY OF THE DRIVER'S LICENSE TO BE NOTARIZED.

VIP SERVICES CHARGES AN ADDITIONAL \$20.00 SERVICE FEE PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN CHICAGO.

HARTFORD CONSULATE – **PROCESSING TIME:** UP TO 3 WEEKS

JURISDICTION: *CONNECTICUT, RHODE ISLAND*

- THE CONSULATE REQUIRES THAT YOU SUBMIT PROOF OF FINANCIAL MEANS (NOTARIZED COPY OF YOUR BANK STATEMENT SHOWING PROOF OF FINANCIAL MEANS CONSISTENT WITH THE STATUS OF INTERNATIONAL TRAVEL AND OR A COPY OF YOUR INTERNATIONAL CREDIT CARD STATEMENT) AND A ROUND TRIP TICKET (ITINERARIES WILL NOT BE ACCEPTED). ALL DOCUMENTS MUST BE NOTARIZED INCLUDING THE SIGNATURE ON THE APPLICATION.

VIP SERVICES CHARGES AN ADDITIONAL \$35.00 SERVICE FEE PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN HARTFORD

CONTINUED →

MIAMI CONSULATE – PROCESSING TIME: 12 TO 15 BUSINESS DAYS

JURISDICTION: *FLORIDA, PUERTO RICO, THE U.S. VIRGIN ISLANDS*

- THE CONSULATE REQUIRES THAT YOU INCLUDE 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 LAST 3 BANK STATEMENTS SHOWING THAT YOU CAN MAINTAIN YOURSELF IN BRAZIL AND RETURN TO YOUR COUNTRY OF ORIGIN.

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

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 AND VENTURA*

VIP SERVICES CHARGES AN ADDITIONAL \$35.00 SERVICE FEE PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN LOS ANGELES.

****THE CONSULATE IS CLOSED EVERY FRIDAY.**

SAN FRANCISCO CONSULATE – PROCESSING TIME: 7 TO 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.
- IF YOU WOULD LIKE FOR US TO PROOF YOUR DOCUMENTS AND BOOK AN APPOINTMENT PRIOR TO YOU SENDING THE ORIGINAL 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 COPY OF THE DRIVER'S LICENSE TO BE NOTARIZED.

CONTINUED →

WASHINGTON, DC EMBASSY – **PROCESSING TIME:** 5 TO 8 BUSINESS DAYS

JURISDICTION: *DISTRICT OF COLUMBIA, KENTUCKY, NORTH CAROLINA, OHIO, MARYLAND, DELAWARE, VIRGINIA, WEST VIRGINIA, ALL MILITARY BASES, EXCEPT GUAM*

SPECIAL NOTE FOR MINOR APPLICANTS:

FOR ALL APPLICANTS THAT ARE **UNDER THE AGE OF 18** THE CONSULATE WILL NEED THE NOTARIZED PARENTAL TRAVEL AUTHORIZATION FORM. PLEASE CLICK LINK BELOW FOR THE CORRECT FORM FOR THE APPLICANT'S JURISDICTION. THE LINK WILL ALSO PROVIDE THE LIST OF ADDITIONAL DOCUMENTS REQUIRED WHEN PROCESSING THE APPLICATION.

<u>MINOR AUTHORIZATION FORMS</u>	
HOUSTON	<u>CLICK HERE</u>
ATLANTA	<u>CLICK HERE</u>
BOSTON	<u>CLICK HERE</u>
CHICAGO	<u>CLICK HERE</u>
HARTFORD	<u>CLICK HERE</u>
LOS ANGELES	<u>CLICK HERE</u>
MIAMI	<u>CLICK HERE</u>
NEW YORK	<u>CLICK HERE</u>
SAN FRANCISCO	<u>CLICK HERE</u>
WASHINGTON	<u>CLICK HERE</u>

REVISED: 11-10-2016 (SW)