



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com Email: info@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 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	
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	*****
EMAIL	*****

METHOD OF PAYMENT

<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$_____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

SPECIAL INSTRUCTIONS: _____



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BRAZIL E-VISA

U.S., CANADIAN, CHINA, & AUSTRALIAN PASSPORT HOLDER

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

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$150.00
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	\$6.00
OTHER FEES: _____	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

THE COMPLETED EVISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON WORK ORDER REQUEST FORM. PLEASE BE SURE THE CORRECT EMAIL(S) ARE LISTED TO ENSURE NO DELAYS IN THE RETURN OF THE COMPLETED EVISA.

REGULAR PROCESS TIME: **5 TO 15 DAYS**

WE STRONGLY ADVISE APPLYING FOR YOUR EVISA TWO MONTHS BEFORE YOUR PLANNED TRAVEL TO BRAZIL. THIS TIMEFRAME PROVIDES SUFFICIENT LEEWAY TO COMPLETE AND/OR RECTIFY YOUR VISA APPLICATION IF NECESSARY.

COMMENTS: _____

REVISED: 2-26-2026 (EL)



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BRAZIL E-VISA

U.S., CANADIAN, CHINA, & AUSTRALIAN PASSPORT HOLDERS

REQUIRED DOCUMENTS FOR E-Visa (Tourism/Business) Stays Up to 90 Days

APPLICATION REQUIREMENTS – COPIES ONLY

- Passport (in color, signed, valid up to end of Brazil trip, 2 visa pages free). PDF (**no photograph copies accepted**)
- Visa application form (see below). PDF
- Recent Passport-style photo (2" x 2", white background). JPEG – **Please look at the next page for the detailed instructions for the photo. This could cause a delay if the photo is not correct.**
- Confirmation of flight reservation (showing entrance into and exit from Brazil).PDF
- E-Visa fee payment (US\$ 80.90).

ADDITIONAL REQUIREMENTS FOR BUSINESS-RELATED VIVIS APPLICATIONS

- In addition to the materials listed above, applicants traveling to Brazil for business (company meetings, consulting, auditing, site visits, signing of contracts, journalistic activities, cruise or airline crew members, etc.) must present a letter from either their U.S. or Brazilian company. The letter should be on company stationery and signed by a manager/director/supervisor, stating the following information:
 - Nature of company's/organization's business or activities in Brazil.
 - Applicant's title, job description and monthly salary.
 - Nature of business and activities to be conducted by applicant in Brazil.
 - Name(s) and address(es) of Brazilian company(ies) with which applicant will conduct business.

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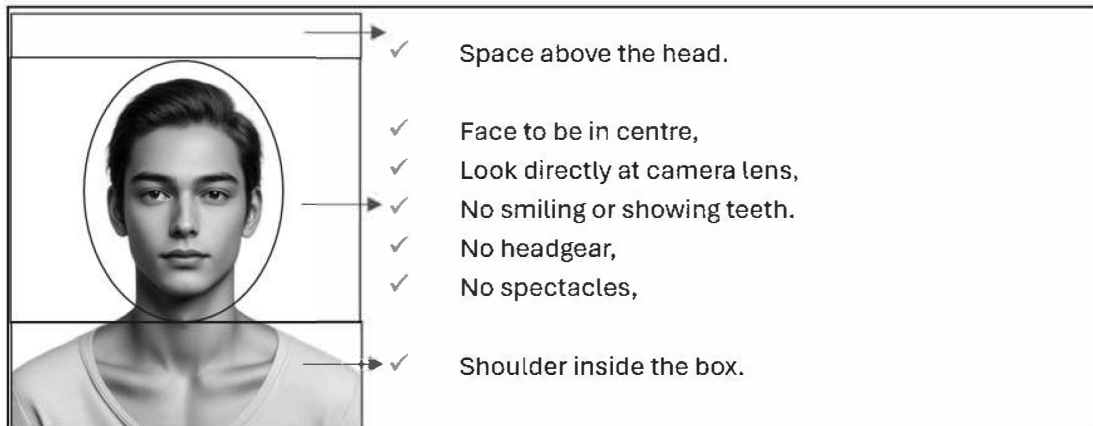
- Contact(s) in Brazil: name(s), phone number(s) and corresponding position(s).
- Expected travel dates.
- Affirmation of company's financial support of applicant while in Brazil.
- Affirmation that applicant will not provide any technical assistance or perform any salaried work while in Brazil (such activities require a VITEM V temporary work visa).

ADDITIONAL REQUIREMENTS FOR MINORS

- In addition to the visa application requirements stated above, applicants who are younger than 18 years of age at the time of application must present the following additional materials:
 - Original birth certificate and one copy
 - [Authorization for Issuance of Brazilian Visa for a Minor](#), signed by both parents
 - For children of Brazilian parent(s): Declaração de Não-Cidadania declaring that the applicant is not a Brazilian citizen (does not hold a Brazilian Birth Certificate), signed by Brazilian parent(s).
 - If only one parent is listed on birth certificate, only that parent's signature is required.
 - If one parent has sole custody of applicant, a notarized copy of the court order awarding sole custody and exclusive parental rights must be presented.
 - If one parent is deceased, a death certificate must be presented.
 - Copy of passports or other form of photo ID for both parents.
 - The name on the parent's photo ID must match parent's name on the child's birth certificate. If said parent has changed his or her name since the issuance of the birth certificate, the parent must present documentation showing proof of the name change (e.g. marriage certificate or court order).

Revised: 2-26-2026 (EL)

Instructions



- **Coloured photo with a white background sized 3.5 x 4.5 cm (413 x 531 pixels), No head coverings, No spectacles.**
- **Look directly at the camera lens with visible shoulders and unobstructed ears.**
- **Avoid smiling or showing teeth.**
- **Ensure that you wear proper attire.**
- **Head and chin are not cropped in the photo.**
- **Do not use/crop your photo from Bio page**

BRAZIL E-VISA REQUEST FORM

PERSONAL DETAILS

SURNAME.....	<input type="text"/>
GIVEN NAME.....	<input type="text"/>
PREVIOUS NAME, IF ANY.....	<input type="text"/>
PREVIOUS NATIONALITIES, IF ANY	<input type="text"/>
DO YOU HOLD DUAL NATIONALITY, IF ANY	<input type="text"/>
PASSPORT NUMBER.....	<input type="text"/>
PASSPORT DATE OF ISSUE.....	<input type="text"/>
PASSPORT DATE OF EXPIRY	<input type="text"/>
GENDER	<input type="text"/>
PLACE OF BIRTH (CITY AND STATE)	<input type="text"/>
DATE OF BIRTH.....	<input type="text"/>
PRESENT NATIONALITY.....	<input type="text"/>
COUNTRY OF RESIDENCE.....	<input type="text"/>
MOTHER'S NAME & DATE OF BIRTH.....	<input type="text"/>
MOTHER'S CURRENT NATIONALITY	<input type="text"/>
MOTHER'S PREVIOUS NATIONALITY IF ANY	<input type="text"/>
FATHER'S NAME & DATE OF BIRTH	<input type="text"/>
FATHER'S CURRENT NATIONALITY	<input type="text"/>
FATHER'S PREVIOUS NATIONALITY IF ANY	<input type="text"/>

CONTINUED...

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VISA APPLICATION INFORMATION

MARITAL STATUS

STREET ADDRESS CITY STATE

ZIP CODE COUNTRY

EMAIL ADDRESS PHONE NUMBER

PRIMARY PURPOSE OF VISIT (BUSINESS OR TOURISM)

NAME & ADDRESS OF STAY IN BRAZIL

PRIMARY OCCUPATION

EXPECTED DATE OF ARRIVAL & DATE OF DEPARTURE

DURATION OF STAY

HAVE YOU EVER BEEN TO BRAZIL? IF SO, DETAILS (PREVIOUS VISIT DATE, DURATION OF STAY, & EXIT DATE OF PREVIOUS VISIT)

DO YOU HAVE ANY CONTACT IN BRAZIL? IF SO, PLEASE GIVE THE RELATIONSHIP AND MEANS OF CONTACT (EMAIL, CELL, LANDLINE, OTHERS):

APPLICANTS SIGNATURE DATE

UPDATED: 4-24-2025 (EL)



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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)