



# VIP PASSPORT SERVICES, INC.

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

Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto: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"/> <b>CREDIT CARD</b>	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$ _____	
<input type="checkbox"/> <b>MONEY ORDER</b>	<input type="checkbox"/> <b>CASHIER'S CHECK</b>	<input type="checkbox"/> <b>COMPANY CHECK</b>	

SPECIAL INSTRUCTIONS: \_\_\_\_\_



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## BRAZIL WORK VISA (VITEM V)

U.S. PASSPORT HOLDER

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

### PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$275.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 6 DAY PROCESS)	<u>                    </u>
OTHER FEES: _____	<u>                    </u>
RETURN SHIPPING FEE: (SEE * BELOW)	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

<b>FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)</b>	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$65.00
<input type="checkbox"/> 2-DAY	\$57.50
<input type="checkbox"/> 3-DAY	\$47.50
<input type="checkbox"/> SATURDAY	\$95.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT - CALL	
<input type="checkbox"/> LOCAL DELIVERY - CALL	

REGULAR PROCESS TIME: <b>7 - 28 DAYS</b>
PROCESSING TIMES VARIES PER JURISDICTION - SEE BELOW.
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 7 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$100.00 SPECIAL HANDLING).

\*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES.

COMMENTS: **THERE WILL BE AN ADDITIONAL \$ 125.00 FEDEX (TO/FROM) FEE IF THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.**

REVISED: 11-4-2025 (EL)



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## **BRAZIL WORK VISA (VITEM V)**

**WHO IS ELIGIBLE FOR A WORK VISA:** FOREIGN CITIZEN WITH WORK PERMIT PREVIOUSLY APPROVED BY THE BRAZILIAN MINISTRY OF LABOR TRAVELING TO BRAZIL AS FOLLOWS:

### **WITH AN EMPLOYMENT CONTRACT:**

- TO EXERCISE REMUNERATED EMPLOYMENT ACTIVITIES (CONSULTING INCLUDED) AT A LEGALLY ESTABLISHED ENTITY IN BRAZIL (CLASS RN 74/07, RN 79/08 AND 80/08)
- TO UNDERTAKE TEMPORARY EMPLOYMENT FOR THE BRAZILIAN GOVERNMENT UNDER A CONTRACT RESULTING FROM AN INTERNATIONAL AGREEMENT IN WHICH BRAZIL PARTICIPATES (CLASS RN/99)
- TO WORK AS A MARITIME CREW MEMBER ABOARD A FOREIGN FISHING SHIP LEASED BY A BRAZILIAN COMPANY (CLASS RN 81/08)

### **WITHOUT AN EMPLOYMENT CONTRACT:**

- TO ASSIST A BRAZILIAN COMPANY WITH A TECHNOLOGY TRANSFER AND/OR WITH A TECHNICAL ASSISTANCE SERVICES CONTRACT BASED ON A COOPERATION AGREEMENT BETWEEN COMPANIES, WITHOUT EMPLOYMENT IN BRAZIL AND TO PROFESSIONALLY TRAIN PEOPLE OR DELIVER TECHNICAL COURSES IN BRAZIL (CLASS RN 61/04 HAS A MAXIMUM STAY OF ONE YEAR)
- TO RECEIVE PROFESSIONAL TRAINING OR WORK EXPERIENCE CONSIDERED AS THE ACTIVITY THAT IMMEDIATELY FOLLOWS THE CONCLUSION OF A HIGHER DEGREE OF SPECIALIZED PROFESSIONAL EDUCATION WITH THE OBJECTIVE OF DEVELOPING HIS/HER COMPETENCE AND ACQUIRING KNOWLEDGE THROUGH PRACTICAL WORK FOR A PERIOD OF NO MORE THAN ONE YEAR (CLASS RN 984/11)
- TO UNDERTAKE AN INTERNSHIP (PROFESSIONAL TRAINING) AT A BRAZILIAN BRANCH OR SUBSIDIARY OF A FOREIGN COMPANY, FOR A PERIOD NO LONGER THAN ONE YEAR (THE FOREIGN CITIZEN WILL NOT BE ALLOWED TO WORK IN BRAZIL (CLASS RN 87/10)
- TO WORK AS A MARITIME CREW MEMBER ABOARD FOREIGN CRUISE SHIPS OPERATING IN BRAZILIAN WATERS (CLASS RN 71/06)
- TO WORK ON AN OFFSHORE PLATFORM AS A CREW OR BACK-UP PERSONNEL (CLASS RN 72/06)

### **VITEM V WORK VISA DOES NOT APPLY TO:**

- THOSE RECEIVING TRAINING ON HOW TO OPERATE AND DO MAINTENANCE OF BRAZILIAN MADE MACHINES AND EQUIPMENT, WHICH REQUIRES A VITEM I VISA
- PROFESSORS, RESEARCHERS OR SCIENTISTS THAT ENTER BRAZIL TO EXERCISE EDUCATIONAL AND OR RESEARCH ACTIVITIES AT A LEGAL, PUBLIC, PRIVATE, EDUCATIONAL, SCIENTIFIC OR R&D INSTITUTION, WHICH REQUIRES THE APPLICANT TO APPLY FOR A VITEM I VISA (CLASS RN 01/97)
- ARTISTS OR ATHLETES WITH AN EMPLOYMENT CONTRACT IN BRAZIL, WHICH THE APPLICANT SHOULD APPLY FOR A VITEM III VISA
- INVESTORS INTENDING TO ESTABLISH THEMSELVES IN BRAZIL, WHICH THE APPLICANT SHOULD APPLY FOR A PERMANENT VISA (CLASS RN/84/09)
- DIRECTORS, MANAGERS, ADMINISTRATORS OR EXECUTIVES OF A COMMERCIAL OR CIVIL ORGANIZATION SHOULD APPLY FOR A PERMANENT VISA (CLASS RN 62/04), OF A FINANCIAL INSTITUTION NOT BASED IN BRAZIL SHOULD APPLY FOR A PERMANENT VISA (CLASS RN 63/05), OR OF A NON-PROFITABLE ORGANIZATION SHOULD APPLY FOR A PERMANENT VISA (CLASS RN 70/06)

**CONTINUED→**



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## IF THE APPLICANT QUALIFIES FOR A VITEM V WORK VISA, 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)
- 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 ON OR BEFORE THE EXPIRATION DATE AS INDICATED ON THE DOCUMENT. **(FAILURE TO DO SO WILL CAUSE A DELAY)**
- 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 OR PHOTOCOPIED PHOTOS WILL NOT BE ACCEPTED)
- 4.) **PROOF OF RESIDENCE** – SUBMIT ONE (1) OF THE DOCUMENTS LISTED BELOW (ADDRESS ON THE DOCUMENTS MUST MATCH THE ADDRESS ON THE VISA APPLICATION):
  - **NOTARIZED** COPY OF VALID DRIVER'S LICENSE (THE CONSULATE WILL WANT A COPY OF EACH DRIVER'S LICENSE THAT ISSUED 12 MONTHS AGO OR MORE)
  - **NOTARIZED** COPY OF THE LAST 12 MONTHS OF UTILITY BILLS
  - **NOTARIZED** COPY OF LEASE (S) THAT SIGNED/CREATED 12 MONTHS AGO OR MORE
  - **NOTARIZED** COPY OF BANK STATEMENTS THAT DATE BACK 12 MONTHS OR MORE
- 5.) **WORK AUTHORIZATION APPROVED BY THE MINISTRY OF LABOR** (SENT DIRECT TO THE CONSULATE) - ASK THE COMPANY IN BRAZIL TO SEND YOU VERIFICATION THAT THE PROCESS HAS BEEN COMPLETED AND TO WHICH CONSULATE IT WAS SENT TO. IF THE APPROVAL HAS NOT BEEN RECEIVED BY THE TIME YOUR APPLICATION HAS BEEN SUBMITTED, THE CONSULATE WILL RETURN YOUR APPLICATION WITHOUT A VISA.
- 6.) ONCE THE APPROVAL HAS BEEN SENT TO THE CONSULATE THE APPLICANT MUST SUBMIT THE APPLICATION WITHIN 6 MONTHS OR THE AUTHORIZATION WILL EXPIRE.
- 7.) **CLEAR COPY OF APPLICANT'S BIRTH CERTIFICATE**

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**8.) ORIGINAL CURRENT FBI BACKGROUND LETTER** – WHICH MUST :

- BE AN ORIGINAL DOCUMENT ISSUED WITHIN THE PAST 6 MONTHS ON A STANDARD LETTERHEAD WITH CONTACT INFORMATION OF THE ISSUING AUTHORITY
- HAVE SUFFICIENT INFORMATION ABOUT THE APPLICANT TO DETERMINE IT IS NOT A HOMONYM AND SHOULD LIST THE APPLICANT'S FULL NAME, RESIDENTIAL ADDRESS, DATE OF BIRTH, IDENTIFICATION DOCUMENT (PASSPORT OR DRIVER'S LICENSE NUMBER) OR SOCIAL SECURITY NUMBER
- [CLICK HERE](#) FOR INSTRUCTIONS ON APPLYING FOR AN FBI CLEARANCE LETTER THROUGH VIP PASSPORT SERVICES

**9.) CONSULATE FEE:** \$290.00 (NON-REFUNDABLE)

**10.)** IF YOU ALREADY HAVE A VALID VISA ON ANOTHER PASSPORT YOU, ARE NOT REQUIRED TO APPLY FOR A NEW VISA AS 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 THE 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 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.

**IF APPLYING FOR YOUR DEPENDENTS:** PLEASE SUBMIT THE FOLLOWING:

- COPY OF MARRIAGE CERTIFICATE – SPOUSE
- FBI LETTER – FOR ALL ADULTS OVER 18 YEARS OLD
- ORIGINAL APOSTILLED BIRTH CERTIFICATE – CHILDREN ONLY (WE CAN HELP IF NEEDED, PLEASE CONTACT OUR OFFICE FOR DETAILS)
- ORIGINAL NOTARIZED "AUTHORIZATION FOR ISSUANCE OF A BRAZILIAN VISA FOR MINORS" - (SEE BELOW FORMS)
- ORIGINAL "AFFIDAVIT OF SUPPORT" FORM – (SEE BELOW PAGES)

**IMPORTANT INFORMATION (MUST READ):**

- WHEN THE PASSPORT AND VISA ARE RETURNED BACK TO THE APPLICANT IT WILL COME WITH AN OFFICIAL VISA FORM. THE APPLICANT MUST CARRY THIS OFFICIAL VISA FORM WITH THEM TO BRAZIL AS IT WILL BE REQUIRED WHEN REGISTERING AT THE LOCAL POLICE DEPARTMENT IN BRAZIL
- THE VITEM V VISA HOLDER MUST BE REGISTERED WITH THE FEDERAL POLICE WITHIN 30 DAYS OF THEIR ARRIVAL REGARDLESS OF THEIR LENGTH OF STAY IN BRAZIL

CONTINUED...



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**VALIDITY:** WHEN THE STANDARD VITEM V WORK VISA IS ISSUED, IT NORMALLY IS VALID FOR MULTIPLE ENTRIES TO BE USED WITHIN 3 TO 24 MONTHS FROM THE DAY THE VISA IS ISSUED. BE SURE TO CHECK THE VISA ONCE IT HAS BEEN ISSUED SO YOU CAN VERIFY THE VISA WILL BE VALID FOR THE DATES YOU NEED. THE VISA IS ISSUED ACCORDING TO THE APPROVAL RECEIVED FROM THE MINISTRY OF LABOR.

***ALL OF THE ABOVE INFORMATION IS SUBJECT TO CHANGE WITHOUT NOTICE.***

**REVISED:** 6-29-2026 (EL)



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## BRAZIL CONSULATE JURISDICTIONS

PROCESSING TIMES AND CONSULATE-SPECIFIC SPECIAL REQUIREMENTS

(ALL PROCESS TIMES START FROM THE TIME THE APPLICATION & DOCUMENTS ARE SUBMITTED TO THE CONSULATE/EMBASSY)

- **HOUSTON CONSULATE** – **PROCESSING TIME:** 8 TO 9 BUSINESS DAYS  
JURISDICTION: ARKANSAS, COLORADO, KANSAS, LOUISIANA, NEW MEXICO, OKLAHOMA AND TEXAS
- THE CONSULATE IS CURRENTLY ONLY ACCEPTING A LIMITED NUMBER OF APPLICATIONS ON TUESDAYS, SO PLEASE BE SURE TO EMAIL COPIES OF YOUR DOCUMENTS TO OUR OFFICE FOR REVIEW SO THAT WE MAY MAKE YOUR RESERVATION FOR THE FIRST AVAILABLE SUBMISSION DATE. OUR EMAIL ADDRESS IS [info@vippassports.com](mailto:info@vippassports.com)
  - 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.

- **ATLANTA CONSULATE** – **PROCESSING TIME:** 15 TO 20 BUSINESS DAYS  
JURISDICTION: ALABAMA, GEORGIA, MISSISSIPPI, SOUTH CAROLINA, TENNESSEE

**VIP SERVICES CHARGES AN ADDITIONAL \$55.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN ATLANTA.**

- **BOSTON CONSULATE** – **PROCESSING TIME:** 10 TO 15 BUSINESS DAYS  
JURISDICTION: MAINE, MASSACHUSETTS, NEW HAMPSHIRE, VERMONT

**VIP SERVICES CHARGES AN ADDITIONAL \$55.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN BOSTON.**

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

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- APPLICANT'S PROOF OF RESIDENCE IS REQUIRED TO HAVE BEEN ISSUED IN THE LAST 90 DAYS (*COPY OF UTILITY BILLS AND/OR DRIVER'S LICENSE*)
- APPLICANT MUST SUBMIT THE THREE MOST RECENT MONTHS OF BANK STATEMENTS SHOWING PROOF OF FINANCIAL MEANS



**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:**

- THE CONSULATE ALSO REQUIRES THAT YOU SUBMIT A WAIVER FORM – [CLICK HERE](#) TO PRINT THE FORM OUT – FAILURE TO DO SO WILL RESULT IN A DELAY.
- THE CONSULATE REQUIRES A POLICE REPORT ISSUED BY THE POLICE DEPARTMENT OF THE APPLICANT'S PLACE OF RESIDENCE. THE DOCUMENT MUST HAVE AN OFFICIAL SIGNATURE AS WELL AS A STAMPED OR HAUT-RELIEF SEAL OF THE POLICE DEPARTMENT. PRINTOUTS OF COMPUTER-GENERATED CRIMINAL RECORDS ARE NOT ACCEPTED.

**VIP SERVICES CHARGES AN ADDITIONAL \$55.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN CHICAGO.**



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

JURISDICTION: *CONNECTICUT, RHODE ISLAND*

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

- THE CONSULATE ALSO REQUIRES AN ADDITIONAL LETTER FROM THE EMPLOYER EXPLAINING THE REASON FOR THE TRAVEL TO BRAZIL.

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

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- **MIAMI CONSULATE – PROCESSING TIME:** 23 TO 25 BUSINESS DAYS  
JURISDICTION: *FLORIDA, PUERTO RICO, THE U.S. VIRGIN ISLANDS*

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

- THE CONSULATE OF MIAMI REQUIRES THAT THE APPLICANT PROVIDE PROOF OF RESIDENCE WITHIN THE JURISDICTION OF THIS CONSULATE FOR THE PAST 12 MONTHS: DRIVER'S LICENSE OR UTILITY BILLS ISSUED WITHIN THE PAST 12 MONTHS.
- ORIGINAL BIRTH CERTIFICATE

**VIP SERVICES CHARGES AN ADDITIONAL \$55.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN MIAMI.**

- **NEW YORK CONSULATE – PROCESSING TIME:** 5 TO 7 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.
- TO ENSURE ACCURACY, THE DOCUMENTS CAN BE SENT OVER SO THAT WE MAY PROOF THE DOCUMENTS PRIOR TO US RECEIVING THE DOCUMENT, PLEASE FAX A COPY OF ALL THE PAPERWORK AND THEN GIVE US A CALL
- THE CONSULATE IN NEW YORK DOES **NOT** REQUIRE THE COMPANY LETTER OR THE COPY OF THE DRIVER'S LICENSE TO BE NOTARIZED.

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

- THE CONSULATE REQUIRES AN FBI CLEARANCE ISSUED WITHIN THE LAST 3 MONTHS, CERTIFYING NO CRIMINAL RECORD AND LEGALIZED BY THE CONSULATE.
- PROOF OF RESIDENCE WITHIN THE CONSULAR JURISDICTION FOR THE PAST 12 MONTHS (I.E., LETTER FROM THE EMPLOYER NOTARIZED, COPY OF UTILITY BILL OR VOTER'S REGISTRATION).
- ORIGINAL STATE ISSUED BIRTH CERTIFICATE ALONG WITH A NOTARIZED COPY

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- **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, VENTURA.

THE CONSULATE IS CLOSED EVERY FRIDAY.

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

- PROOF OF RESIDENCE WITHIN THE CONSULAR JURISDICTION FOR THE PAST 12 MONTHS (I.E., LETTER FROM THE EMPLOYER NOTARIZED, COPY OF UTILITY BILL OR VOTER'S REGISTRATION).
- THE CONSULATE REQUIRES A POLICE REPORT ISSUED BY THE POLICE DEPARTMENT OF THE APPLICANT'S PLACE OF RESIDENCE. THE DOCUMENT MUST HAVE AN OFFICIAL SIGNATURE AS WELL AS A STAMPED OR HAUT-RELIEF SEAL OF THE POLICE DEPARTMENT. PRINTOUTS OF COMPUTER-GENERATED CRIMINAL RECORDS ARE NOT ACCEPTED.

**VIP SERVICES CHARGES AN ADDITIONAL \$55.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN CALIFORNIA.**

- **SAN FRANCISCO CONSULATE – PROCESSING TIME:** 7 TO 10 BUSINESS DAYS  
JURISDICTION: ALASKA, OREGON, WASHINGTON.

THE COUNTIES OF NORTHERN 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, YUBA

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- 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. 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 VIP TO PROOF YOUR DOCUMENTS AND BOOK AN APPOINTMENT PRIOR TO 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 SAN FRANCISCO DOES **NOT** REQUIRE THE COMPANY LETTER OR THE COPY OF THE DRIVER'S LICENSE TO BE NOTARIZED.

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

- BEGINNING 1-6-2014 THE BRAZIL CONSULATE WILL REQUIRE THE POLICE LETTER BE ISSUED BY THE FEDERAL BUREAU OF INVESTIGATION HEADQUARTERS IN WEST VIRGINIA.
- THE CONSULATE REQUIRES PROOF OF RESIDENCY WITHIN THIS JURISDICTION FOR THE PAST 12 MONTHS.

**VIP SERVICES CHARGES AN ADDITIONAL \$55.00 PER APPLICANT TO PROCESS A VISA APPLICATION AT THE CONSULATE IN CALIFORNIA.**

- **WASHINGTON, DC EMBASSY – PROCESSING TIME:** 7 TO 10 BUSINESS DAYS  
JURISDICTION: *DISTRICT OF COLUMBIA, KENTUCKY, NORTH CAROLINA, OHIO, MARYLAND, DELAWARE, VIRGINIA, WEST VIRGINIA, ALL MILITARY BASES, EXCEPT GUAM*

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

- POLICE LETTER ISSUED BY THE FEDERAL BUREAU OF INVESTIGATION HEADQUARTERS IN WEST VIRGINIA OR BY ONE OF THEIR AUTHORIZED CHANNELERS.

**IMPORTANT MEMO:** THE EMBASSY AND THE CONSULATES DO NOT RECOMMEND THE APPLICANTS TO PURCHASE NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THEIR PASSPORTS ARE IN HAND. BE AWARE THAT PROCESSING TIMES ARE SUBJECT TO CHANGE AND MAY TAKE LONGER DURING HIGH SEASON OR FOR APPLICANTS APPLYING AS A GROUP.

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REVISED: 11-16-2022 (EL)



**CONSULATE GENERAL OF BRAZIL IN HOUSTON**  
**Visa Department**

5444 Westheimer Road, Suite 1900  
 Houston, Texas, 77056  
[visa.houston@itamaraty.gov.br](mailto:visa.houston@itamaraty.gov.br)

**AUTHORIZATION FOR ISSUANCE OF BRAZILIAN VISA FOR MINOR**  
**AUTORIZACIÓN PARA LA EMISIÓN DE VISA PARA MENORES**

We authorize the issuance of a Brazilian Visa for the following minor  
*Se autoriza la emisión de una Visa de Brasil para el/la siguiente menor*

**1 - MINOR IDENTIFICATION IDENTIFICACIÓN DEL/ DE LA MENOR**

<b>Full Name</b> <i>Nombre y apellidos</i>					
<b>Place Of Birth (City, State, Country)</b> <i>Lugar de Nacimiento (Ciudad, Estado, País)</i>			<b>Date of Birth</b> <i>Fecha De Nacimiento</i>		
			<b>Day</b> <i>Día</i>	<b>Month</b> <i>Mes</i>	<b>Year</b> <i>Año</i>
<b>Passport Information</b>			<b>Issued by (Country and Issuing Office)</b>		
<b>Number</b> <i>Número</i>		<i>EXPEDIDO POR (País y la Autoridad Expedidora)</i>			
			<b>Issued on</b> <i>Fecha de Emisión</i>		
			<b>Day</b> <i>Día</i>	<b>Month</b> <i>Mes</i>	<b>Year</b> <i>Año</i>

**2 - PARENTS INFORMATION INFORMACIÓN DE LOS PADRES**

<b>Father's Full Name</b> <i>Nombre completo del padre</i>			<b>Mother's Full Name</b> <i>Nombre completo de la Madre</i>		
<input type="checkbox"/> <b>Passport</b> <i>Pasaporte</i> / <input type="checkbox"/> <b>Driver's License</b> <i>Licencia de conducir</i>			<input type="checkbox"/> <b>Passport</b> <i>Pasaporte</i> / <input type="checkbox"/> <b>Driver's License</b> <i>Licencia de conducir</i>		
<b>Number</b> <i>Número</i>		<b>Issued on</b> <i>Fecha de Emisión</i>		<b>Number</b> <i>Número</i>	
		<b>Day</b> <i>Día</i>	<b>Month</b> <i>Mes</i>	<b>Year</b> <i>Año</i>	<b>Day</b> <i>Día</i>
					<b>Month</b> <i>Mes</i>
					<b>Year</b> <i>Año</i>
<b>Issued by (Issuing Office)</b> <i>EXPEDIDO POR (Autoridad Expedidora)</i>		<b>Country of Birth</b> <i>País de Nacimiento</i>		<b>Issued by (Issuing Office)</b> <i>EXPEDIDO POR (Autoridad Expedidora)</i>	
				<b>Country of Birth</b> <i>País de Nacimiento</i>	

**3 - FORMAL STATEMENT DECLARACIÓN FORMAL**

We declare that the above information is true and accurate  
*Declaramos que la información anterior es verdadera y exacta*

<b>Place</b> <i>Local</i>		<b>Date</b> <i>Fecha</i>		<b>Place</b> <i>Local</i>		<b>Date</b> <i>Fecha</i>	
		<b>Day</b> <i>Día</i>	<b>Month</b> <i>Mes</i>	<b>Year</b> <i>Año</i>			<b>Day</b> <i>Día</i>
							<b>Month</b> <i>Mes</i>
							<b>Year</b> <i>Año</i>
<b>Father's Signature</b> <i>Firma del Padre</i>				<b>Mother's Signature</b> <i>Firma de la Madre</i>			

**4 - NOTARY'S CERTIFICATION: Parents or legal must have their signatures recognized by Notary Public before submitting a visa application to this Consulate.**  
**CERTIFICACIÓN DE NOTARIO: Los padres o tutores legales deben tener su firma reconocida por el Notario Público antes de presentar una solicitud de visado de este Consulado**

<b>NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT FOR FATHER'S SIGNATURE</b>		<b>NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT FOR MOTHER'S SIGNATURE</b>	
State of _____ County of _____		State of _____ County of _____	
On ____/____/____, before me personally appeared _____		On ____/____/____, before me personally appeared _____	
<input type="checkbox"/> personally known to me -- OR -- <input type="checkbox"/> proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument. <b>WITNESS my hand and official seal.</b>		<input type="checkbox"/> personally known to me -- OR -- <input type="checkbox"/> proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument. <b>WITNESS my hand and official seal.</b>	
(Notary's signature, stamp and commission expiration)		(Notary's signature, stamp and commission expiration)	

FOR NOTARY PUBLIC USE ONLY

**Note:** 1) It is mandatory to add the original birth certificate or its notarized/certified copy on minor's visa applications.  
 2) Children of Brazilian nationals must additionally present a declaration of non-citizenship.

# Affidavit of Support

Please fill out legibly. Use black or blue ink only.

**SPONSOR** (person who will assume full responsibility for the trip)

1. FULL NAME:		2. DATE OF BIRTH (DD/MM/YYYY):
3. DOCUMENT TYPE AND NUMBER:	4. ISSUING POST:	5. DATE OF ISSUE (DD/MM/YYYY):
6. TELEPHONE:	7. FULL ADDRESS (city, state and country):	
8. CITY, STATE AND COUNTRY OF BIRTH:		9. NATIONALITY:

**BENEFICIARY** (the person to whom the visa will be processed, if approved):

10. FULL NAME:		11. DATE OF BIRTH (DD/MM/YYYY):
12. DOCUMENT TYPE AND NUMBER:	13. ISSUING POST:	14. DATE OF ISSUE (DD/MM/YYYY):
15. CITY, STATE AND COUNTRY OF BIRTH:	16. NATIONALITY:	
17. RELATIONSHIP WITH THE SPONSOR:		

I, the sponsor identified above, certify under penalty of perjury under Brazilian Law, that I have executed freely and willfully this affidavit on behalf of the beneficiary identified above. This document is made for the purpose of assuring the Brazilian Government that the person named herein will abide by all Brazilian laws, regulations or ordinances made for foreigners willing to travel to Brazil. I am able to and will assume total responsibility to supporting his or her trip to Brazil, and I do affirm that the person sponsored by me will not become a public charge during his or her stay in Brazil as well as he or she will maintain his or her legal status, and will depart prior to the expiration of his or her authorized stay in Brazil. I am including to this form my personal financial documents to support this affidavit as prove of my capability to act as a sponsor. I can guarantee that he or she have made appropriate arrangements for lodging and health insurance in case of emergencies.

I acknowledge that I understand the extension of my responsibilities as a sponsor, certify that the information provided herein is true and correct.

Signature: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_