



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

☐ CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

☐ MONEY ORDER

☐ CASHIER'S CHECK

☐ COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations



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BRAZIL E-VISA

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

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

PROCESSING FEES *(PER APPLICANT)*

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$150.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
☐ SPECIAL HANDLING FEE: (LESS THAN 7 DAY PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
RETURN SHIPPING FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

THE COMPLETED EVISA WILL BE EMAILED BACK TO THE REQUESTER UNLESS ALTERNATE EMAIL IS PROVIDED ON THE 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: **8 TO 15 DAYS**

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).

COMMENTS: _____

REVISED: 7-21-2026 (EL)



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BRAZIL E-VISA

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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.

CONTINUED...



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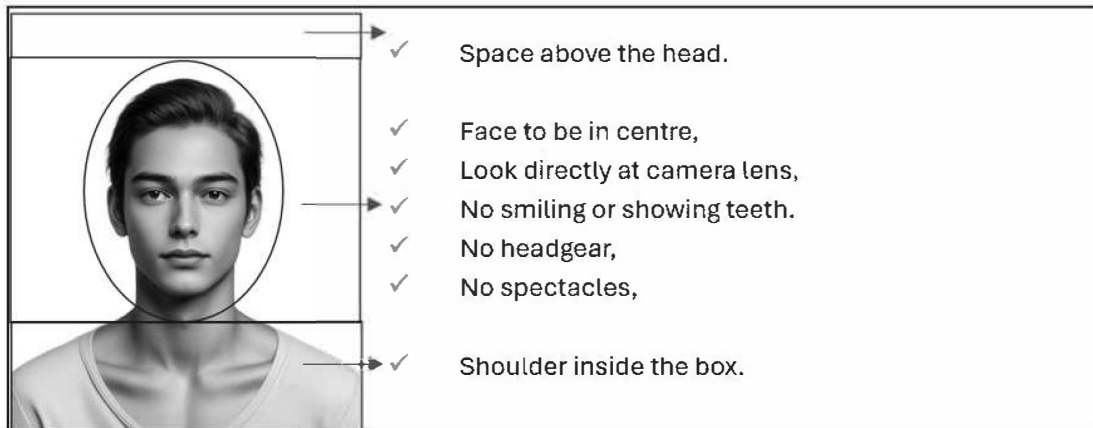
- Contact(s) in Brazil: name(s), phone number(s) and corresponding position(s).
- Expected travel dates.
- Affirmation of company's financial support of applicant while in Brazil.
- Affirmation that applicant will not provide any technical assistance or perform any salaried work while in Brazil (such 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.....	
GIVEN NAME.....	
PREVIOUS NAME, IF ANY.....	
PREVIOUS NATIONALITIES, IF ANY	
DO YOU HOLD DUAL NATIONALITY, IF ANY	
PASSPORT NUMBER.....	
PASSPORT DATE OF ISSUE.....	
PASSPORT DATE OF EXPIRY	
GENDER	
PLACE OF BIRTH (CITY AND STATE)	
DATE OF BIRTH.....	
PRESENT NATIONALITY.....	
COUNTRY OF RESIDENCE.....	
MOTHER'S NAME & DATE OF BIRTH.....	
MOTHER'S CURRENT NATIONALITY	
MOTHER'S PREVIOUS NATIONALITY IF ANY	
FATHER'S NAME & DATE OF BIRTH	
FATHER'S CURRENT NATIONALITY	
FATHER'S PREVIOUS NATIONALITY IF ANY	

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)