



Brazil Business Visa Requirements - Adult

BRAZIL

Business Visa Eligibility

Individuals visiting Brazil for any of the following reasons without gaining any compensation in Brazil:

- Business meetings, to participate or be an exhibitor in a trade/industrial conference
- Flight/ship crew members without an international crew card;
- Travel for media coverage and/or filmmaking;
- Adoption of a Brazilian child. Note: the custody must have already been granted.

NOTE: When the trip involves the provision of services, such as technical assistance, installation, maintenance or repairs of equipment, or any work offshore, a VITEM V is mandatory;

VERY IMPORTANT: It is unlawful to provide professional training, technical assistance or to engage in voluntary work or any professional activities on a business visa. Transgressors are subject to heavy immigration penalties applicable in Brazil.



PASSPORT

A) US Passport

You will need to provide your **PHYSICAL** most recent passport. Your passport must meet the following consulate guidelines to be eligible for a visa.

- 1) The Passport **MUST** be signed.
- 2) Your Passport **MUST** have (2) blank visa pages that are adjacent to each other.
- 3) The Passport **MUST** have at least six months of remaining validity.
- 4) Please be advised that your passport should be undamaged. Passports should be free of fraying, tears, damage to the credential page and pages that have been separated from the binding.

TPAVC Shipping Address:

4005 Banister Lane – Three Park Place, Suite 195C, Austin, TX 78704

Hours: Monday through Friday 9:00a.m. – 5:00 p.m.

E-mail Address: info@tpavc.com

Contact TPAVC for Assistance:

United States: 888.551.0019

Direct: 512.469.5909

Fax: 512.469.5951



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DOCUMENT

B) Brazil Online Application

- 1) Please complete your online application at <https://scedv.serpro.gov.br/frscedv/> and select “**Visa Request**” in the third box listed Visa.
- 2) Provide the applicant’s information for visa processing. All fields must be acknowledged, do not leave any sections blanks.
- 3) You **MUST** list your name **EXACTLY** how it appears on your passport. If your passport list your middle name or suffix you will need to include it on your application.
- 4) Once your application is complete press submit and print the Protocol Sheet (application). You will need to sign your application **INSIDE** the large rectangular box that is located near the bottom of the page.
 - Please note that the online application consist four pages however once complete and submitted only one page (Protocol Sheet) will print.

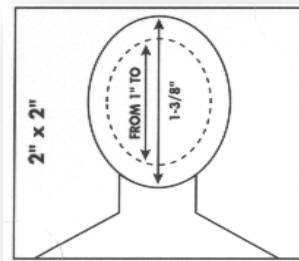


PHOTOGRAPHS

C) Passport – Size Photographs

You will need to provide (2) two passport-sized photographs. Please be advised that Photocopies, Snapshots, or Computer generated photos will not be accepted. Photos requirements:

- 1) Recent: taken within the last 6 months to reflect your current appearance;
- 2) Front view: taken in full-face view directly facing the camera. Your full face must be visible. Your head must be centered and not tilted. There cannot be any apparel casting shadows on your face or glare on your glasses;
- 3) Clear: blurry, underexposed, overexposed and low quality photos are not accepted;
- 4) With a plain white or off-white background
- 5) With a neutral facial expression and both eyes open.



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DRIVER'S LICENCE

D) Proof of Residency (Must Be Notarized)

The Brazil consulate is jurisdictional to the state where the applicant resides. You will need to be able to provide a **Notarized Copy** of proof of residency. The following documents have been deemed acceptable by the Brazilian Consulate:

- 1) A valid Driver's License
- 2) Copy of Lease or Bank Statement
- 3) In some cases School Documents

IMPORTANT: The Notary Seal must be on the same page of the proof of residency that is being provided.



ITINERARY

F) Proof of Travel

You must supply evidence of your impending international travel as one of the following:

- 1) Copy of your International Airline, Bus, or Cruise ticket or a Roundtrip Itinerary
- 2) A letter from a travel agent under applicant's name, with complete itinerary, flight number and arrival/departure dates and reservation code provided by the airline company.
 - ***The itinerary may be waived if all the mandatory information for the itinerary is listed on the business letter.***

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G) Business Letter of Financial Guarantee

Provide an Original, Notarized Business Letter from your current employer or sponsoring company in the United States. Faxed or email scans of the business letter will not be accepted. This letter MUST:

- 1) Be on your company letterhead stationery listing your company's complete contact information (address, telephone/fax numbers, email) and signed by a senior manager.
- 2) Be Address to the Consulate General of Brazil
- 3) State the nature of business of the U.S. company and list the applicant's title and/or the role with the company.
- 4) List the anticipated dates to be traveled to Brazil
- 5) Specify the duration of the visa that is being requested.
- 6) List detailed information concerning the nature of business to be conducted in Brazil and provide a **Financial Guarantee** for the traveler. Business visas for Business Meeting/Negotiations. Paid work, technical assistance/training is prohibited.
- 7) Provide the Name, the Company, and the Address of the Company in Brazil along with the Contact(s) name(s), address, and phone number(s).
- 8) Include the clause **"No Technical Assistance will be Provided"**

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H) Letter of Invitation

If applicable to your jurisdiction, provide a Letter of Invitation from the company in Brazil that you will be visiting. The Letter **MUST**:

- 1) Be on Company Letterhead Stationary
- 2) Address the applicant by their name listed in their passport.
- 3) Include the Company's name and address of the Company in Brazil along with the Contact(s) name(s), email address, and phone number(s).
- 4) Be the original or a scanned copy. Fax copies will **NOT** be accepted.



H) Government Fees

- 1) All payments should be paid by USPS MONEY ORDER. No other form is accepted by the Brazilian consulate. The USPS Money Order should be made out to the Consulate General of Brazil for \$180. The Passport and Visa Company will provide Money Orders for all application without the money order for a service fee of \$5.



ORDER FORM

I) Order Form & Payment

- 1) Please download and complete The Passport & Visa Company Order Form with your payment information. Accepted forms of payment include: American Express, Visa, MasterCard, Discover, Money Order, Cash or payment by Check.

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