

Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least two blank visa pages side by side and more than six months before expiry.
- Non-US citizens must provide a copy of their Alien Registration Card (A.R.C.) or U.S. Visa and I-94.
- One completed and signed visa application form, filled in online and printed. Select the "Visa Request" link at <https://scedv.serpro.gov.br>. You may need to confirm a security exception in order to access the application. All questions on the online application must be answered. Make sure your name is typed in exactly as listed in your passport and that your signature does not extend beyond the signature box on the printed application. Also submit the "Sworn Statement Waiver" (attached).
- One passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background). If applying for a Technical Assistance TYPE V visa, submit two photographs.
- One photocopy of your valid Driver's License.
- Copy of flight itinerary.
- Minor visa applicants (under the age of 18) must have their application signed by both parents and notarized. Minor applicants are also required to submit a signed, notarized Minor Authorization form (attached) and a certified copy of their birth certificate.

BUSINESS TRAVELERS must also include:

- Business visa applicants will need to submit a letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. If requesting a long term multiple entry visa (TYPE II) you must provide a letter stating that the purpose of the trip is for business meetings and is of a non-technical nature. Included in this letter must be the phrase "No technical assistance will be provided." Please see the attached sample letter.

OFFICIAL TRAVELERS must also include:

- Official visa applicants must submit a letter from the U.S. Department of State stating the nature and duration of the visit. If applying for an Official visa you will need to submit your Official U.S. Passport (brown cover) NOT your Tourist Passport (blue cover).

NOTES:

These instructions are applicable for residents of Illinois, Iowa, Indiana, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin.

Applicants who are students, retired or self-employed must submit a copy of a recent bank statement.

If you are in need of Emergency Processing, a Type V Technical Assistance visa or a Flight Crew visa, please email Brazil@g3visas.com.

Embassy Fees listed below include a \$5 Money Order fee.

Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	Priority 14 Business Days	Expedited 20 Business Days
Tourist	\$165.00	\$165.00
Business, Type II	\$165.00	\$165.00
Business, Type V	\$275.00	\$275.00
Official	No Fee	No Fee

G3 Processing Fees

Visa Type	Priority 14 Business Days	Expedited 20 Business Days
Tourist	\$100.00	\$70.00
Business, Type II	\$135.00	\$80.00
Business, Type V	\$135.00	\$80.00
Official	\$135.00	\$80.00



VISAS & PASSPORTS

CHICAGO

Concierge Level Service Requested
An additional service fee of \$75 per visa will apply.

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Traveler Information
1. Traveler Name
Date of Birth
2. Traveler Name
Date of Birth

Travel Details
Date of US Departure:
I must have my passport no later than:
Other visas or passport services requested:

Shipping and Contact Information
This must be a physical address for FedEx delivery; no P.O. Boxes.
Contact Name:
Company Name:
Street Address:
Apt. /Suite:
City:
State: Zip Code:
Home Phone:
Office Phone:
Mobile Phone:
Contact Email (required):
Secondary Email:

Return Shipping
Passports will be returned via Federal Express.
Select One:
3 Business Day Delivery \$19.00
Standard Overnight Delivery \$29.00
8 AM Delivery* \$84.00
Saturday Delivery* \$44.00
Same Day Delivery* Please Call
International Delivery* Please Call
I have included my own airbill (FedEx or UPS only) No Charge
I have included my FedEx or UPS account number: \$5.00

Concierge Level Service
Check here to select Concierge Level Service
Concierge Level Service (CLS) provides G3's highest level of hands-on, customized service on top of our world class standard service. CLS includes the following benefits:
- Dedicated Concierge Level Staff handling your visa request.
- Document review via email before you send in your request.
- Creation of online visa applications (as applicable).
- Personal telephone calls confirming package receipt in G3's office, visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email address (CLS@g3visas.com).
An additional fee of \$75.00 per visa will apply to Concierge Level Service requests. Please see the "Our Standard of Service" page on www.g3visas.com for a description of G3's standard service offering.

Payment Information
Please see the attached visa requirements sheet for applicable fees.
Select Payment Type:
Credit Card
Check (company or certified)
Approved Billing Terms
Billing, P.O., Project or Reference Code #
Total Fees from Visa Requirement Sheet:
Embassy Fee x # of Travelers = Total
G3 Processing Fee x # of Travelers = Total
Concierge Level Service (Optional) x # of Travelers = Total
Shipping Fee = Total
Subtotal:
Add 5% fee for credit card processing:
Total Payment Enclosed:

Send This Form and All Required Documents To:
G3 Chicago:
312.704.8472 Phone
800.830.8472 Toll Free
312.704.8150 Fax
chicago@g3visas.com
Attn: Visa Department
11 East Adams
Suite 1605
Chicago, IL 60603
www.g3visas.com

For Payment Via Credit Card:
American Express, Discover, MasterCard and Visa only
Name as it appears on card:
Account Number:
Expiration Date: Billing Zip Code:
Security Code:
Cardholder Signature:

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.



VISAS
& PASSPORTS

Sample Brazil Visa Application

Complete your application online at <https://scedv.serpro.gov.br>.
Your application will look like this when it is printed.



MINISTÉRIO DAS RELAÇÕES EXTERIORES – MRE

RECIBO DE ENTREGA DE REQUERIMENTO - RER

PROTOCOLO NÚMERO: 110518-002553
(APPLICATION NUMBER)



DATA DE VALIDADE: 17/06/2011
(DATE OF EXPIRY - DD/MM/YYYY)

Your application must be submitted to the consulate before the expiry date (30 days after filling out application online).



G3 will
attach your
photo
here.



DOCUMENTO SOLICITADO: VISTO DE TURISTA
(DOCUMENT)

NOME COMPLETO: HAROLD GEORGE SAMPLE
(FULL NAME)

SEXO: MASCULINO
(SEX)

PAÍS DE NASCIMENTO: ESTADOS UNIDOS
(COUNTRY OF NATIONALITY)

DATA DE NASCIMENTO: 25/12/1970
(DATE OF BIRTH - DD/MM/YYYY)

LOCAL DE NASCIMENTO: SAN FRANCISCO
(PLACE OF BIRTH)



Harold George Sample

Please make sure
your signature
does not extend
outside the box.

ASSINATURA REQUERENTE / RESPONSÁVEL
(SIGNATURE OF APPLICANT)

NOME DO CONTATO: Harold George Sample Print your name here.

TELEFONE: 555-555-1234 Print your daytime phone
number here.

Recibo expedido em 18/05/2011 às 17:08:37

PROTOCOLO NÚMERO: 110518-002553
(APPLICATION NUMBER)





CONSULATE GENERAL OF BRAZIL IN CHICAGO

APPLICANT'S SWORN STATEMENT WAIVER

I certify that the information provided by me on the Visa – Application Form are complete and accurate.

printed name

signature

date



REPÚBLICA FEDERATIVA DO BRASIL
MINISTÉRIO DAS RELAÇÕES EXTERIORES
CONSULADO-GERAL EM CHICAGO

401 North Michigan Avenue, suite 1850, Chicago, IL 60611
Phone: 312-464.0244 / Fax: 312-464.0299
Email: passaporte@brazilconsulatechicago.org

AUTHORIZATION FOR BRAZILIAN VISA ISSUANCE FOR MINORS

We authorize the issuance of the Brazilian Visa for the following minor:

1 - MINOR			
Full Name		Passport Number	
Place of Birth (City, State, Country)		Date of Birth Day	Month Year

2 - PARENT'S INFORMATION			
Father's Full Name		Mother's Full Name	
Passport or ID Number	Issued on Day	Month	Year
Passport or ID Number	Issued on Day	Month	Year
Issued By		Issued By	

3 - FORMAL STATEMENT			
We declare that the above information is true and accurate.			
Place	Day	Date Month	Year
Place	Day	Date Month	Year
Father's Signature		Mother's Signature	

4 - NOTARY'S CERTIFICATION*	
<p>NOTARY'S CERTIFICATION FOR FATHER'S SIGNATURE <i>Notary: Please validate signees using ONE STAMP PER SIGNATURE. Please also indicate your State, Country and Comm. Expiration.</i></p>	<p>NOTARY'S CERTIFICATION FOR MOTHER'S SIGNATURE <i>Notary: Please validate signees using ONE STAMP PER SIGNATURE. Please also indicate your State, Country and Comm. Expiration.</i></p>

* NOTARY'S CERTIFICATION

- Parents or legal guardian that do not show up personally to the Consulate must have their signatures recognized by Notary Public before submitting to this Consulate.

5 – INFORMAÇÕES DOS PAIS PARENT'S INFORMATION							
Nome completo do Pai FATHER'S FULL NAME				Nome completo da Mãe MOTHER'S FULL NAME			
Passaporte PASSPORT/ID Número NUMBER		Data de Expedição ISSUED ON Dia DAY Mês MONTH Ano YEAR		Passaporte PASSPORT/ID Número NUMBER		Data de Expedição ISSUED ON Dia DAY Mês MONTH Ano YEAR	
Órgão Expedidor ISSUED BY				Órgão Expedidor ISSUED BY			

6 - RECONHECIMENTO NOTARIAL OU CONSULAR* NOTARY'S CERTIFICATION*							
<p>ATENÇÃO: O pai ou responsável que viaja com o menor NÃO PRECISA reconhecer sua assinatura perante o Notário Público. ATTENTION: Parents or legal guardian traveling with the minor NEED NOT have their signature notarized.</p>							
Local PLACE		Data DATE Dia DAY Mês MONTH Ano YEAR		Local PLACE		Data DATE Dia DAY Mês MONTH Ano YEAR	
Assinatura do Pai FATHER'S SIGNATURE				Assinatura da Mãe MOTHER'S SIGNATURE			
<p>Notary: Please validate signees using one stamp per signature. Please, also indicate your State, Country and Comm. Expiration.</p>				<p>Notary: Please validate signees using one stamp per signature. Please, also indicate your State, Country and Comm. Expiration.</p>			

Este documento deve ser apresentado em qualquer viagem aérea, marítima ou terrestre do menor no Brasil.
This document must accompany the minor while in the Brazilian territory.

*** RECONHECIMENTO NOTARIAL OU CONSULAR* CONSULAR OR NOTARY'S CERTIFICATION***

➔ Brasileiros poderão ter suas assinaturas reconhecidas pela autoridade consular, desde que se apresentem ao Consulado.

Brazilians may have their signatures recognized by the consular authority, by presenting themselves personally to the Consulate.

➔ Cidadãos de outras nacionalidades deverão ter suas assinaturas previamente reconhecidas por Notário Público antes de se apresentarem ao consulado.

*Citizens of other nationalities **must have** their signatures previously recognized by Notary Public before submitting to this Consulate.*



Sample Type II Business Letter from U.S. Company

*****Please print your business letter on company letterhead*****
Please follow this letter as the details are very important

June 6, 2014

Consulate General of Brazil
Consular Section

Dear Visa Officer,

This letter is to introduce John Smith, our Vice President for Latin America.

Job Description

Mr. Smith as Vice President for Latin America is responsible for the marketing and distribution of our products in Brazil and other countries in South America.

Purpose of Trip

During this trip he has scheduled meetings with a company colleague to discuss the sale and distribution of our products in the Brazilian marketplace ***(the nature of the meetings must be specific, if a TYPE II Business Meetings Only visa is desired, the nature of the meetings must be non-technical i.e. sales, marketing, coordination or legal)***. He will not be providing any technical assistance while on this visit. ***(This phrase is extremely important)***

His agenda is to meet and discuss business with Mr. Francisco Guiermo at:

NOVA do Brasil.
Av. Eng. Luis Carlos Berini
716 Conj. 1210 Ander
Brooklin Novo, Sao Paulo 04571-00
Tel. 55.11.454.5635

Dates of Trip

Mr. Smith will be in Brazil from August 4-11, 2014. Due to his quarterly meetings with clients to discuss business opportunities in the Brazilian marketplace we would like to request a 10 year multiple entry visa.

Company Financial Guarantee

East Coast Promotions, Inc. will assume all financial responsibility for any debts incurred by John Smith while traveling on business in Brazil.

I appreciate your attention to this matter.

Sincerely,

Bob Johnson

Bob Johnson
Senior Vice President

The letter must have a senior manager's original signature. G3 recommends that the letter be notarized.



Sample Business Invitation Letter from Overseas Company

*****Please print your business letter on company stationery*****

June 1, 2012

Consulate General of (*Country you are traveling to*)

Consular Section

Dear Visa Officer,

We are cordially inviting Jeremy Simmons (*Insert your name*), Vice President (*Insert your position*), International Public Policy, East Coast Promotions, Inc. (*Insert the name of your company*) to visit (*Country you are traveling to*) on Monday, August 3 through August 17 (*Dates of your trip*). During this trip he will meet with our company to discuss the sale and distribution of our products.

His agenda is to meet and discuss business with Mr. Hank Hartford (*Insert Name of Contact*) at:

Company Name

Street Address

City, Country Zip code

Telephone number

(It is important to indicate which company and individual you are going to visit.)

East Coast Promotions, Inc. (*Insert Company Name*) will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in (*Country you are traveling to*).

We request that you issue a (*insert type and duration of visa*) visa. I appreciate your attention to this matter.

Sincerely,

John P. Smith

Executive Officer

Overseas Company, Inc.