

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.
- One passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background).
- 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 the District of Columbia, Delaware, Kentucky, Maryland, Ohio, Virginia and West Virginia.

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

If you are in need of a Type V Technical Assistance visa or a Flight Crew visa, please email info@g3visas.com for requirements.

The International Vaccination Certificate for Yellow Fever is mandatory if you have traveled to certain at-risk countries in Southern Africa or South America within 90 days of your entrance to Brazil.

Send all required documents along with the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	12 Business Days	18 Business Days
Tourist	\$165.00	\$165.00
Business Type II (Meetings, Conference)*	\$165.00	\$165.00
Business Type V (Technical Assistance)	\$275.00	\$275.00
Official (on behalf of U.S. Government)	No Fee	No Fee

G3 Processing Fees

Visa Type	12 Business Days	18 Business Days
Tourist	\$95.00	\$70.00
Business Type II (meetings/conference)	\$115.00	\$70.00
Business Type V (technical assistance)	\$140.00	\$70.00
Official (on behalf of US government)	\$125.00	\$70.00



Traveler Information BRAZIL

Traveler Information

1. Traveler Name _____
 Date of Birth _____

2. Traveler Name _____
 Date of Birth _____

3. Traveler Name _____
 Date of Birth _____

4. Traveler Name _____
 Date of Birth _____

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Attention: _____
 Company Name: _____
 Street Address: _____
 Apt. /Suite: _____
 City: _____
 State: _____ Zip Code: _____
 Home Phone: _____
 Office Phone: _____
 Mobile Phone: _____
 Fax Number: _____
 Email: _____

Please provide your email address so we may contact you with shipping and status updates.

Special Notes or Instructions:

Send This Form and All Required Documents To:

G3 Washington, DC:
 703.276.8472 Phone
 888.883.8472 Toll Free
 703.524.3374 Fax
info@g3visas.com

Visa Department
 3300 N Fairfax Drive
 Suite 220
 Arlington, VA 22201

www.g3visas.com

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 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.

Travel Details

Date of US Departure: _____
 I must have my passport no later than: _____

Other visas or passport services requested:

Return Shipping

Passports will be returned via Federal Express.

Select One:

- 3 Business Day Delivery \$15.50
- Overnight Delivery \$23.50
- 8 AM Delivery** \$75.00
- Saturday Delivery** \$38.50
- Same Day Delivery** Please Call
- International Delivery** Please Call

*** These services may not be available for all delivery locations.*

Payment Information

Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.

Select Payment Type:

- Credit Card
- Check (company or certified)
- Established Corporate

Account # _____

Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	Total
Embassy Fee	_____	x _____	= _____
G3 Processing Fee	_____	x _____	= _____
Shipping Fee	_____		= _____
		Subtotal:	_____
		Add 5% fee for credit card processing:	_____
		Total Payment Enclosed:	_____

For Payment Via Credit Card:

American Express, MasterCard and Visa only

Name as it appears on card: _____
 Account Number: _____
 Expiration Date: _____ Billing Zip Code: _____
 Security Code (from back of card): _____

Cardholder Signature: _____



REPÚBLICA FEDERATIVA DO BRASIL
MINISTÉRIO DAS RELAÇÕES EXTERIORES
EMBAIXADA EM WASHINGTON
SERVIÇO CONSULAR

FORMULÁRIO DE AUTORIZAÇÃO PARA VIAGEM DE MENOR
Authorization Form for Persons under 18 years travelling to Brazil
 (Preencher a máquina ou em letra de forma)

Autorizo(amos) o(a)(s) menor(es) _____,
I (We) authorize the minor (s) _____
nome(s) completo(s) (first and family name(s)) passaporte(s) (passport(s) nº)

_____ , natural de _____
órgão expedidor (issuing office) data de expedição (date of issue) cidade e país (city and country)
place of birth

nascido(a)(s) em ____/____/____, a viajar em qualquer época para o Brasil, dentro do
date of birth dia (day)mês (month)ano (year) *to travel on any occasion to and within the territory*

território brasileiro e para todos os países com os quais o Brasil mantém relações
of Brazil and to all countries with which Brazil maintains diplomatic relations,

diplomáticas, bem como a retornar para o país de residência desacompanhado(a) ou sob
as well as to return to the country of residence, unaccompanied or under the

a responsabilidade de _____
responsibility of nome completo da pessoa que acompanha o(a) menor (full name of the person accompanying the minor)

_____, _____, _____, residente em
nacionalidade (nationality) estado civil (marital status) profissão (profession)
resident at

_____ portador(a) da identidade/passaporte
endereço completo (full address)
bearer of identity card/passport

no. _____ emitido(a) por _____
no. issued by nome do órgão expedidor (name of issuing office)

_____ Nome (Name)	_____ Nome (Name)
_____ Grau de parentesco (father/mother)	_____ Grau de parentesco (father/mother)
_____ Identidade e número (Identity & #)	_____ Identidade e número (Identity & #)
_____ Órgão expedidor (Name of issuing office)	_____ Órgão expedidor (Name of issuing office)
_____ Assinatura (Signature)	_____ Assinatura (Signature)

_____ de _____ de _____
Local (place) dia (day) mês (month) ano (year)

Assinaturas reconhecidas diretamente pela autoridade consular se os pais forem de nacionalidade brasileira e comparecerem na Repartição consular.

If both parents are Brazilian nationals, signatures must be authenticated before the Consular Officer at the Consulate.

Se os genitores forem estrangeiros deverão reconhecer previamente suas assinaturas em tabelião.

If the guardians are foreign nationals, signatures must be authenticated 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, 2009

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 July 3 to 17, 2009. Due to his quarterly meetings with clients to discuss business opportunities in the Brazilian marketplace we would like to request a 5 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
Senior Vice President
The letter needs to be signed by a Senior Manager.