

### 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.
- Two passport-style (2"x2") photographs 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.
- One copy of a recent bank statement. Account numbers may be blacked out for privacy; do not obscure any other information.
- 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 Arizona, Hawaii, Idaho, Montana, Nevada, Utah, Wyoming, U.S. Pacific Islands and Southern California.

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	20 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	20 Business Days
Tourist	\$115.00	\$90.00
Business Type II (Meetings, Conference)*	\$115.00	\$95.00
Business Type V (Technical Assistance)	\$125.00	\$100.00
Official (on behalf of U.S. Government)	\$125.00	\$100.00



# Traveler Information BRAZIL

## Traveler Information

1. Traveler Name \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Passport Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_

2. Traveler Name \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Passport Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_

## 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 Miami:**  
 305.285.9255 Phone  
 800.644.1642 Toll Free  
 305.859.8007 Fax  
[miami@g3visas.com](mailto:miami@g3visas.com)

**Visa Department**  
 80 SW 8th Street  
 Suite 2250  
 Miami, FL 33130

[www.g3visas.com](http://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
- Overnight Delivery to Puerto Rico \$30.00
- 8 AM Delivery\*\* \$75.00
- Saturday Delivery\*\* \$38.50
- Same Day Delivery\*\* Please Call
- Intentional 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:	_____
		<b>Total Payment Enclosed:</b>	_____

### 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: \_\_\_\_\_  
 (American Express: 4 digit code on front of card; MasterCard or Visa: 3 digit code on back of card.)  
 Cardholder Signature: \_\_\_\_\_



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) n°*)

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

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.*