

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 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 Alaska, Oregon, Washington and Northern 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

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

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
- Intenational 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: _____
 (American Express: 4 digit code on front of card; MasterCard or Visa: 3 digit code on back of card.)
 Cardholder Signature: _____

Sample Flight Crew Letter For Brazil Visas

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

July 15, 2009

Embassy of Brazil
Consular Section
Washington, DC

To Whom It May Concern:

The following individuals are pilots with **ABC Company, Inc.** (*Your Company*) and will be traveling to Brazil aboard our corporate aircraft Tail Number: N805HS

- Captain: Calvin Klein
- First Officer: James Dean
- Flight Engineer: Paul Robbins
- Flight Attendant: Ru Paul

They will be in Brazil from August 23 to August 27, 2009. We will be transporting corporate executives from our headquarters in Arlington, VA to Brazil. While in Brazil they will not be providing any technical assistance.

Due to the nature and frequency of our trips to Brazil, I would like to request a 5-year multiple entry visas for our flight crew listed above.

ABC Company (*Your Company*) will financially guarantee our flight crew and corporate aircraft while it is in Brazil.

Please feel free to give me a call if you have any question (703) 276.8472 (*Your telephone number*)

Thank you for your assistance.

Very Truly Yours,

Giorgio Armani
Flight Coordinator