

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. If you have been to Brazil previously, check your passport to see if your last visa is still valid, as Brazilian visas are often valid for five years.
- 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. (Sample attached.)
- Two passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background). Please attach the photos to the application with a paper clip; do not staple. (Provide four photos for TYPE V visa requests.)
- 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), a notarized copy of their birth certificate, and notarized copies of their parents' drivers licenses. If the minor will be accompanied by an adult other than the parents, a notarized copy of the escort's driver's license must also be submitted.

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 Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma and Texas.

*If you are in need of a Type V Technical Assistance visa or a Flight Crew visa, please email Houston@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 | 9 Business Days | 15 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 | 9 Business Days | 15 Business Days |
|---|-----------------|------------------|
| Tourist | \$90.00 | \$70.00 |
| Business Type II (Meetings, Conference) | \$115.00 | \$70.00 |
| Business Type V (Technical Assistance) | \$125.00 | \$70.00 |
| Official (on behalf of U.S. Government) | \$125.00 | \$70.00 |



VISAS & PASSPORTS

HOUSTON

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

Visa Order Form BRAZIL

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 \$16.00
Standard Overnight Delivery \$25.00
8 AM Delivery* \$80.00
Saturday Delivery* \$40.00
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.

Send This Form and All Required Documents To:

G3 Houston:
713.574.1731 Phone
866.945.8472 Toll Free
866.611.6960 Fax
houston@g3visas.com

Attn: Visa Department
2425 West Loop South
Suite 200
Houston, TX 77027

www.g3visas.com

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:

Table with columns: Fee, x # of Travelers, Total. Rows include Embassy Fee, G3 Processing Fee, Concierge Level Service (Optional), Shipping Fee, Subtotal, Add 5% fee for credit card processing, Total Payment Enclosed.

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: (Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)

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: 100930-001178
(APPLICATION NUMBER)



DATA DE VALIDADE: 30/10/2010
(DATE OF EXPIRY - DD/MM/YYYY)



G3 will
attach your
photo
here.



DOCUMENTO SOLICITADO: VISTO TEMPORÁRIO
(DOCUMENT)

NOME COMPLETO: HAROLD GEORGE SAMPLE
(FULL NAME)

SEXO: MASCULINO
(SEX)

PAÍS DE NASCIMENTO: ESTADOS UNIDOS
(COUNTRY OF NATIONALITY)

DATA DE NASCIMENTO: 31/12/1950
(DATE OF BIRTH - DD/MM/YYYY)

LOCAL DE NASCIMENTO: WASHINGTON
(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 30/09/2010 às 11:12:45

PROTOCOLO NÚMERO: 100930-001178
(APPLICATION NUMBER)



FORMULÁRIO DE AUTORIZAÇÃO DE VIAGEM PARA MENOR
TRAVEL AUTHORIZATION FORM FOR MINOR

(APRESENTAR O PRESENTE DOCUMENTO ÀS AUTORIDADES BRASILEIRAS QUANDO SOLICITADO // THIS DOCUMENT IS TO BE PRESENTED TO BRAZILIAN AUTHORITIES WHEN SOLICITED)

| IDENTIFICAÇÃO DO MENOR <small>MINOR IDENTIFICATION</small> | | | | | | FOTO RECENTE <small>RECENT PHOTO</small> |
|--|--|---|---|--------------------------------------|--------------------------|--|
| Nome Completo <small>FULL NAME</small> | | | | | | |
| Natural de (cidade, estado, país) <small>PLACE OF BIRTH (CITY, STATE, COUNTRY)</small> | | | Data de Nascimento <small>DATE OF BIRTH</small> | | | |
| | | | Dia <small>DAY</small> | Mês <small>MONTH</small> | Ano <small>ANO</small> | |
| DADOS DO PASSAPORTE DO MENOR <small>MINOR'S PASSPORT INFORMATION</small> | | | | Expedido em <small>ISSUED ON</small> | | |
| Número <small>NUMBER</small> | | Órgão Expedidor <small>ISSUING OFFICE</small> | | Dia <small>DAY</small> | Mês <small>MONTH</small> | Ano <small>YEAR</small> |

| DADOS DA VIAGEM <small>TRIP DETAILS</small> | | | | | |
|--|--------------------------|-------------------------|---|--------------------------|-------------------------|
| O MENOR VIAJARÁ <small>MINOR WILL BE TRAVELING</small> | | | | | |
| <input type="checkbox"/> DESACOMPANHADO <small>UNACCOMPANIED</small> <input type="checkbox"/> Sob a responsabilidade de (completar abaixo) <small>UNDER THE RESPONSIBILITY OF (FILL IN BELOW)</small> | | | | | |
| DATA DE INÍCIO DA VIAGEM <small>BEGINNING OF TRIP DATE</small> | | | DATA DE TÉRMINO DA VIAGEM <small>END OF TRIP DATE</small> | | |
| Dia <small>DAY</small> | Mês <small>MONTH</small> | Ano <small>YEAR</small> | Dia <small>DAY</small> | Mês <small>MONTH</small> | Ano <small>YEAR</small> |

| IDENTIFICAÇÃO DO ACOMPANHANTE (SE FOR O CASO) <small>GUARDIAN IDENTIFICATION (IF APPLICABLE)</small> | | | | | | |
|--|-----------------------------|---|---|--|--------------------------|------------------------|
| Nome Completo <small>FULL NAME</small> | | | | Parentesco <small>RELATIONSHIP</small> | | |
| Rua / Avenida, número, apto <small>STREET ADDRESS</small> | | | Cidade, Estado <small>CITY, STATE</small> | | | |
| Zona Postal <small>ZIP CODE</small> | País <small>COUNTRY</small> | Telefone <small>TELEPHONE</small> | E-Mail | | | |
| PASSAPORTE <small>PASSPORT</small> | | Órgão Expedidor <small>ISSUING OFFICE</small> | | Expedido em <small>ISSUED ON</small> | | |
| Número <small>NUMBER</small> | | | | Dia <small>DAY</small> | Mês <small>MONTH</small> | Ano <small>ANO</small> |

| INFORMAÇÕES DOS PAIS <small>PARENT'S INFORMATION</small> | | | | | | |
|--|--|---|--|--------------------------------------|--------------------------|-------------------------|
| Nome Completo do Pai <small>FATHER'S FULL NAME</small> | | | Nacionalidade <small>NATIONALITY</small> | | | |
| PASSAPORTE <small>PASSPORT</small> | | Órgão Expedidor/Local <small>ISSUING OFFICE / PLACE</small> | | Expedido em <small>ISSUED ON</small> | | |
| Número <small>NUMBER</small> | | | | Dia <small>DAY</small> | Mês <small>MONTH</small> | Ano <small>ANO</small> |
| Nome Completo da Mãe <small>MOTHER'S FULL NAME</small> | | | Nacionalidade <small>NATIONALITY</small> | | | |
| PASSAPORTE <small>PASSPORT</small> | | Órgão Expedidor/Local <small>ISSUING OFFICE / PLACE</small> | | Expedido em <small>ISSUED ON</small> | | |
| Número <small>NUMBER</small> | | | | Dia <small>DAY</small> | Mês <small>MONTH</small> | Ano <small>YEAR</small> |

| RECONHECIMENTO NOTARIAL E CONSULAR <small>NOTARY'S CERTIFICATION</small> | | | | | | | |
|--|------------------------|--------------------------|-------------------------|---|------------------------|--------------------------|-------------------------|
| ATENÇÃO: Apenas o(s) genitor(es) que NÃO acompanha(m) o menor deve(m) assinar e reconhecer sua(s) assinatura(s) perante o Notário Público. ATTENTION: ONLY PARENT(S) THAT DO(ES) NOT TRAVEL WITH THE MINOR SHOULD SIGN AND HAVE THEIR SIGNATURE(S) NOTARIZED. | | | | | | | |
| Local <small>PLACE</small> | Dia <small>DAY</small> | Mês <small>MONTH</small> | Ano <small>YEAR</small> | Local <small>PLACE</small> | Dia <small>DAY</small> | Mês <small>MONTH</small> | Ano <small>YEAR</small> |
| Assinatura do Pai <small>FATHER'S SIGNATURE</small> | | | | Assinatura da Mãe <small>MOTHER'S SIGNATURE</small> | | | |
| <i>Notary: Please validate signees using one stamp per signature. Please, also indicate your State, country and Comm. Expiration.</i> | | | | <i>Notary: Please validate signees using one stamp per signature. Please, also indicate your State, country and Comm. Expiration.</i> | | | |
| | | | | | | | |



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, 2011

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, 2011. 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
Senior Vice President

The letter needs to be signed by a Senior Manager. G3 recommends that this letter be notarized.