

## 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. (Sample 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 Connecticut and Rhode Island.

Applicants for tourist visas or any applicant who is a student, 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](mailto:Brazil@g3visas.com).

For visa requests requiring Mission Critical processing, G3 must receive all paperwork no later than 8:30 AM. Please send documents via FedEx or UPS with no signature required.

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	Mission Critical 15 Business Days	Priority 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	Mission Critical 15 Business Days	Priority 20 Business Days
Tourist	\$140.00	\$100.00
Business, Type II	\$170.00	\$135.00
Business, Type V	\$170.00	\$135.00
Official	\$170.00	\$135.00



VISAS & PASSPORTS

NEW YORK

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

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

Send This Form and All Required Documents To:
G3 New York: 212.433.1356 Phone, 888.448.4727 Toll Free, 646.666.7670 Fax, NYC@g3visas.com
Attn: Visa Department, 60 East 42nd Street, 4th Floor, Suite 457, New York, NY 10165
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: (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.

## AUTORIZATION

I \_\_\_\_\_, declare that I have full knowledge that:

a.) The Consulate-General of Brazil in Hartford, CT does not charge any additional taxes or fees for the services offered, other than those of the consular fees mentioned on the following website ( <http://hartford.itamaraty.gov.br/pt-br/visas.xml> ) and informed over our automated system at 860 760 3100 ( option 2 for English ) and also informed through our e-mail [cghartford@itamaraty.gov.br](mailto:cghartford@itamaraty.gov.br)

b.) Through this authorization I declare that I authorize the Consulate-General of Brazil in Hartford, CT, to deliver documents mentioned below to the following designated individual \_\_\_\_\_.

c.) The Consulate is not responsible for any lose or damages to documents designated below once delivered to the individual motioned above.

( ) Legalization of Documents

( ) Visas

d.) The Consulate-General of Brazil in Hartford, CT services residents in the jurisdiction of Connecticut and Rhode Island.

e.) Through this declaration I **AUTORIZE** \_\_\_\_\_ to deliver and pick up said documents mentioned above and declaring that I confirm and approve he or she to fill out what ever forms necessary for the completion of these documents.

Hartford, \_\_\_\_\_ de \_\_\_\_\_ de 2011.

\_\_\_\_\_  
Signature

Recieved \_\_\_\_/\_\_\_\_/\_\_\_\_.



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)

Your application  
must be NOTARIZED.



*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)





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

\_\_\_\_\_ 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, 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  
Senior Vice President

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