

Brazil Visa Checklist

USCCC can process Business Visas (VIVIS) and Tourist Visas (VIVIS). A Business Visa is issued to a person who is invited to Brazil for business. A Tourist Visa is issued to a person who comes to Brazil for sightseeing, visiting family members/friends or other private purposes.

The Brazilian Consulate processes visas based upon the location where the applicant lives. The Chicago Consulate processes visa applications from the following states: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri Nebraska, North Dakota, South Dakota, and Wisconsin. If you live in a state other than the above states, please give our office a call to discuss your application. Processing times vary by jurisdiction as processing is irregular and inconsistent.

Please assemble all of the following documents and send it to our office at:

ATTN: Mai Hoang
U.S.-China Chamber of Commerce
55 W. Monroe Street, Suite 630
Chicago, IL 60603
Phone: (312) 368-9911

For Business Visa (VIVIS):

- Valid passport
 - The expiration date must be greater than six months from the date of entry for the visa you are applying for
 - There must be at least three blank pages

- Completed and Signed Application Form
 - The application can be filled out electronically at:
<https://scedv.serpro.gov.br/frscedv/index.jsp>
 - Once on the site, click on "VISA REQUEST." The entire application must be filled out. In order to view the site in English, click on the British flag.
 - When completing your document, please upload your photo and all supporting documents to the application form via the SEND FILES tab. Photos must fit the following parameters:
 - Once completed, **print out** the delivery receipt and **sign** in the signature box.

- Two recent passport-style color photos, with full face, front view, no hat, and against a plain white background.
 - It should be about 2x2 inches
 - It must be on glossy photo paper
 - Go to your local CVS, Walgreens, or Kinko's to get your picture taken

- Travel Itinerary or a Copy of a Plane Ticket

- Notarized** Photocopy of Driver's License or State ID – notarized in state of issue

- The address on the driver's license must be the same address used on the Brazilian Visa application
- If you do not have a Driver's License or State ID, you can provide a notarized copy of a utility bill as long as the address matches the address on the Brazilian Visa application and the applicant's name is on the utility bill

Notarized Business Letter from Applicant's Company in US (see sample)

- Original Notarized signature of senior manager - please make sure that the letter is notarized properly, notarized in same state as company address
- Title, phone number, and email address of the Senior Manager signing the business letter
- Nature of business, address, and phone number of the U.S. Company
- Applicant's title and/or functions with the U.S. Company
- Detailed information concerning the nature of business and activities to be conducted in Brazil
- Responsibility of the U.S. Company that: "The applicant (name) will not be pursuing any activities that are incompatible with a business visa (such as paid work, technical assistance or technical training) during his/her stay in Brazil"
- Name and address of Brazilian company with which applicant is going to deal with
- Name of person to be contacted in Brazil, phone numbers, and his/her function with the Brazilian company
- Expected date of travels to Brazil
- Responsibility of the U.S. Company for applicant's stay in Brazil and his return to the country of origin
- **This must be an original letter**

Invitation Letter from Sponsoring Company in Brazil

- The invitation letter should be written on Brazil inviter's company letterhead.
This invitation letter CAN be written in Portuguese.
- Must include the name and title of the visa applicant
- Provided a detailed description of the purpose of the visit, the probably duration of the stay, state the type and validity of the visa applied for, organizations and places to be visited, indicate who will be financially responsible for the applicant and provide the contact information in Brazil.
- The type of visa applied for must match the visa applied for on the application and on the business letter from the company in the US
- The Brazilian Consulate may contact your inviter in Brazil to confirm your visit
- **A copy of the invitation letter is acceptable**

Fee Schedule

- Should include a return address, type of visa, type of service, shipping information (FedEx or UPS Account Number or USCCC account), and payment information

Non-U.S. Passport Holders Must Include:

- A copy of a green card or valid US visa

*Please note that the Brazilian Consulate may request additional documents and the processing time is longer

For Tourist Visas (VIVIS):

- Valid passport
 - o The expiration date must be greater than six months from the date of entry for the visa you are applying for
 - o There must be at least three blank pages
- Completed and Signed Application Form
 - o The application can be filled out electronically at:
<https://scedv.serpro.gov.br/frscedv/index.jsp>
 - Once on the site, click on "VISA." The entire application must be filled out. You can change to English by clicking British flag.
 - o When completing your document, please upload all supporting documents to the application form via the SEND FILES tab. Photos must fit the following parameters:
 - o Once completed, **print out** the delivery receipt and **sign** in the signature box.
- Two recent passport-style color photos, with full face, front view, no hat, and against a plain white background.
 - o It should be about 2x2 inches
 - o It must be on glossy photo paper
 - o Go to your local CVS, Walgreens, or Kinko's to get your picture taken
- Travel Itinerary or a Copy of a Plane Ticket
- Notarized** Photocopy of Driver's License or State ID – notarized in state of issue
 - o The address on the driver's license must be the same address used on the Brazilian Visa application
 - o If you do not have a Driver's License or State ID, you can provide a notarized copy of a utility bill as long as the address matches the address on the Brazilian Visa application and the applicant's name is on the utility bill
- Fee Schedule
 - o Should include a return address, type of visa, type of service, shipping information (FedEx or UPS Account Number or USCCC account), and payment information

Non-U.S. Passport Holders Must Include:

- A copy of a green card or valid US visa

*Please note that the Brazilian Consulate may request additional documents and the processing time is longer for Non-U.S. Passport Holders

For Work/Technical Visa (Temp V Visa):

- Valid passport
 - The expiration date must be greater than six months from the date of entry for the visa you are applying for
 - There must be at least three blank pages
- Completed and Signed Application Form
 - The application can be filled out electronically at:
<https://scedv.serpro.gov.br/frscedv/index.jsp>
 - Once on the site, click on "VISA REQUEST." The entire application must be filled out. In order to view the site in English, click on the British flag.
 - When completing your document, please upload your photo and all supporting documents to the application form via the SEND FILES tab. Photos must fit the following parameters:
 - Once completed, **print out** the delivery receipt and **sign** in the signature box.
- Two recent passport-style color photos, with full face, front view, no hat, and against a plain white background.
 - It should be about 2x2 inches
 - It must be on glossy photo paper
 - Go to your local CVS, Walgreens, or Kinko's to get your picture taken
- Travel Itinerary or a Copy of a Plane Ticket
- Notarized** Photocopy of Driver's License or State ID – notarized in state of issue
 - The address on the driver's license must be the same address used on the Brazilian Visa application
 - If you do not have a Driver's License or State ID, you can provide a notarized copy of a utility bill as long as the address matches the address on the Brazilian Visa application and the applicant's name is on the utility bill
- Notarized** Business Letter from Applicant's Company in US (see sample)
 - Original Notarized signature of senior manager - please make sure that the letter is notarized properly

- Title, phone number, and email address of the Senior Manager signing the business letter
- Nature of business, address, and phone number of the U.S. Company
- Applicant's title and/or functions with the U.S. Company
- Detailed information concerning the nature of business and activities to be conducted in Brazil
- Name and address of Brazilian company with which applicant is going to deal with
- Name of person to be contacted in Brazil, phone numbers, and his/her function with the Brazilian company
- Expected date of travels to Brazil
- Responsibility of the U.S. Company for applicant's stay in Brazil and his return to the country of origin
- **This must be an original letter**

- Invitation Letter from Sponsoring Company in Brazil
 - The invitation letter should be written on Brazil inviter's company letterhead. **This invitation letter MUST be written in Portuguese.**
 - Must include the name and title of the visa applicant
 - Provided a detailed description of the purpose of the visit, the probably duration of the stay, state the validity of the visa applied for (1 year, 5 years, or 10 years), organizations and places to be visited, indicate who will be financially responsible for the applicant and provide the contact information in Brazil.
 - The type of visa applied for must match the visa applied for on the application and on the business letter from the company in the US
 - The Brazilian Consulate may contact your inviter in Brazil to confirm your visit
 - The application **MUST** contain the inviting company's CNPJ number
 - **A copy of the invitation letter is acceptable**

Copy of Brazilian Company's Registration with CNPJ

- Copy of birth certificate
 - Birth certificate must show parent's names

- Fee Schedule
 - Should include a return address, type of visa, type of service, shipping information (FedEx or UPS Account Number or USCCC account), and payment information

*Work visas may take longer to process

Non-U.S. Passport Holders Must Include:

- A copy of a green card or valid US visa

*Please note that the Brazilian Consulate may request additional documents and the processing time is longer

**BUSINESS INTRODUCTION LETTER FROM US COMPANY
PRINT ON COMPANY LETTERHEAD**

(Date)

Consulate General of Brazil

Dear Sir/Madam:

On behalf of (Full Name of Applicant, Passport Number, Date of Birth), we are submitting (his/her) valid passport and required visa application materials. We are requesting a (5 Years Multiple Entry or 10 Years Multiple Entry) Business Visa for (applicant) since (state reason for applying for visa such as "will be returning to Brazil throughout the next five years") for various business meetings. (Applicant's Name) is the (applicant's title) of (applicant's company).

(Applicant's full name) is planning a business visit to Brazil to (state purpose of visit such as "to attend meetings with suppliers"- be as specific as possible). (He/She) will depart the United States on (date of departure) and will arrive in (location of arrival) on (date of arrival). (He/She) plans to remain in Brazil for approximately (duration of stay). We would greatly appreciate any assistance you can provide us in expediting this process.

While in Brazil, (he/she) will be contacting (applicant's name of contact in Brazil), (contact's title in Brazil) of (contact's company in Brazil). (His/Her) phone number is (contact's phone number), and (his/her) address is:

(Contact's address in Brazil)

(Applicant's company) guarantees that (applicant's full name) will have adequate funds in (her/his) possession, as well as confirmed living accommodations and return transportation. (Applicant's company) also guarantees that (he/she) will not become dependent upon the Government of Brazil in any way during the course of (his/her) visit. Our company will take full responsibility that (Applicant's name) visit is of a short nature and will not be performing any activities that are incompatible with a business visa (such as paid work, technical assistance or any technical training) during (his/her) stay in Brazil).

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions at (Signer's phone number) or (Signer's email address).

Sincerely,

(Signer's name)

(Signer's title)

State of _____

County of _____

Before me, _____, Notary Public in the State of _____, on this day, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and who acknowledged to me that s/he executed the same for the purposes and consideration expressed herein.

Give under my hand and seal of office this ____ day of _____, 20____.

Notary Public, State of _____ My commission expires on: _____

***Please make sure notary includes their seal and signs and dates accordingly**

SAMPLE INVITATION LETTER
PRINT ON COMPANY LETTERHEAD FROM THE COMPANY IN BRAZIL

(Date)

Consulate General of Brazil

Dear Sir/Madam:

We are inviting (Mr./Ms.) (Applicant's Full Name), the (applicant's title) of (applicant's company), to visit our company for (purpose of trip). (He/She) will be traveling from (date of entry) to (date of exit). The individual's information is as follows:

Full Name: (Name)

Passport Number: (Passport Number)

Country of Issuance: (Country of Issuance)

Expiry Date: (Passport Expiration Date)

Date of Birth: (Date of Birth)

While in Brazil, (he/she) will be contacting (applicant's name of contact in Brazil), (contact's title in Brazil) of (contact's company in Brazil). (His/Her) phone number is (contact's phone number), and (his/her) address is:

(Contact's address in Brazil)

(Applicant's company) guarantees that we will accept financial responsibility for expense incurred during (applicant's full name)'s visit to Brazil. (He/She) will not provide any technical assistance in Brazil and will not be getting paid.

Thank you for your kind of assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Signer's name)

(Signer's position)



中美總商會

UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

Brazil Visa Application Fee Schedule

Name (First, Middle, Last) _____

Company _____

Return Address* _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____ Email _____

Type of Address: Residential Commercial/Industrial

For Residential Delivery – Signature required**: Yes No

* FedEx and UPS cannot deliver to a P.O. Box address.

** If signature is required, a person needs to be present to receive the package. Additional charge may apply.

Visa Type and Fee	Quantity	Unit Price	Amount
Consular (Third Party)			
Business/Tourist Visa Fee and Money Order Fee			
Ten Years Multiple Entry		\$161.20	
Technical Assistance/Work Visa and Money Order Fee			
Technical Assistance/Work Visa – Less than 90 Days Stay		161.20	
Technical Assistance/Work Visa – More than 90 Days Stay		291.20	
USCCC¹			
Regular Processing Fee - (15 - 20 Business Days)		185	
Express Processing Fee (12 - 15 Business Days)		299	
Shipping²			
<input type="checkbox"/> Company/Applicant Shipping Account			
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS Account # : _____			
<input type="checkbox"/> USCCC Account		32.50	
Photo (if applicable) ³		3.50	
Sub Total			
Credit Card Processing Fee 4.9% (Input 1 If Paid by Credit Card)		4.9%	
Total			

¹Estimated processing time. Processing times vary by jurisdiction and can be inconsistent.

²Additional shipping fees will be charged in order to ship to Brazil Consulates in other jurisdictions.

³If photo is not enclosed, please email a high resolution passport style photo to info@usccc.org for printing.

Payment Information:

Check enclosed for _____

Credit Card: Visa MasterCard American Express

Name as Appears on Credit Card _____

Credit Card Number _____ Exp Date (mm/yyyy) _____