

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

BUSINESS VISA APPLICATION FEES FOR BRAZIL

*** Visa fees and times are subject to change by Brazil without notice ***

01 Nov 2017

BUSINESS VISA - \$120. (for business trips)
WORK VISA - \$150. (for undertaking labour in Brazil)

Other visa types available - call for prices.

SERVICE CHARGE (per person per visa) - \$95.

PROCESSING TIMES:

National Capital Region of Ottawa (and Hull).

Processing: 10 Working Days. Times are subject to change by the consulate without notice.

Ontario (except NCR), Manitoba, and Nunavut.

Processing: approx. 15 Working Days . Times are subject to change without notice.

British Columbia, Alberta, Saskatchewan, Yukon and the Northwest Territories.

Processing: approx. 15 Working Days. Times are subject to change without notice.

Quebec (except NCR), New Brunswick, Newfoundland, Nova Scotia and Prince Edward Island.

Processing: approx. 15 Working Days. Times are subject to change without notice.

WARNING REGARDING PROCESSING TIME

Changes in Brazilian procedures now mean there are different processing times depending on your home province. Please be aware the Brazilian government may choose to extend processing times at any moment, and this is beyond our control. These processing times are set by the consulate and are not influenced by your application or your time needs.

DOCUMENT UPLOADS

The government of Brazil requires all applications from Canada to have all of the supporting documents uploaded to the Brazilian computer. Applicants must upload their PHOTOGRAPH, SIGNATURE, and any other supporting documents. This is mandatory. If you are unable to do so, VSC can do this for you for a fee.

- * Photograph, in JPG or PNG format, must have a dimensions of 431 x 531 pixels. It is a different size than the photo printed for the forms, but is the exact same image. Do not use a selfie.
- * Signature must be in JPG or PNG format, and have a dimension of 420 x 240 pixels.
- * The photo and signature files combined must be less than 300 Kb.
- * Other supporting documents must be in PDF format. Maximum upload size is 2Mb total.
- * After uploading you must click on UPDATE or the uploads are lost.

REPRINT YOUR APPLICATION *AFTER* UPLOADING DOCUMENTS

All applicants must provide the RECOVERY CODE for their application.

VISA SERVICES CANADA®

Freedom to Travel, Personalized®



Visa Services Canada, Inc.
275 Slater Street, Suite #900
Ottawa, ON, K1P 5H9, CANADA
Phone: 613-231-7054
Toll-free: 866-378-1229

www.VisaServicesCanada.ca
info@visaservicescanada.ca

ALL APPLICANTS: full legal names

1.	
2.	
3.	
4.	
5.	

SHIPPING ADDRESS - all details mandatory

Street Address			Apartment #	
City			Province	
Postal Code		Country (if not Canada)		
Phone		Office Phone		
Cell Phone				
Email				

Visa Countries (in order of arrival)	Visa type tourist / business / etc	Entries 1 / 2 / multi	Service level regular / fast	Date of entry & exit (dd / mm / yy)

SHIPPING OPTIONS

- Personal pick-up in Ottawa
- Canadian shipping \$30
- Cdn10:30am shipping \$40
- Foreign shipping (cost+)

Do not write in this area

Payment: call to make payment by money order / bank draft / e-transfer

Visa	Cardholder			
Mastercard	Card #			
M.O. / draft	Expiry date			
E-Transfer				

Original ink signature & date (authorizing credit card charge and terms of service). Credit card must be in the name of an applicant.

X

SIGN HERE

Terms: By using *Visa Services Canada* you are authorizing the company to handle your personal information and your passport, and to hand over such passports and information to a foreign diplomatic mission in Canada or abroad for the purpose of acquiring a visa. By using the services of VSC you are accepting in whole the following terms, conditions, and limitations: VSC cannot and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. VSC is not responsible for the safety or security of your passport once the passport has entered the diplomatic grounds or passed into the control of a shipper. VSC is not liable for any stolen or lost passport, and has no liability for late shipping delivery of passports and visas. Cash, bank drafts, credit cards and money orders are subject to a 1 % bank charge. I understand this liability statement.

Internal Use Only SHIPPING		Date sent by VSC	
Tracking #		Date received by client	

VISA SERVICES CANADA

SPECIFIC BUSINESS VISA REQUIREMENTS FOR BRAZIL

BUSINESS VISA or BUSINESS CONFERENCE VISA or TRADE SHOW VISA

- original *signed* passport, valid for at least 6 months after return to Canada, with at least two (2) blank pages, in perfect condition (no water damage allowed),
- one (1) fully completed and signed on-line electronic visa application form (see instructions below),
- one (1) recent passport-style photograph, 50mm x 50mm, stamped & dated by the photographer,
- applicant's business card,
- letter from the employer or sponsoring company on their letterhead stationary and signed by a senior manager, briefly introducing the applicant and clearly stating the precise nature of the business and activities to be conducted, (dates and places of the contacts in Brazil included); and the name of the actual personal contact; and the length of time the applicant has worked for the company. The letter should also state that the sending company takes all financial responsibility for the applicant while in Brazil. If the letter is signed by applicant himself (in case he is the company's owner) it must be notarized. It is important that the letter makes it clear that "*no technical support or provision of services would be performed by the applicant in Brazil*". The Canadian company must assume full responsibility for the travel expenses and provide travel dates, name of contact(s) in Brazil as well as detailed information about the type of business and purpose of the specific trip(s). This letter must state the field of activity of both companies (in Brazil and Canada).
- official letter of invitation to the conference or trade show,
- official letter of invitation from the organization/company in Brazil *in PORTUGUESE* addressed to the Consulate of Brazil in Canada, stating same details as above for letter from sending company.
- proof of residency (named utility bill, named bank statements, copy of named lease; or a *notarized* copy of a provincial driving license),
- copy of Yellow Fever certificate for travel to the interior,
- photocopy of round trip ticket, showing itinerary, dates of arrival in and departure from Brazil. (*Ticket requirement does not apply to residents of BC, AB, SK, YK, NWT.*)

EXTRA FINANCIAL REQUIREMENTS for residents of OTTAWA and NATIONAL CAPITAL REGION, QUEBEC, NS, NB, PEI, NFLD

- proof of earnings (letter of employer or statement of earnings). In case of self employed or student, a statement of earnings or a copy of last year's income tax from spouse or parents is acceptable.

PHOTOGRAPH & DOCUMENT UPLOADS

All applicants must upload jpg and PDF files directly to the Brazilian visa application computer system. If you are unable to do so, VSC can do this for you for a fee. Supporting documents must be in PDF format. Maximum upload size is 2Mb total.

The photo is digital as per the uploading instructions. Do not use a selfie for uploading.

* Photograph, in JPG or PNG format, must have a dimensions of 431 x 531 pixels. It is a different size than the photo printed for the forms, but is the exact same image.

* Signature must be in JPG or PNG format, and have a dimension of 420 x 240 pixels.

* The photo and signature files combined must be less than 300 Kb.

* After uploading you must click on UPDATE or the uploads are lost.

All applicants must provide the RECOVERY CODE for their application.

VISA SERVICES CANADA

SPECIFIC WORK VISA REQUIREMENTS FOR BRAZIL

WORK VISA

This visa is for:

- a) provision of services to a Brazilian government agency/organization under a contract or an international agreement;
- b) work under a Brazilian-ruled employment contract;
- c) technical assistance or technology transfer;
- d) crew members and other oil/gas specialists providing services within Brazilian waters;
- e) crew members serving aboard a fishing vessel chartered by a Brazilian company;
- f) crew members or other professionals performing paid activities aboard cruise vessels along the Brazilian coast or inland;
- g) crew members for foreign vessels traveling to Brazil to operate in waters under Brazilian jurisdiction, as required by a charter, services or risk contract with a Brazilian company;
- h) internship immediately following the conclusion of graduate or post-graduate studies;
- i) internship for the purpose of teaching English or another foreign language; j) medical residence;

NEW RULES:

Foreign citizens who are not employed by a Brazilian company and intend to visit Brazil for a period of up to 90 days for technology transfer or technical assistance purposes during a contractual period or cooperation agreement may apply for a work visa directly at the Consulate, without previous consent of the Ministry of Labour in Brazil.

This category of visa will be valid for up to 90 days and will cannot be extended. The visa may not be granted to the same person more than once in a 6-month period.

All other applications for work visas still need to be presented to the Ministry of Labour in Brazil.

- original passport, valid for at least 6 months after return to Canada, & at least two (2) blank pages,
- one (1) fully completed and signed on-line electronic visa application form (see instructions below),
- one (1) recent passport-style photograph, 50mm x 50mm, stamped & dated by the photographer,
- letter from the employer or sponsoring company on their letterhead stationary and signed by a senior manager,
- as applicable (for short-term technical assistance visas - stays of up to 90 days), an invitation letter from the requesting Brazilian company briefly introducing the applicant (complete name, nationality, travel document number, job, title) and clearly stating the nature of the technical assistance to be performed in Brazil, as well as the intended duration of the stay in the country. The letter must also include detailed information of the Brazilian company (name, address, CNPJ, telephone numbers and e-mail) and confirm the existence of contractual relationship between the Brazilian and the foreign companies. The document must be in Portuguese and signed by a senior manager. Copy of the Brazilian supporting letter must be notarized at a *Cartório* in Brazil;
- as applicable (for short-term technical assistance visas - stays of up to 90 days), recent proof that the Brazilian company is registered with the CNPJ (Ministry of Finance in Brazil). This document does not need to be notarized; "*Comprovante de Inscricao Cadastral no CNPJ*"
- All applicants must present proof of earnings (letter of employer or statement of earnings). In case of self employed, student or unemployed, a statement of earnings or a copy of last year's income tax from spouse or parents is acceptable. In case of online statements, the statement print out must be stamped by the bank before being submitted to the Consular Section. In case of self employed, student or unemployed, a statement of earnings or a copy of last year's income tax from spouse or parents is acceptable.
- copy of Yellow Fever certificate for travel to the interior,
- photocopy of round trip ticket, showing itinerary, dates of arrival in and departure from Brazil.
- copy of Permanent Resident card or valid Canadian visa allowing for re-entry into Canada.
- the long form birth certificate or equivalent official document stating the applicant's parents' names, and stamped by a Canadian lawyer/notary.
- full resume / CV of the applicant, showing professional qualifications for work being done.

BRAZIL ELECTRONIC VISA APPLICATION FORM THE MANUAL

Mandatory for Canadians

29 Feb 2016

Canadians, and legal residents of Canada, applying for a Brazilian travel visa now have a two-part application process. The first part is electronic, and the second part is on paper.

Brazilian Immigration (Visa) Law requires all initial visa applications to be made electronically over the internet directly to the Brazilian government.

You may wish to PRINT these instructions and have them with you when you apply on-line.

First, go to the following Brazilian government website in order to fill in the electronic Brazilian visa application form on your computer. Type this web address in the address bar, NOT in a search engine.

<https://formulario-mre.serpro.gov.br>

SERPRO (Serviço Federal de Processamento de Dados / Federal Data Processing Service); GOV.BR (Government Brazil).

Once on the website, select “VISA REQUEST” from the English language menu at the lower left of the page. Once on the next page, select NEXT at the bottom of the page.

The application form is a four part form, comprising:

- 1) general data (about you);
- 2) documents (about your passport);
- 3) occupation (name and address of employer);
- 4) addresses in Canada and Brazil, and travel dates.

Answer each question as required. You can go back and forth between these sections.

The name you type on the Brazilian application must match identically (to the exact letter) the full and complete name used in your passport. Do not add initials or names. Do not subtract names or initials if they are in your passport. The same applies to place of birth and date of birth.

All letters will automatically be converted to UPPER CASE.

All dates are in DDMMYYYY (25122017) format.

Telephone numbers are written without hyphens (2045551212).

The issuing authority of your passport is CANADA; not the city of issue.

Retired persons write RETIRED in the first line only of the Occupation section. Leave the rest blank.

Tourists MUST list the name and address of a hotel in which they intend to stay.

Under address in Brazil, the reference to “Political Department” refers to the Brazilian province. Rio de Janeiro city is in RJ Province. Manaus is in MA province. Sao Paulo is in SP. Iguazu is in PR.

At the bottom of the last application page (section 5: uploaded documents), there is a box to enter a security code. The security code appears in a graphic box on the lower left of the page. If you cannot read the code, a button underneath the code image allows you to view another code. Entering this code ensures a real person has typed the data.

Click SUBMIT at the very bottom of the page.

After submitting the form the Brazilian computer will immediately accept or reject the application. If it is rejected, you have multiple opportunities to go back and correct any typing errors or omissions, which will be highlighted on the form. After errors are corrected, enter the new security code and again submit the form.

Once accepted, an application code number appears near the top centre of the page. The code number looks like this: 171225-001456. In this example, the codes means the application was made on 25/12/2017, and is the 1456th application that day.

WRITE DOWN THE NUMBER immediately so you do not lose it. It can be used to gain access to your on-line application for correction or printing.

DOCUMENT UPLOADS

The government of Brazil requires all applications from Canada to have all of the supporting documents uploaded to the Brazilian computer. Applicants must upload their PHOTOGRAPH, SIGNATURE, and any other supporting documents. This is mandatory. If you are unable to do so, VSC can do this for you for a fee.

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- * Signature must be in JPG or PNG format, and have a dimension of 420 x 240 pixels.
- * The photo and signature files combined must be less than 300 Kb.
- * Other supporting documents must be in PDF format. Maximum upload size is 2Mb total.

At the end of the process there is a small message asking:

Do you want to print this form?

Yes No

Select **YES**.

A one page *Adobe Acrobat* PDF form will open on the screen. This is your actual final Brazilian visa application form. It will be in Portuguese and have three bar codes on it, as well as a space for a colour passport photo and a signature. *Adobe Acrobat* reader is available for free from Adobe.com

Check you NAME, DATE OF BIRTH, and PLACE OF BIRTH to ensure they match your passport.

Print the form — Sign the form

Write your own name and telephone in the contact box below the signature.

For minors this must be one parent.

DO NOT GLUE the photo to the page. Passport photos must stamped and dated by the photographer.

There is an expiration date for all applications. As it takes up to three weeks for the Brazilians to issue a visa to Canadians, you must send this form and supporting documents to us immediately so it will not expire before your visa is to be issued. If you have applied on-line too early, you can apply again and get a new form with a new expiration date.

Please apply no earlier than 150 days prior to arrival in Brazil.

All applicants must provide the RECOVERY CODE for their application.

BRAZIL ELECTRONIC DOCUMENT UPLOADING THE MANUAL

Mandatory for Canadians

29 Feb 2016

As of 01 November 2014 the government of Brazil requires all Canadian visa applicants, and all persons applying in Canada for a Brazilian visa, to upload all of their documents to the visa application website at the time the application is filed on-line.

All documents must be uploaded here when you are completing your on-line visa application form:

<https://formulario-mre.serpro.gov.br>

Applicants must upload their PHOTOGRAPH, SIGNATURE, and all other supporting documents. The photo and signature files combined must be less than 300 Kb.

If you are unable to do so, VSC can do this for you for a fee \$10. per document.

* **Photograph**, in JPG or PNG format, must have a dimensions of 431 x 531 pixels. This is a different ratio than the paper photo you must supply with your signed application. It is the exact same image. Do not upload a *selfie*.

* **Signature**, in JPG or PNG format, must have a dimension of 420 x 240 pixels. You must scan your own signature and upload it for the Brazilian government. Sign a page - scan it - upload it.

* **Other supporting documents** must be in PDF format.

- air tickets (if applicable)
- bank statements (if applicable)
- Notice of Assessment (if applicable)
- letter of invitation (if applicable)
- Brazilian ID card of invitor (if applicable)

Please note that the maximum upload size is **2 Mb total**.

AFTER UPLOADING YOU MUST CLICK ON **SAVE** OR THE UPLOADS ARE LOST.

YOU CAN REPRINT YOUR APPLICATION BEFORE or AFTER UPLOADING DOCUMENTS

CHECK YOUR NAME, DATE OF BIRTH, and PLACE OF BIRTH to ensure they match the passport exactly.

REPRINT YOUR APPLICATION *AFTER* UPLOADING DOCUMENTS.

SIGN YOUR APPLICATION



VISA SERVICES CANADA

Suite 900 - 275 Slater St.
Ottawa, ON, K1P 5H9, CANADA
WWW.VISASERVICSCANADA.CA
613-231-7054

I, _____, authorize *Visa Services Canada* to act on my behalf in acquiring a visa for my passport. *Visa Services Canada* is authorized to drop-off and pick-up my passport and any other personal documents from the embassy, high commission, consulate, diplomatic mission of the country of _____ while aiding me in acquiring a visa. *Visa Services Canada* is also authorized to receive information about my application from the visa office while acting on my behalf.

Signed on this _____ day of the month of _____ in the year _____,
in the city of _____ in the province of _____, in Canada.

Signature _____



OFFICE COPY



VISA SERVICES CANADA

Suite 900 - 275 Slater St.
Ottawa, ON, K1P 5H9, CANADA
WWW.VISASERVICSCANADA.CA
info@visaservicescanada.ca
613-231-7054 toll-free 866-378-1229

I, _____, authorize *Visa Services Canada* to act on my behalf in acquiring a visa for my passport. *Visa Services Canada* is authorized to drop-off and pick-up my passport and any other personal documents from the embassy, high commission, consulate, diplomatic mission of the country of _____ while aiding me in acquiring a visa. *Visa Services Canada* is also authorized to receive information about my application from the visa office while acting on my behalf.

Signed on this _____ day of the month of _____ in the year _____,
in the city of _____ in the province of _____, in Canada.

Signature _____



EMBASSY COPY

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

EMBASSY REGISTRATION

For your personal safety and security we can register you with the embassy of Canada in the country or countries to which you will travel on your upcoming business or tourist journey.

During times of national emergency such as natural disasters, war, or bombings, the government of Canada may seek out all Canadian nationals in a disaster or security zone. Canadians who are registered are the first ones found and can be the first evacuated in some cases.

This is a fast and efficient way of ensuring the Canadian Government can find you in case of an emergency, and can give your family some security during your travels.

- **YES, please register my trip with the government** (\$20. fee per person)

ABOUT ME

Last name as in passport	
First name as in passport	
Date of birth: (DD/MM/YYYY)	
Gender as in passport:	
Canadian Passport number:	

ABOUT MY TRIP

Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

MY CONTACT DETAILS OUTSIDE CANADA

You must provide at least one way of contacting you outside Canada

Email address which you check regularly	
Telephone number with area code	
Mobile telephone number with area code	

Send me a text message with destination travel advice and advisories upon arrival

EMBASSY REGISTRATION continued**MY EMERGENCY CONTACT IN CANADA IS**

You must provide at least one means of contacting this person.

Emergency contact in Canada's full name	
Emergency contact in Canada's Email	
Emergency contact in Canada's telephone number with area code	
Emergency contact in Canada's mobile number with area code	

I AM GOING TO A SECOND COUNTRY

Second Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

I AM GOING TO A THIRD COUNTRY

Third Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

PRIVACY STATEMENT

The information collected here will be shared with the Government of Canada in order to register you as a Canadian abroad. The data will not be shared with any other government or with any private company. By filling out this form you acknowledge that you understand how your data will be used and retained, and that *Visa Services Canada* is not liable for the data after it has been given to the Government of Canada.