

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

TOURIST VISA & ACADEMIC VISA & SCIENTIFIC CONFERENCE VISA

This visa is for:

- people going to Brazil for tourism/pleasure or to visit friends or relatives -- it is non-extendable;
- Individuals taking part in artistic events or athletic competitions for which there are no admission fees and no payment of appearance fee, prize money or any other monetary prize;
- Scientists, professors, researchers attending cultural, technological or scientific seminars or conferences, as long as they do not receive payment or appearance fees from any Brazilian-based entity, except for reimbursement of expenses or per diem allowances. This cannot be sponsored by a private company.

TOURIST VISA APPLICATION FEES FOR BRAZIL

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

TOURIST / VISIT VISA - \$120

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

Brazilian consular procedures 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. Apply 90 days in advance.

Once you have typed and printed out and signed all the forms, ship everything, including your passport and photos, by trackable courier (Purolator or FedEx) or Canada Post trackable courier, to:

Visa Services Canada, Inc.
275 Slater Street, Suite 900
Ottawa ON K1P 5H9
ph. (613) 231-7054

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+)

Payment:

E-Transfer

Do not write in this area



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	<input type="text"/>	Date sent by VSC	<input type="text"/>
Tracking #	<input type="text"/>		Date received by client	<input type="text"/>

SECURE PAYMENT FOR TOURIST & VISIT VISAS

Visa Services Canada, Inc. is pleased to offer the most secure means of payment available in Canada for the processing of your tourist or your visit visa. This is the mandatory payment form. As of January 2017 tourist/visit clients must pay by e-transfer. Credit card is no longer accepted.

INTERAC e-Transfer®

Interac e-Transfer is a funds transfer service between personal and business accounts at Canadian banks and other financial institutions. You do not have to provide any account details or even a credit card number to our company. Our staff never see any of your account details when you use an e-transfer method of payment. You deal only with your bank or financial institutions to make payment in a totally secure environment right from your home or office.



HOW IT WORKS

1. Fill in the entire visa application form, including the VSC cover page above, and send it to our office by courier or e-mail as applicable.
2. Our professional staff review your application and determine the total payment (including taxes and shipping) to be made by you.
3. **Our staff send you an e-mail detailing the full and final charges. This email will contain all the instructions for making the e-transfer. It will include the e-mail and security codes, and step-by-step instructions for you.**
4. You, or a friend or relative acting on your behalf, make the e-transfer to VSC for all the visa processing charges and fees.
5. It takes about 30 minutes for the bank to send the e-transfer notification to our office. We then receive the funds and can then pay the embassy on your behalf. Payment must be received before the embassy can be approached with your application.

YOUR E-MAIL ADDRESS

Applicants **MUST** provide at least one (1) working and monitored e-mail address on the VSC cover page so that our staff can contact you with details of the payment. Please provide two.

An application form without a typed correct and monitored e-mail address cannot be processed.

Applicants who respond immediately are assisted first. Applicants who do not respond within three days (72 hours) will have their applications cancelled and their passports prepared for return. Failure to respond promptly may result in you missing your journey.



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

TOURIST VISA REQUIREMENTS FOR BRAZIL

for residents of ONTARIO, MANITOBA, and NUNAVUT only

(This does not include Ottawa and National Capital Region)

TOURIST VISA & ACADEMIC VISA & SCIENTIFIC CONFERENCE VISA

- original *signed* passport, valid for at least 6 months after return to Canada, with 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,
- photocopy of round trip ticket into and out of Brazil or ticket in transit, with flight numbers, dates and itinerary; or cruise ship booking confirmation with full details of name and ports and dates.
- letter from yourself, on your own letterhead and dated and signed, explaining your itinerary (when are you arriving and leaving Brazil); what is the purpose of your trip; and if invited who in Brazil is inviting you. The letter must explain your route and airport of departure from Canada.
- If visiting family members or friends, a formal signed invitation letter from Brazil and a copy of their Brazilian Identification Card is mandatory.
- If travel is for participation in athletic or artistic event/competition or for participation in scientific/academic seminar/conference), provide a copy of letter of invitation from the sponsors with detailed information on the event and conditions of attendance.

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.

Once you have typed and printed out and signed all the forms, ship everything, including your passport and photos, by trackable courier (Purolator or FedEx) or Canada Post trackable courier, to:

**Visa Services Canada, Inc.
275 Slater Street, Suite 900
Ottawa ON K1P 5H9
ph. (613) 231-7054**

VISA SERVICES CANADA

TOURIST VISA REQUIREMENTS FOR BRAZIL for residents of BC, AB, SK, YT, and NWT only

TOURIST VISA & ACADEMIC VISA & SCIENTIFIC CONFERENCE VISA

- original *signed* passport in excellent condition, valid for at least 6 months after return to Canada, with 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,
- If travel is for participation in athletic or artistic event/competition or for participation in scientific/academic seminar/conference), provide a copy of letter of invitation from the sponsors with detailed information on the event and conditions of attendance,
- letter from yourself, on your own letterhead and dated and signed, explaining your itinerary (when are you arriving and leaving Brazil); what is the purpose of your trip; and if invited who in Brazil is inviting you. The letter must explain your route and airport of departure from Canada.
- If visiting family members or friends, a formal signed invitation letter from Brazil and a copy of their Brazilian Identification Card is mandatory.

EXTRA FINANCIAL REQUIREMENTS for residents of BC AB SK YK NU NWT:

- **If employed:** An official letter from the company you work for, stating your full name and confirming your current position and a copy of recent bank statements showing your full name **and** named bank statements and account activity for the past 3 months **and** a your latest notice of tax assessment received from CRA.
- **If self-employed:** provide a notarized affidavit **and** a copy of recent bank statements showing your full name and account activity in the past 3 months **and** a your latest notice of tax assessment. Summed up briefly, the affidavit must state the profession, field of activity, gross income, and total taxes.
- **If unemployed:** provide a letter explaining status **and** a copy of 3 months of recent bank statements showing your full name **and** a copy of your latest notice of tax assessment received from CRA.
- **If retired:** provide a letter explaining status **and** a copy of 3 months of recent bank statements showing your full name **and** a copy of your latest notice of tax assessment received from CRA.
- **If student and/or a minor:** provide an official letter from the school, college, or university you attend, stating your full name and confirming that you are currently enrolled to that institution **and** a copy of 3 months of recent bank statements showing your full name or those of your parents/legal guardians. If you are a minor, please fill in all the minor forms. Also include documents proving relationship between parent or guardian paying, and the applicant.

PHOTOGRAPH & DOCUMENT UPLOADS

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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.

* 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

TOURIST VISA REQUIREMENTS FOR BRAZIL for residents of QUEBEC, NB, NS, NFLD, and PEI only

TOURIST VISA & ACADEMIC VISA & SCIENTIFIC CONFERENCE VISA

- original *signed* passport, valid for at least 6 months after return to Canada, with 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,
- photocopy of round trip ticket into and out of Brazil or ticket in transit, with flight numbers, dates and itinerary; or cruise ship booking confirmation with full details of name and ports and dates. Instead of a ticket, the Embassy will also accept a signed letter from the carrier or travel agent, on company letterhead, with the name of the vessel (in case of ships), itinerary, dates of arrival in and departure from Brazil,
- letter from yourself, on your own letterhead and dated and signed, explaining your itinerary (when are you arriving and leaving Brazil); what is the purpose of your trip; and if invited who in Brazil is inviting you. The letter must explain your route and airport of departure from Canada.
- Proof of income compatible with the status of international tourist (Example: copy of the last 30 days of your bank statement, with complete name of the account holder; **or** copy of your last notice of tax assessment; **or** credit card statements, **or** other means of proof by name date and financial status), These must show a positive balance of at least \$130 per day you will be in Brazil. All of these documents must bear the name of the applicant on the original document.
- If visiting family members or friends, a formal signed invitation letter from Brazil and a copy of their Brazilian Identification Card is mandatory,
- If travel is for participation in athletic or artistic event/competition or for participation in scientific/academic seminar/conference), provide a copy of letter of invitation from the sponsors with detailed information on the event and conditions of attendance.

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.

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All applicants must provide the RECOVERY CODE for their application.

Once you have typed and printed out and signed all the forms, ship everything, including your passport and photos, by trackable courier (Purolator or FedEx) or Canada Post trackable courier, to:

Visa Services Canada, Inc.
275 Slater Street, Suite 900
Ottawa ON K1P 5H9
ph. (613) 231-7054

VISA SERVICES CANADA

TOURIST VISA REQUIREMENTS FOR BRAZIL

for residents of OTTAWA / GATINEAU, NATIONAL CAPITAL REGION only

TOURIST VISA & ACADEMIC VISA & SCIENTIFIC CONFERENCE VISA

- original *signed* passport, valid for at least 6 months after return to Canada, with 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,
- photocopy of round trip ticket into and out of Brazil or ticket in transit, with flight numbers, dates and itinerary; or cruise ship booking confirmation with full details of name and ports and dates.
- letter from yourself, on your own letterhead and dated and signed, explaining your itinerary (when are you arriving and leaving Brazil); what is the purpose of your trip; and if invited who in Brazil is inviting you. The letter must explain your route and airport of departure from Canada.
- If visiting family members or friends, a formal signed invitation letter from Brazil and a copy of their Brazilian Identification Card is mandatory,
- If travel is for participation in athletic or artistic event/competition or for participation in scientific/academic seminar/conference), provide a copy of letter of invitation from the sponsors with detailed information on the event and conditions of attendance.

EXTRA FINANCIAL REQUIREMENTS for residents of OTTAWA and NCR:

Any of the following are acceptable:

- Canadian Bank statement, print-out statement stamped by the bank or a formal letter from bank with balance account, showing the name of the account holder;
- A letter from the Canadian company you work for, stating your salary;
- Most recent Notice of Assessment (NoA) from Revenue Canada (most recent tax year)
- For self employed or unemployed, a spouse's or parents' statement of earnings.
- For students that don't have incomes, the same options as above, from parents or legal guardians.

PHOTOGRAPH & DOCUMENT UPLOADS

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* 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.

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.

- * 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.
- * 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

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.

* **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

All applicants must provide the RECOVERY CODE for their application.

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.