

## Brazil Visa Application - Instructional Guide:

The following instructions will assist you in successfully completing your online visa application form for Brazil.

### Overview of Key Tips for Completing Your Online Visa Application:

- Allot plenty of time to complete and process your visa application.
- All dates must be submitted in the following format: MM/DD/YYYY.
- Your name and passport number must be displayed exactly as they appear in your passport.
- Save your online application as you complete it.
- Your Brazil Application Delivery Receipt must be printed, signed, and have a photograph attached. Please include all of the above in your completed visa application kit that you submit to us.

### Brazil Online Application Form Instructions:

1. Open your internet browser and navigate to the following website: <https://formulario-mre.serpro.gov.br/>. In the top right corner, click on the appropriate flag to select your language preference:



2. Click on the "Visa" link towards the bottom left-hand corner of the page.



3. After clicking on the "Visa" link you will be directed to the "Orientation and Assistance- Visa" page. Please take a moment to review and follow the detailed information listed on the screen.
4. When you are ready to fill out your visa application form, select the "Start New Application" button on the bottom of the page to start the online application process. You can save your application at any moment. By saving the online application form you will receive a recovery application code which will allow you to continue completing the application later, if necessary. We strongly recommend that you save your application as you complete it in order to avoid losing your work.



5. You will then be directed to the first page of your online Brazilian visa application form labeled "General Data". Provide the required information in all fields and select the "Next" button to complete the subsequent section. There are six sections in total for the online application form.
6. The question pertaining to Data on Legal Representative should be checked unknown as shown below.

A screenshot of the 'Data on Legal Representative' form section. It includes input fields for 'First Name\*', 'Last Name\*', and 'Country Of Birth' (a dropdown menu). There is also a 'Birth Date (mm/dd/yyyy)' field with a calendar icon. A checkbox labeled 'Last Name Unknown' is present. To the right, there is a checkbox labeled 'Unknown' which is checked. Below the 'Country Of Birth' dropdown, there is a small text block: 'The list of countries above does not imply recognition, by the Federative Republic of Brazil, either of the name or of the legal status of each of the countries listed.'

7. The last question of Section #2, "Visa Data", will ask how you are going to submit your application. You must select 3<sup>rd</sup> Party from the dropdown menu.

8. In Section # 3 of the online application under other documents, please list your driver's license or state issued photo ID number. If you do not have a driver's license or state ID number, check the unknown box. Under the type of travel document section, you must select passport from the dropdown menu.

Service Request - Visa

1 General Data 2 Visa Data 3 Documents 4 Professional Data 5 Contacts 6 Biometric Data and Scanned Documents

Other Document

Name\* SIMON CARLISLE Number\* TX15461 Date Of Expiry (mm/dd/yyyy)\* 03/28/2019 ☐ Unknown

Travel Document

Type Of Travel Document\* Number\* Issuing Organization\*  
Select 123458962 DEPARTMENT OF STATE  
Authorization for Return to Brazil  
Certificate of Member of Air Transportation Crew  
Diplomatic Passport  
Emergency Passport  
Foreigner Passport  
Laissez-Passer  
Official Passport  
Passport  
Seafarer Card

☐ Undetermined Date of Expiration ☐ Unknown

9. Section # 5 asks for your contact(s) in Brazil. If traveling for business, you must provide the name and address of your Brazilian business contact(s).
10. Section #6 "Biometric Data and Scanned Documents" will prompt you to upload a photo and other biographic data. Select photograph from the dropdown menu. Simply upload a passport sized photograph saved as a JPG, JPEG,GIF, or PNG file. The photo must be 431 x 531 pixels and the photograph file cannot be more than 300KB in size. This is the only mandatory file that you must upload in order to complete the online application.

Photo and Other Biographic Data

Select file type Photograph

Only JPG/JPEG, GIF and PNG files are accepted, with minimum dimensions of 431x531 pixels for photo and 420x240 pixels for signature. The file shall not have more than 300KB.

11. You must then declare that all of the information you provided is true and accurate. Then submit your online visa application form. You will then receive a system generated unique "Code for Retrieving the Application". Please write keep this special code for your reference.

**Example:**

Recovery Data

Code for Recovery of Application YIMDLLCIBP

12. You will then be prompted click the print your "Application Delivery Receipt" button.
13. Now that you have printed your receipt, you must complete the required informational fields as marked below with the red arrows (the red arrows are displayed for instructional purposes only and will not appear on your actual printed form).
14. Send in your completed and signed Brazilian Application Delivery Receipt with all other required documents to us.