



KEY TRAVEL

IMPORTANT VISA INFORMATION

Dear Traveler,

As you prepare for your upcoming trip to Brazil, we would like to inform you that a tourist visa is required for your visit to Brazil. This visa must be obtained in advance of your departure from the United States.

We have enclosed complete visa instructions, including a visa application and an instruction sheet from G3 Global Services, LLC, the visa service we recommend. Please note that there are additional requirements listed for travelers under age 18.

We recommend that you apply for your visa at least 12 weeks prior to your US departure. Visa processing times for Brazil are quite lengthy and can be in excess of 30 business days. Please use a delivery service with a tracking number, such as FedEx or USPS Express Mail, when sending in your passport and application to the visa service.

Please ensure that your passport has at least two sets of blank pages marked "Visas" and will be valid for at least six months following your tour. G3 can assist with passport renewals and additional pages, if necessary.

These instructions are for **US citizens only**; if you are not a US citizen, or if you have any questions about the visa process, please contact G3 directly at 866-945-8472 or KeyTravel@g3visas.com.



G3 Global Services
 1444 Biscayne Boulevard, Suite 315
 Miami, FL 33132
 866.945.8472 | KeyTravel@g3visas.com

KEY TRAVEL
BRAZIL
AIESEC PUERTO RICO

Send the following documents to G3:

- Your valid, signed US passport. Your passport must have two blank pages labeled "Visas" and be valid for more than six months beyond the end of your trip.
- One 2" x 2" passport size photograph with white background.
- One visa application form, completed online at <https://scedv.serpro.gov.br> and printed. Select the "Visa Request" link to begin. 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. The printed application must be signed with a pen-to-paper signature; make sure the signature matches the signature in the passport and does not extend beyond the box. A sample application is attached.
- Original or certified copy of your birth certificate showing both parents' names, plus one photocopy.
- Copy of a recent bank statement. Account numbers may be blacked out for privacy; do not cover other information.
- A Certificate of Good Conduct or police report demonstrating no criminal record.
- A copy of your international flight itinerary showing your entry to and exit from Brazil.
- A copy of your state-issued driver's license.
- Non-U.S. citizens, submit a valid I-94 or copy of Permanent Resident Card.

Send all documents to G3's Miami office using an express delivery service such as Federal Express.

Contact and Shipping Information:

Provide a street address for FedEx delivery - no P.O. boxes.

Name _____
 Address _____
 City _____ State _____ Zip _____
 Daytime Telephone _____
 Mobile Telephone _____
 Email _____
We will email you the FedEx tracking number for your return shipment.

Shipping Fees:

All return shipping fees are included. Your passport will be returned via Federal Express. FedEx cannot deliver to P.O. boxes; please provide a street address for delivery.

Travel Information:

Date of US Departure _____ / _____ / _____
 Date Passport Needed _____ / _____ / _____
 Names of additional travelers in your family group:

Special Notes:

Delivery instructions, additional services, etc.

Fees: Payment includes Embassy fee, service fee, and return shipping via Federal Express. **The visa will be valid for one year with multiple entries.** Consular fees are subject to change without notice.

	FEE	# Travelers	TOTAL
<input type="checkbox"/> Brazil Visa 25+ Business Day Processing	<input type="text"/>	x <input type="text"/>	= <input type="text"/>

Payment Information:

All fees are payable to G3 by:
 • Credit Card: American Express, Visa, or MasterCard
 • Check or Money Order payable to G3 Global Services

For Payment Via Credit Card:

I authorize G3 to charge the amount of \$_____ plus a 5% convenience fee to my credit card.

Visa/MasterCard: ---

Exp. Date: ____ / ____ Security Code: OR

American Express: --

Exp. Date: ____ / ____ Security Code:

Name as it appears on the card _____

Billing Address _____

City _____ State _____ Zip _____

Signature _____



SAMPLE VISA INFORMATION BRAZIL

Complete your application online at <https://scedv.serpro.gov.br>.

- The following information is provided as a sample of the information you will need to input on the Brazil visa application online.
- Answers highlighted in yellow should be copied exactly onto your online application.
- You will print a receipt page at the end of the process; a sample of the receipt page is included.

This document is a sample and is not the official visa application.

1. What is the main purpose of your trip?

- Tourism
 Business – meetings/conference
 Business – technical assistance
 Business – flight crew
 Other: VOLUNTEER

2. Your full name as listed in your passport:

First Name Jane
 Middle Name Jones
 Last Name Smith

3. Sex: Male Female

Marital Status Single

4. Date of Birth: 15 / December / 1996
Day Month Year

5. Previous names (if applicable): _____

6. Reason for changing name (if applicable): _____

7. Place of birth: City: San Francisco State: CA Country: USA

8. Nationality: USA Other: _____

Additional Nationalities (if applicable): None

9. Mother's Full Name: Elizabeth Thompson Jones

Nationality: USA Other: _____

10. Father's Full Name: Howard George Jones

Nationality: USA Other: _____

11. Passport Number: 123456789

12. Type of Passport: Regular/Personal Official

Other: _____

13. Date of Issue: 31 / October / 2014 Date of Expiry: 30 / October / 2024
Day Month Year Day Month Year

Visa sample



SAMPLE VISA INFORMATION BRAZIL

14. Passport Issued by (country): US Department of State
15. Your Profession: Retail *If you are a student, provide details of your school.*
16. Employer's Name and Address: Blue Stone Boutique, 1000 Explorer Way
City: San Francisco State: CA Zip: 99999
17. Work Phone: 555-123-4567 Work Email: jsmith@bluestoneboutique.com
18. Your Home Address: 101 Example Avenue
City: San Francisco State: CA Zip: 99999
Home Phone: 555-987-6543 Email: jsmith96@samplefreemail.com
19. Name of Contact in Brazil (business contact, tour operator or hotel): AIESEC Associação Internacional dos Estudantes
20. Address of Contact or Hotel: Rua Baltazar Lisboa, 190 - Vila Mariana
City: Sao Paulo State: SP Zip: 04110-060
Work Phone: 55 11 5549-4880 Email: brasil@aiesec.org.br
21. Estimated Date of Arrival in Brazil: 20 / June / 2015
Day Month Year
22. Length of Stay in Brazil: 2 MONTHS
23. Have You Previously Visited Brazil? Yes No

At the end of the application, you will be shown a security code, which you will type into a text box. You may then click "Yes" to print your receipt page. A sample of the receipt page follows. Please note that the receipt page is the only page that will be printed; the application is transmitted directly to the Consulate and does not print out.

visasample



SampleApplication

Complete your application online

<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: 17/06/2013
(DATE OF EXPIRY - DD/MM/YYYY)



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)



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.

TELEFONE: 555-123-4567 Print your telephone number.

Recibo expedido em 18/05/2013 às 17:08:37

PROTOCOLO NÚMERO: 110518-002553
(APPLICATION NUMBER)

