



Just Passports

600 West 9th Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

www.justpassports.com

WORK ORDER – BRAZIL VISA

DEPARTURE DATE: _____ NEED BY DATE: _____

APPLICANT'S INFORMATION

(FIRST NAME)

(MIDDLE NAME)

(LAST NAME)

JUST PASSPORTS SERVICE AND CONSULATE FEES (CHECK ONE)

_____ \$280.00 – 8 – 15 BUSINESS DAY PROCESSING (ADULTS)

_____ \$361.00 – 8 – 15 BUSINESS DAY PROCESSING (CHILDREN)

_____ \$380.00 – 7 BUSINESS DAY OR LESS PROCESSING (**REQUIRES A RESERVATION**)

PLEASE EMAIL YOUR REQUEST TO info@justpassports.com TO

RECEIVE YOUR RESERVATION NUMBER AND INSTRUCTIONS.

RETURN DELIVERY FEE

_____ \$30.00 – FEDERAL EXPRESS

_____ \$0.00 – PREPAID RETURN DELIVERY AIR BILL ENCLOSED

TOTAL AMOUNT: \$ _____

CONTINUED...



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RETURN DELIVERY ADDRESS

CONTACT NAME: _____

COMPANY NAME (IF APPLICABLE): _____

STREET (NO P.O. BOX): _____

SUITE/APT. NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER #1: _____

PHONE NUMBER #2: _____

EMAIL ADDRESS: _____

PAYMENT METHOD

CARD TYPE: _____ CVV NUMBER: _____
(AMEX OR DISCOVER ONLY)

CARD NUMBER: _____ EXPIRATION DATE: _____

AUTHORIZED AMOUNT TO BE CHARGED TO THE CREDIT CARD: \$ _____

CARD HOLDER NAME: _____

SIGNATURE: _____ DATE: _____

OR

PAY BY CASH, COMPANY CHECK, OR MONEY ORDER. SORRY WE DO NOT ACCEPT PERSONAL CHECKS.

IMPORTANT NOTE

TERMS AND CONDITIONS ARE LISTED ON www.justpassports.com. REQUIREMENTS AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE, AND ALL FEES ARE NON-REFUNDABLE. THE PASSPORT AGENCY RESERVES THE RIGHT TO PRIORITIZE THE PROCESSING TIME ACCORDING TO THE INTERNATIONAL DEPARTURE DATE.

“THE PASSPORT & VISA PROS”



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BRAZIL VISA

Jurisdiction: Arkansas, Colorado, Kansas, Louisiana, New México, Oklahoma and Texas

1. SIGNED PASSPORT
 - MUST HAVE SIX (6) MONTHS REMAINING VALIDITY ([CLICK HERE IF YOU DON'T](#))
 - MUST HAVE TWO (2) ADJACENT BLANK VISA PAGES ([CLICK HERE IF YOU DON'T](#))
2. ONE (1) COMPLETED APPLICATION RECEIPT ([CLICK HERE](#))
 - FOR MINORS, THE APPLICATION HAS TO BE SIGNED BY BOTH PARENTS AND NOTARIZED
3. ONE (1) COLOR PASSPORT SIZE PHOTO (**ADULTS**)
4. TWO(2) COLOR PASSPORT SIZE PHOTO (**MINORS**)
5. ONE (1) NOTARIZED AUTHORIZATION LETTER (**MINORS**) ([CLICK HERE](#))
6. NOTARIZED COMPANY LETTER (**BUSINESS APPLICANTS ONLY**)
7. ORIGINAL BIRTH CERTIFICATE OR A NOTARIZED CLEAR COPY (**MINORS**)
8. COPY OF YOUR TRAVEL ITINERARY
9. NOTARIZED COPY OF VALID DRIVER LICENSE (**ADULTS**)
10. COPY OF ALL OF THE ABOVE AND PLEASE STAPLE THEM TO THE WORK ORDER

CONSULATE FEES

\$160.00 – VISA FEE

\$20.00 – LEGALIZATION FEE

VISA VALIDITY

THE VALIDITY, DURATION OF STAY, AND NUMBERS OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF BRAZIL. THE CONSULAR OFFICERS HAVE THE AUTHORITY TO REFUSE ANY VISA APPLICATION INCONSISTENT WITH BRAZIL LAWS AND REGULATIONS, OR REVOKE ISSUED VISAS. THE CONSULATE FEES ARE NON REFUNDABLE AND CAN CHANGE WITHOUT NOTICE. [CLICK HERE](#) FOR MORE DETAILED INSTRUCTIONS ON ALL OF THE ABOVE INFORMATION.



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EXAMPLE OF A COMPANY LETTER

THIS HAS TO BE PLACED ON YOUR COMPANIES LETTER HEAD

DATE: _____

CONSULATE OF BRAZIL

DEAR VISA OFFICER,

MR./MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS (POSITION) FOR (COMPANY NAME). MR./MRS. (TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (GIVE A VERY DETAILED EXPLANATION OF TRIP) WITH (BRAZILIAN COMPANY TO BE VISITED, INCLUDING CONTACT PERSON, PHONE NUMBER, AND ADDRESS).

MR./MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON (DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP) AND HAS NO INTENTION OF PERFORMING ANY TYPE OF TECHNICAL SERVICES OR IMMIGRATING TO YOUR COUNTRY. OUR COMPANY, (EMPLOYER), WILL GUARANTEE MR./MRS. (TRAVELER) MAINTENANCE AND WILL BE RESPONSIBLE FOR HIS/HER WELFARE WHILE IN YOUR COUNTRY. HE/SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS/HER STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR./MRS. (TRAVELER) THE APPROPRIATE BUSINESS VISA AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(SUPERVISORS SIGNATURE AND TITLE)

PLEASE BE SURE THAT THE PERSON THAT IS TRAVELING DOES NOT SIGN THIS LETTER AND THIS LETTER HAS TO BE ON YOUR COMPANIES LETTER HEAD.