



## Visa Processing Procedures and Requirements

Requirements For: Brazil  
Type Of Visa: Tourist . Multiple Entries . Validity At Consulate Discretion . Standard  
Traveler Nationality: United States of America  
Date Provided: Tuesday, September 04, 2007

In order for ZVS to process this travel document request, you will need to send to us the following:

1. Proof of Travel Arrangements
  - o A computer generated flight itinerary is required.
2. Vaccinations
  - o If entering from a country other than the U.S. please visit [www.cdc.gov](http://www.cdc.gov)
3. Application Forms
  - o Provide 1 fully completed and signed copy of the attached application form(s).
  - o The application(s) attached must be filled out using blue or black ink.
4. Photographs
  - o 1 passport size and quality photograph, 2in by 2in, is required.
5. Passport
  - o Your passport with sufficient blank pages for any visa stamps. The passport must be valid for at least 6 months. beyond the visa validity date.
6. ZVS Submission Sheet
  - o Completed ZVS Visa and Passport Submission Sheet attached.
7. Photocopy of all Application Materials
  - o Please include one set of photocopies of all documents submitted to ZVS for processing, including the information page of your passport.
  - o A \$3.00 fee will apply if you prefer to have us make photocopies.

**Submit all completed documents, passport, and photocopies to this ZVS location:**

**Zierer Visa Service  
165 Post Street  
Third Floor  
San Francisco, CA 94108**

The following is additional information pertaining to this travel document request:

1. Length Of Stay

- o Your length of stay will be either determined upon arrival by immigration or may vary based on the nature of your trip.

2. Other

- o You must provide a recent bank statement or a letter of verification of employment if your stay is longer than 30 days. Please contact ZVS for special instructions for any applicants that are under 18 years of age. This visa must be used within the first 90 days after the date of issuance in order to remain valid. If the consulate feels you may be using this visa for business purposes, it may be denied.

Estimated processing charges are based on the following fee structure:

**1. Processing Time:**

*A minimum of 7 business days should be allocated to process this request.*

**2. ZVS Service Fees:**

*The following prices are for ZVS's professional services per visa or passport request. Final cost is determined by the number of business days given for processing your request.*

Base service fee per item:	\$ 55.00
Rush fee per item:	\$ 50.00

**3. Consular Fees:**

*Consular fees are determined by the issuing authority and are subject to change beyond the control of ZVS.*

Consular fee:	\$ 110.00
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**4. Shipping Fees:**

*Additional charges will apply for weekend, same-day and after-hours delivery.*

Regular one way shipping fee:	\$ 21.00
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Protocol number	Visa number
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**VISA APPLICATION FORM**

01 - Full name <i>(as per passport; do not abbreviate or omit any name)</i> First Middle Last			<b>Attach photo here</b> - size: 40 mm x 35mm (1 9/6 x 1 3/8 inches) - white or off-white background - front view, full face - must be recent picture
02 - Place of birth (city/state/country)		03 - Date of birth Day Month Year	
04 - Country of citizenship	05 - Sex male <input type="checkbox"/> female <input type="checkbox"/>	06 - Marital status	
07 - Passport #	08 - Issuing country	09 - Expiration date Day Month Year	
10 - Parent's full name <i>(do not abbreviate or omit any name)</i> and country of citizenship Father's: _____ Mother's: _____			
11 - Highest level of education (check only one box) <input type="checkbox"/> no diploma <input type="checkbox"/> high school diploma or the equivalent (e.g., GED) <input type="checkbox"/> some college credit, but less than one year <input type="checkbox"/> more than one year of college, but no degree <input type="checkbox"/> associate's degree (e.g., AA, AS) <input type="checkbox"/> bachelor's degree (e.g., BA, AB, BS) <input type="checkbox"/> master's degree <input type="checkbox"/> professional degree (e.g., MD, DDS DVM, LLB, JD) <input type="checkbox"/> doctorate degree		12 - Major/primary field of study	
		13 - List any special skill and/or certificates	
		14 - Job position <i>(as per business card)</i> or title	
		15 - Employer <i>(for students, name school/university)</i>	
		16 - E-mail:	
17 - Business address		18 - Business telephone # (with area code)	
19 - Home address		20 - Home telephone # (with area code)	

**FOR OFFICIAL USE ONLY**

A - Consulta à SERE OF TEL No. _____		B - Autorização da SERE DESP DESPTEL No. _____		C - Tipo do Visto _____	
D - Concessão Denegação Impedimento		E - Uma entrada Múltiplas entradas		F - Validade _____ anos/dias	
G - Data ____/____/____		H - Observações			
I - Assinaturas				Funcionário _____ Chefia _____	

Updated: May 2001

21 - Purpose of trip (check item that is the most applicable to the circumstances of your trip)

- Provide services in Brazil of a temporary nature, including activities such as office and technical support, installation and repair of equipment, including computer and telecommunications systems, construction activities, and direct supervision of personnel in Brazil
- U.S.-based personnel involved in business development activities, including negotiating contracts, marketing, opportunity assessments, specifying orders for contracts, customer relations related activities, performance assessments, project reviews, and establishing a framework for doing business in Brazil
- Direct participation in oil and gas exploration and/or production activities
- Work under an employment contract with a company/organization in Brazil - i.e., hired under a Brazilian labor contract as a local employee (this applies to the foreign employees of multinationals working in their Brazilian subsidiaries)
- Transfer of residence to Brazil under permanent residency status
- Attend conference, seminar or workshop (note under "Comments" below whether attendee, paid/unpaid speaker, trainer, and provide name of event sponsor)
- Provide religious or missionary services and/or assistance
- Provide community and/or medical services
- Attend school or pursue studies
- Conduct research or pursue scientific-technologic activities under an international cooperation program
- Pursue professorial studies/research/teaching and/or pursue scientific/technologic activities at an university, research or similar organization (attach letter specifying conditions: employment contract? research scholarship? )
- Participation in athletic or performing arts events (note under "Comments" below whether paid/unpaid participation)
- Journalism activities and/or film making
- As a government official
- Tourism, visit friend(s) and/or relatives (under "Comments" below provide further insight on intended trip and, as applicable, list relationship to parties being visited)
- Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

22 - Expected port of entry and date of arrival in Brazil	23 - Expected duration of immediate trip
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24 - Name and address of person, institution or company through whom you can be contacted in Brazil
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25 - Address in Brazil where you will be staying (e.g., hotel, vessel, friend, other)	26 - Telephone # in Brazil (with city code)
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27 - Have you ever been to Brazil? <input type="checkbox"/> Yes <input type="checkbox"/> No	28 - If yes for item 27, provide date, place and duration of last visit
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**IMPORTANT: FORMS THAT ARE INCOMPLETE AND INCORRECTLY FILLED OUT WILL BE RETURNED. CAREFULLY READ AND FOLLOW INSTRUCTIONS AT THE BOTTOM OF THIS PAGE.**

29 - I declare that the above information is true and accurate.				
Name (type or print)	Date	Signature		
	Day	Month	Year	

**INSTRUCTIONS**

- ◆ Type or write in block letters, on blue or black ink only. Form can be filled out on line.
- ◆ Complete first and second pages, except for box marked "For Official Use Only".
- ◆ Answer all questions thoroughly and accurately. If a question does not apply, please type N/A.
- ◆ Sign and date each form. Original signature is mandatory (no photocopy).



**ZVS ORDER FORM**

Please complete the requested information below and send all required documentation via traceable shipping service to the appropriate ZVS office specified on your Visa Requirements and/or Passport Requirements form.

**Date passport must be back in your possession:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YY)

Name As Shown On Passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_ Country of Passport: \_\_\_\_\_

**DELIVERY INSTRUCTIONS:**

**Print street address with suite/apt. # (no PO Boxes) for ZVS to return your documents via traceable shipping service.**

**Deliveries require signature for receipt and fees will apply.**

- FedEx Return       Courier Delivery       Pickup From A ZVS Office

Name \_\_\_\_\_ Company (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_ Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

**VISAS REQUIRED FOR:**

Country	Travel Dates (entry/exit)	Type of visa required (business/tourism/other)	Number of entries (single/double/multiple)
	From: / / To: / /		
	From: / / To: / /		
	From: / / To: / /		

**PASSPORT SERVICES REQUESTED:** Renewal \_\_\_\_ New Passport \_\_\_\_ Add Pages \_\_\_\_ Second Passport \_\_\_\_

**Passport Reservation Date:** \_\_\_\_\_ (If you have not already obtained your reservation date, please contact us.

**Please note: separate forms and requirements apply and are available at [www.zvs.com](http://www.zvs.com)**

**PAYMENT DETAILS:**

I ENCLOSE CHECK/MONEY ORDERS MADE PAYABLE TO ZIERER VISA SERVICE.

OR

I HEREBY AUTHORIZE ZIERER VISA SERVICE TO CHARGE MY CREDIT CARD FOR PROCESSING AND DELIVERY OF MY/OUR VISA/S.

TYPE OF CREDIT CARD: \_\_\_VISA \_\_\_MASTERCARD \_\_\_AMEX \_\_\_DINER'S CLUB

CREDIT CARD NUMBER:

□□□□□□□□□□□□□□□□

EXPIRATION DATE:

□□ □□

PRINT NAME AS IT APPEARS ON THE CREDIT CARD: \_\_\_\_\_

**I agree that the information I've given is true and correct to the best of my knowledge.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**THANK YOU**

"Zierer Visa Service, Inc. ("ZVS") makes every effort to obtain the visa or visas you require for your trip, and for the dates requested, in a timely manner. However, when we return your passport and documents to you, it is important that you verify that all the visas you require for your trip have been obtained, that the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip.

Please note that ZVS cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. Therefore, by engaging ZVS, you agree that in no event shall ZVS be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, or for punitive damages, and that your sole and exclusive remedy against ZVS for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the ZVS service fee charged."

ZVS, your Global Visa and Passport Professionals, is the world's leading travel document specialist and expediting service. ZVS can assist you with U.S.-based passport or visa processing, international passport or visa application forms and instructions, and other related services.

## CONTACT INFORMATION

Feel free to contact our customer service team if you have questions about your request.

**Email:** [CustomerService@zvs.com](mailto:CustomerService@zvs.com)

West Coast clients can expect a response to routine emails received after 4:00 pm Pacific time on the following business morning. Please type URGENT in the subject field of your email if you require a reply faster than 4 business hours.

**Phone:** (866) 788-1100

Our call center is open Monday-Friday 7:30 am - 7:00 pm CST

Contact information for individual ZVS branch locations can be found on our website at <http://www.zvs.com/site/About/contactus.html>.

You can now use our Online Status Check feature to automatically check the status of your documents, from the time we receive your documents to the time we ship them back to you. Simply go to our Website at <http://www.zvs.com> and select Status Check from our menu to use this new feature.

## Methods of Payment

ZVS accepts payment by the following credit cards:

- American Express
- Diners Club
- MasterCard
- Visa

We also accept checks or money order payable to 'ZVS.'

## Legal Disclaimer

*ZVS makes every effort to provide you with accurate information and to obtain the passport or visa you require for your trip, for the dates requested, in a timely manner. However, please be aware that ZVS does not warrant any information that it provides, and you use and rely on ZVS at your own risk.*

*When ZVS returns your passport and documents, it is important that you verify that all the visas you require for your trip have been obtained, that the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that ZVS cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees are estimated based upon ZVS's experience, may vary according to information you provide to ZVS, the specific answers in your applications, and are subject to change without notice.*

*The issuance of a visa or passport is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. ZVS makes no guarantees that any issuing authority will issue any document in a timely manner and ZVS service fees only are for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not ZVS) are responsible for making sure that you have complied with all necessary visa requirements.*

*By sending applications to ZVS for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that neither ZVS nor your travel company shall be liable to you for any failure to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, ZVS's total liability to you for any all claims, causes of action, liabilities and damages of any kind shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to ZVS or \$500. In no event shall ZVS be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, or for punitive damages, and that your sole and exclusive remedy against ZVS for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the ZVS service fees actually paid by you or \$500, whichever is less.*

**Zierer Visa Service**  
**GLOBAL PHONWORKS ORDER FORM AND RENTAL AGREEMENT**

For customer service call (800) 556-0530

**Customer Data:**  
 Name: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Billing Reference (if used): \_\_\_\_\_

**Shipping Data:**  
 Attention: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Street: \_\_\_\_\_ Ste/Flr: \_\_\_\_\_  
 (sorry, no delivery to a P.O. Box)  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Payment Data:**  
 Credit card billing Address:  
 Street: \_\_\_\_\_ Ste: \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Type of Credit Card: (circle one) AMEX MC Visa Diners  
 Name on the card: \_\_\_\_\_  
 Card #: \_\_\_\_\_  
 Exp Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Credit Card ID # \_\_\_\_\_

*The credit card ID number can be found on the back of all MC, Visa, Diners and Discover cards and is the last 3 digits found by the signature. On Amex cards, this number is four digits and can be found on the front of the card.*

By signing below, I authorize Global Phoneworks, LLC to charge the above credit card for all applicable rental fees, deposits, usage charges and any other fees as specified in the attached *Global Phoneworks Rental Terms and Conditions*. I understand that all usage charges may not be billed until up to 120 days after I return the phone.

**Trip Data:**  
 Date of departure from the U.S.: \_\_\_\_\_  
 Date of return to the U.S.: \_\_\_\_\_  
 Countries to be visited: \_\_\_\_\_  
 \_\_\_\_\_  
 Date you would like to receive phone: \_\_\_\_\_  
 If no date is specified, phone will arrive the business day prior to your indicated departure date.

Check here for optional **Cellular Handset Insurance** on your rental. The Cellular Handset Insurance offers a \$15 fee with \$150 deductible in case of loss/theft of the phone.  
 Check here for Iridium or Thuraya satellite rental if your country is not listed on our GSM price schedule. A Global Phoneworks representative will contact you shortly about your rental.

**Phone Features:**  
 Select a 4 Digit PIN Number: \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_  
*For your protection, a PIN is required to operate a GPW phone. A PIN will be selected for you if no numbers are chosen.*

For your convenience, GPW can program up to 5 phone numbers into speed dial including international dialing codes. If you desire this FREE feature, please list the 5 phone numbers with descriptions up to 10 characters:

	Phone Number	Description
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

Referred By: \_\_\_\_\_

All phone and related equipment including phone, batteries, SIM card, adapters, bag, data card, and other equipment (Phone) is the property of Global Phoneworks, LLC (GPW). The person renting and accepting responsibility of the Phone (Client) rents Phone for period of time (Rental). Client accepts responsibility for safe return of Phone in essentially same condition as received. Ordinary wear and tear accepted. If Phone is lost or damaged, Client agrees to pay the replacement cost to GPW of approximately \$400. If related equipment is lost or damaged, Client agrees to pay replacement cost to GPW of fair market value. Handset insurance is an optional for Client. Client is responsible for all rental fees and costs of all calls, including unauthorized calls, associated with Rental. Client's responsibility for fraudulent calls is relieved at the time that Client notifies GPW that the Phone has been lost or stolen. GPW does not warrant Phone operation. GPW's maximum liability is expressly limited to a refund of rental fees, but not usage charges. By signing the service agreement, Client waives any current or future liability claims against GPW, including but not limited to any claims for damages due to missed calls, incomplete calls, or other product failure. Client agrees to pay all court costs associated with collecting any bad debts related to Rental. Client is responsible for returning Phone to GPW using the provided return shipping materials on the next business day following Client's return. If Client intends to extend Rental beyond original return date, GPW must be notified at least 2 business days in advance. Otherwise, a 200% surcharge will apply to the additional Rental time. Shipping expenses will be paid by GPW as part of the \$35 roundtrip shipping fee so long as Client returns Phone using the prepaid return airbill and packing materials as provided by GPW. Otherwise, Client will be responsible for shipping expenses and safe return of Phone. Client understands that Phone will operate only in selected countries where one of GPW's service providers offers roaming. Client further understands that the Phone may not work in every locale within the selected countries and that this and all cellular phones are subject to incomplete or dropped calls and connection interference. Rental charges begin on the latter of the day Client requests Phone to be in his/her possession or the day Client receives Phone. GPW has the option of sending Phone prior to the requested date at no additional cost to Client. Rental charges end upon shipping date of Phone by Client to the location designated by the GPW supplied return airbill. Weekly Rental fees are \$20 per week plus a roundtrip shipping fee of \$35. GPW will collect a \$100 per week deposit when Phone is shipped. Partial week rentals shall be charged at \$5 per day up to the maximum \$20 per week. GPW will provide Client with detailed billing for all charges. Shipping fee and applicable portion of rental is non-refundable once phone is shipped, even if GPW ships Phone prior to Client's specified date. Upon return of the Phone, GPW will calculate a final rental charge. Additional charges or adjustments for airtime usage fees will occur at 30 day intervals beginning 30 days after return date of Phone. Client understands that some airtime usage charges may be billed up to 120 days after Phone has been returned to GPW due to delayed billing by some of the service providers. Any airtime rates quoted are current rates at the time of printing and are to be used as a guide only. Rates will change without notice due to exchange rate and local network price changes. All calls are charged in one-minute increments. Clients with hearing aids or pacemakers are advised to consult with a doctor before using a GPW phone. Usage of GPW phones is prohibited as follows: on aircraft of any type, at gas stations, and while driving.

**PLEASE FAX THIS COMPLETED FORM TO GLOBAL PHONWORKS AT (703) 903-4470**

**Zierer Visa Service**  
**GLOBAL PHONEWORKS ORDER FORM AND RENTAL AGREEMENT**

For customer service call (800) 556-0530

*Keep In Touch With Family and Business Worldwide*

**Most U.S. cell phones don't work overseas.** U.S. cell phones are generally not compatible with the mobile phone standards in other countries. Global Phoneworks offers travelers cellular phones that roam seamlessly worldwide!

**Know your costs.** The rental rate for **ZVS** travelers is \$35 for roundtrip shipping and \$20 for weekly rental, plus airtime. You pay only for the minutes used – no minimum spend required. There are no hidden costs (e.g., long distance charges, roaming charges, tolls, taxes, or surcharges). You will receive a detailed invoice listing all calls. Major credit cards accepted.

**Easy to use.** Receiving and returning the phone is easy. The phone will be shipped to you prior to departure from the United States. All phones are personalized with your *Personalized Identification Number* (PIN) and ready to use upon receipt. A *Quick Start Reference Guide* is included, along with calling cards, a replacement battery, and a charger. A return shipping label is also included. When you return home, simply send the phone back.

**Access 24/7 around the globe.** Know your phone number before you depart. You will be reachable at one worldwide cell phone number for your entire trip. If the need arises, you will have access to local support services, consulates, and travel organizations. If you are traveling to rural areas, Global Phoneworks has satellite phones to meet this need.

**Three ways to order your phone.** (1) Call toll-free (800) 556-0530; (2) A fax form is located on the reverse side (fax to (703) 903 4470); or (3) visit <http://www.globalphoneworks.com/zvs>.

Service Area	Incoming Calls	Local Calls	Calls to the US
Australia	\$1.49	\$1.89	\$2.29
Austria	\$0.99	\$1.49	\$1.99
Belgium	\$0.99	\$1.49	\$1.99
Bos-Herz.	\$1.09	\$0.99	\$3.99
Cambodia	\$2.59	\$2.49	\$5.99
China	\$1.99	\$0.99	\$3.39
Croatia	\$1.59	\$0.99	\$2.59
Czech Rep.	\$0.99	\$1.59	\$3.99
Denmark	\$0.99	\$1.49	\$1.99
Estonia	\$1.99	\$0.99	\$3.99
Finland	\$0.99	\$1.49	\$1.99
France	\$0.99	\$1.49	\$1.99
Germany	\$0.99	\$1.49	\$1.99
Greece	\$0.99	\$1.49	\$1.99
Hong Kong	\$1.09	\$0.99	\$2.99
Italy	\$0.99	\$1.49	\$1.99
India	\$2.59	\$2.99	\$3.99
Japan	FREE	\$0.99	\$2.99

Service Area	Incoming Calls	Local Calls	Calls to the US
Luxembourg	\$0.99	\$1.49	\$1.99
Macedonia	\$1.34	\$0.89	\$3.59
Malaysia	\$2.49	\$1.99	\$2.99
Mongolia	\$2.49	\$1.49	\$6.99
Nepal	\$1.99	\$0.99	\$5.99
Netherlands	\$0.99	\$1.49	\$1.99
New Zealand	\$0.99	\$1.99	\$4.99
Norway	\$0.99	\$1.49	\$1.99
Poland	\$0.99	\$0.99	\$3.59
Russia	\$1.99	\$2.99	\$6.99
Serbia-Mont.	\$1.49	\$1.49	\$6.99
Slovak Rep.	\$0.99	\$1.99	\$2.99
Spain	\$0.99	\$1.49	\$1.99
Sweden	\$0.99	\$1.49	\$1.99
Switzerland	\$0.99	\$1.49	\$1.99
Turkey	\$1.49	\$1.59	\$3.49
Ukraine	\$1.49	\$1.99	\$6.99
U.K.	FREE	\$0.49	\$1.49

Cellular phones and telephone service are provided by Global Phoneworks, LLC. Airtime rates include all tolls, taxes, and surcharges; subject to change based on foreign exchange rates and local network charges. All rates are per minute rates. These rates are specifically provided for **ZVS** travelers. Travelers assume all responsibility for lost or stolen phones that are not returned.

**PLEASE FAX THIS COMPLETED FORM TO GLOBAL PHONEWORKS AT (703) 903-4470**