

DOCUMENT CHECKLIST

BRAZIL BUSINESS VISAS

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email info@travcour.com with your preferred time.

THE FOLLOWING SERVICES ARE AVAILABLE;

Standard service – 1 week

Express service – N/A

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

Order form fully completed and signed

Visa application fully completed at <https://formulario-mre.serpro.gov.br>

*** Note that you must upload all required documents with your application or the embassy will not accept it.**

*** Print the application, sign it and send with hard copies of all required documents.**

1 x passport photo - professional photo only on pale grey background

Original invitation letter from either the UK employer or the institution to which the applicant is linked. The letter must include the applicant's personal and professional details, state the purpose of the trip and intended length of stay in Brazil, taking full financial responsibility for the applicant whilst in the country, as well as the name(s) and telephone number(s) of the contact person(s) in Brazilian territory.

Passport

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.