



1625 K Street NW Suite 750 Washington DC 20006
 Tel: 888 838 4867 ♦ Email: AHI@PinnacleTDS.com

Visa requirements shown below are for U.S. CITIZENS ONLY. Nationals of all other countries please contact Pinnacle Travel Document Systems directly for specific requirements for your itinerary.



Post Extension to Brazil

Visa(s) Req'd	# Forms	# Photos	Cost 1 – Persons - 2		Application Deadline	Expedite Fee Per Person
Brazil	1	2	\$287.00	\$544.00	(90 days prior to your departure)	\$150.00

YOUR VISA MAY NOT BE OBTAINABLE IF YOUR DOCUMENTS ARE RECEIVED AFTER THE DEADLINE.
 Please use enclosed sample information verbatim and substitute your personal information.

Fees shown above include all necessary consular and service fees as well as the cost to return your passport(s) to you via FedEx within the continental U.S. (Please add \$30.00 to cover extra shipping costs for addresses in Alaska, Hawaii, or Canada.) We strongly suggest that you send your documents to us via FedEx or some other form of traceable overnight courier service.

Please enclose your actual passport along with two (2) photographs, one (1) completed Brazil Visa Data Input Form, two (2) clear photocopies of the vital information page of your passport, and a copy of your paid flight and/or cruise itinerary showing your departure from home, entry/exit for Brazil and your return home. Please also include one (1) clear photocopy of your driver's license or other state issued identification. (AR, CO, NM, KS, LA TX, GA, AL, MS, SC, TN, FL, PR, MA, NH, VT, RI & ME residents must have photocopy of driver's license notarized. Notary seal **MUST** be placed on the same page as the copy.) **The Brazilian visa application must also be completed online and one (1) cover sheet printed at the link shown herein to be included with your documents. (If you reside in CT or RI you must have cover sheet notarized.)** (If you reside in any of the following states: GA, AL, MS, SC, TN, FL, PR, MA, NH, VT, RI & ME then you must also provide notarized photocopies of your last three bank statements with the account number redacted for security purposes.) Residents of FL or PR must also provide a Purpose and Detail of Travel letter. Please refer to enclosed guidelines for details. Photographs should be recently shot passport-type photos with a clear background approximately 2" x 2" in dimension. (Note that machine or home photographs are not acceptable and photographs must be different than those in your current passport.) Your passport must be valid for a minimum of six (6) months beyond the completion of your travel and must have at least two (2) blank unused pages available not including those reserved for amendments and endorsements at the back of your passport. Contact PTDS directly for assistance with renewal of your U.S. passport, as this can easily be done at the same time you apply for your visas.

Applications must be received in our offices no fewer than 90 days prior to your departure from your shipping address. (Given recent delays with visa processing for Brazil we strongly urge you to send your documents to us as far ahead of your trip as possible.) Documents received after the deadline will be subject to the *per person* expediting fee shown above and visa may not be obtainable. Special requests for passports to be expedited due to other travel plans prior to your tour departure may also require expediting fees. Please contact PTDS directly regarding any special processing needs or before submitting documents you expect may be received substantially after the deadline as there may be special requirements and/or additional fees to process your request. It may not be possible to cancel processing of your applications once they have been submitted.

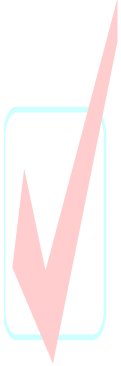
Please note that consular fees, shipping fees and application requirements quoted are subject to change.
 Check or credit card payment accepted. Credit card payment subject to 3.5% surcharge.



PLEASE BE CERTAIN TO RETURN THE FOLLOWING TO:

**Pinnacle Travel Document Systems
1625 K Street NW Suite 750
Washington DC 20006**

- ◆ Your actual passport (Please keep a photocopy for your records.)
- ◆ This completed form
- ◆ Two (2) photocopies of the vital information page of your passport
- ◆ One (1) completed Brazil Visa Data Input Form *per person*
- ◆ One (1) visa application cover sheet *per person* completed online for Brazil
(If you reside in CT or RI you must have cover sheet notarized.)
- ◆ One (1) clear photocopy of driver's license or state issued identification *per person*
(AR, CO, NM, KS, LA, TX, GA, AL, MS, SC, TN, FL, PR, MA, NH, VT, RI & ME residents must have this notarized)
- ◆ Two (2) passport-type photographs *per person* (Please leave loose, PTDS will affix.)
- ◆ One (1) copy of your paid flight and/or cruise itinerary
(Must show departure from home, entry/exit for Brazil and return home)
- ◆ Notarized photocopies of last 3 bank statements
(GA, AL, MS, SC, FL, PR, TN, MA, NH, VT, RI, ME residents only)
- ◆ One (1) original Purpose and Detail of Travel letter *per person* (FL or PR residents only)
- ◆ Credit or debit card authorization below



PLEASE PRINT CLEARLY

Full Name (1): _____ **Full Name (2):** _____

Passport #: _____ **Exp:** / / **Passport #:** _____ **Exp:** / /

Home _____ **Home Tel:** _____

Mailing _____ **Work Tel:** _____

Address: _____ **Email:** _____

_____ **Date of Departure from Home:** / /
(FedEx cannot deliver to PO boxes) Month / Day / Year

Alternate _____ **Tour Name: Post Extension to Brazil**

FedEx _____ **Date of Tour Departure:** / /
Month / Day / Year

Shipping _____ **Special Instructions:** _____

Address: _____

Tel: _____

Please indicate below if there are known periods prior to your tour during which you will need your passport for another international trip or when you will not be available to sign for the return of your passport.

I will need my passport(s) for other international travel from / / **to** / /

I will not be at my home and/or return shipping address from / / **to** / /

CREDIT CARD AUTHORIZATION: AMEX / VISA / MC (please circle one)

Cardholder Name: _____ Signature: _____ Billing Zip Code: _____

Card #: _____ CID# _____ Expires: / / Amount US\$ _____
Mo / Yr

AHI BRAZIL (Brazil165)80 FX30 FORM12 287/544 2PGS DL90DYS 150.00 3.5%

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ONLINE ORDER COMPLETION & AUTOMATED UPDATES:

If you have not already done so please complete your order online. This will allow you to create an inbound FedEx shipping label to securely send your documents to us and pay all required fees online. This will also allow you to receive automated email updates regarding the progress of your documents. Please locate and click on your voyage number at the link below to complete your order.

www.PinnacleTDS.com/Ahi

IMPORTANT NOTICE - PASSPORT PAGES & VALIDITY:

You must have at least two (2) blank unused pages available in your passport for visas and entry/exit stamps. In addition, your passport must be valid for six (6) months beyond the completion of your international travel. If you are a U.S. citizen and do not have the adequate number of pages or validity you will need to renew your passport since the U. S. Passport Agency will no longer add pages. Pinnacle Travel Document Systems can easily assist you with this at the same time your visas are being processed. The total additional fees for this service (including U.S. government expediting fee) is \$264.00 for passport renewals and second passports. We can also assist you with expediting first time passport applications. You will need to complete an application form and a letter of authorization for PTDS and must send your actual passport to us. Specific requirements and the necessary forms are available for download from our Internet site:

Passport Renewals
First Time Passports
Second Passports
www.Traveldocs.com/PTDSPassports

You may also contact us at Ahi@PinnacleTDS.com or 888-838-4867 and we will send you an instruction kit.

APPLICATION COMPLETION SERVICE

We will complete your online visa application(s) for you as an optional service if you are not able to or simply prefer not to go through the online process on your own.

You must still provide all the necessary personal information in order for us to be able to provide this service. A hand written manual version of the visa application(s) must be completed and returned to us before you actually send in your passport and other required documents for visa processing.

Once we have received your completed manual visa application form(s) we will execute the online form on your behalf and return it to you within 2 working days. You will then need to sign this form and include it with your passport, photographs and other documents being sent to us for processing of your visa(s).

Please note that this service is separate from the actual processing of your visa(s) and you must wait to receive and then sign the completed online version of the visa application form(s) from us before you physically ship your documents to us for visa processing.

The fee for this service is \$75.00 per application, per person payable via credit card at the time you send the manual version of the application(s) to us and is in addition to the visa processing fees quoted.

If you would like to take advantage of this service please call us at 888-838-4867 or email us at applications@pinnacletds.com to request a manual version of the visa application form(s) be sent to you.

Online Visa Application Form for Brazil

In addition to the manual Brazil Data Input Form all applicants must complete the online visa application for Brazil available at the following web page:

<https://scedv.serpro.gov.br/frscedv/index.jsp>

In the lower grey box click the British flag to change the language to English then select “VISA REQUEST” to begin the application process.

Refer to the sample visa application included herein for information regarding dates and contacts for your sponsoring organization in Brazil. Please use sample information verbatim and substitute your personal information.

Once you have completed the electronic application you will be asked if you want to upload photos, signature & documents please select “cancel”. You will then be asked to print it. Please click the YES button at the bottom of the page. Note that the entire form with all the data you inputted will not print in hard copy rather just a cover sheet with your basic information to which you should affix one of your photographs and sign before sending to us along with the rest of your documents for processing.

The Brazilian visa application MUST be submitted within one month of completion or it will expire. Please send to Pinnacle Travel Document Systems within 30 days of completing the application online.

Please be aware that the above link can sometimes be unavailable or not functioning properly. Please be patient and try again if you experience difficulties with this process.

Please be careful to type the link exactly as shown above directly into your web browser address window and NOT into your search engine, e.g. Google or Yahoo otherwise you will not reach the application.

Brazil Visa Application – Sample Data Input

**PLEASE USE SAMPLE INFORMATION VERBATIM AND
SUBSTITUTE YOUR PERSONAL INFORMATION.**

**Click on British flag to change language to English then select “Visa Request”
to begin the application process.**

Main Purpose of Your Trip:	Tourism
Applicant First Name:	Johnathan
Middle Name:	Bonham
Last Name:	Doe
Sex:	Male
Marital Status:	Married
Birth Date (dd/mm/yyyy):	13/03/1961
Previous Names:	Maiden Name for Married Females
Reason for Changes:	Marriage
Place of Birth	
City:	Los Angeles
State:	California
Country:	USA
Nationality:	USA
Mothers Full Name:	Johana Handel Doe
Fathers Full Name:	Johan Sebastian Doe
Travel Document Type:	Passport
Passport Number:	0987654321
Date of Issue (dd/mm/yyyy):	12/04/2010
Date of Expiry (ddmmyyyy):	11/04/2020
Issuing Country:	US Department of State
Profession:	Engineer (If retired indicate your profession (retired) and most recent employer)
Name of Employer:	ABC International
Address:	4321 Main Street
City:	Anywhere
State:	California
Country:	USA
Zip Code:	98765
Phone Number:	9876543210
Email:	Jdoe@anywhere.com
Permanent Address:	1234 Main Street
City:	Anywhere
State:	California
Country:	USA
Zip Code:	98765
Phone Number:	9873451234
Email:	Jdoe@anywhere.com
Current Address:	1234 Main Street
City:	Anywhere
State:	California

Country: USA
Zip Code: 98765
Phone Number: 9876543210

Contact Name/Hotel in Brazil: Belmond Copacabana Palace
Address: Avenida Atlantica,n 1702
City: Copacabana
State/Province/etc: RJ
Country: Brazil
Zip Code: 22021-001
Phone Number: 55 21 2548 8777
Email: reservations.brazil@belmond.com
Estimated Date of Arrival (dd/mm/yyyy): Per Your Itinerary
Length of Stay: Per Your Itinerary
Have You Ever Been To Brazil: Answer Yes or No

Once you have completed the application you will be asked if you want to upload photos, signature & documents, please select "cancel". Fill in the textbox with the code that is shown. Click YES to print your form. A cover sheet with your basic information will print to which you should affix one of your photographs and sign before sending to us along with all other documents for processing. Your application will expire within one month of completion so please send documents as soon as possible.

Send all completed documents to:

**Pinnacle Travel Document Systems
1625 K Street NW Suite 750
Washington DC, 20006**

Please note that you must send your documents to us well in advance of the date shown on your form for submission for processing.

Brazil Visa Data Input Form – Please Print Clearly

Applicant First Name:

Middle Name:

Last Name:

Sex:

Marital Status:

Birth Date (dd/mm/yyyy):

Previous Names:

Reason for Changes:

Place of Birth

City:

State:

Country:

Nationality:

Mothers Full Name:

Fathers Full Name:

Passport Number:

Date of Issue (dd/mm/yyyy):

Date of Expiry (ddmmyyyy):

Issuing Country:

Profession:

Name of Employer:

Address:

City:

State:

Country:

Zip Code:

Phone Number:

Email:

Permanent Address:

City:

State:

Country:

Zip Code:

Phone Number:

Email:

Current Address:

City:

State:

Country:
Zip Code:
Phone Number:

Contact Name/Hotel in Brazil: **Matuete**
Address: **Rua Tapinas 22 7 Andar**
City: **Sau Paulo**
State/Province/etc: **SP**
Country: **Brazil**
Zip Code: **04531-050**
Phone Number: **55 11 3071 4515**
Email: **info@matuete.com**
Estimated Date of Arrival (dd/mm/yyyy):
Length of Stay:
Have You Ever Been To Brazil:

Send all completed documents to:

**Pinnacle Travel Document Systems
1625 K Street NW Suite 750
Washington DC, 20006**

**Please note that you must send your documents to us well in
advance of the date shown on your form for submission for
processing.**

RESIDENTS OF FLORIDA AND PUERTO RICO ONLY

Purpose and Detail of Travel Letter

Residents of Florida and Puerto Rico must submit an original, signed and dated letter from the applicant addressed to the Consulate of Brazil, explaining in detail, the purpose of the trip and everything related to it. The letter must be typed and include information such as: cities to be visited, lodging, health insurance, any domestic flights, friends information if visiting any and any additional information regarding your specific trip to Brazil.

Please do not forget to sign and date this letter.