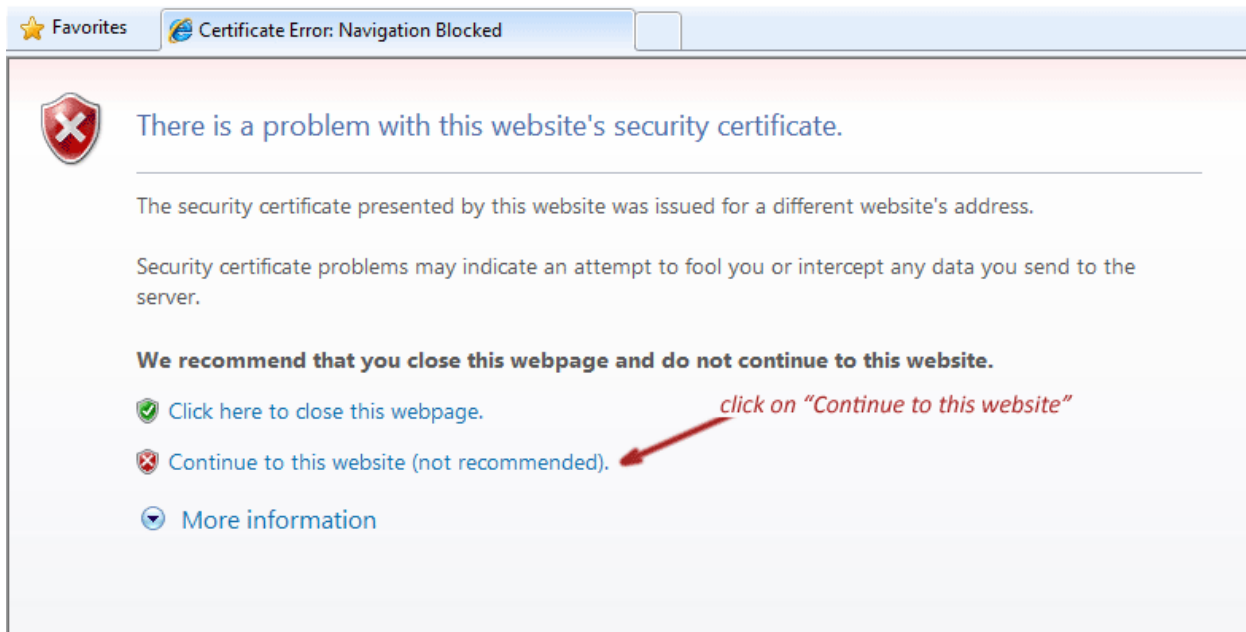
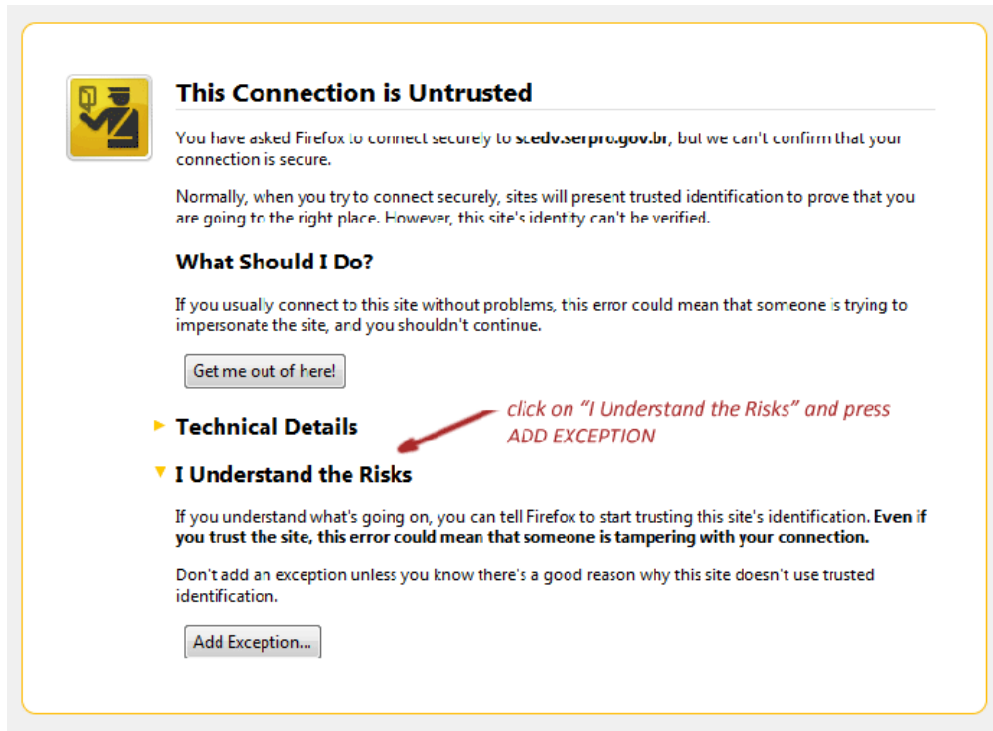


# How to fill out the application form a VISA

## STEP BY STEP

1. Click on the following link: <https://scedv.serpro.gov.br>
2. If your browser gives you an error, click on continue anyway (see examples):



### 3. Select "VISA REQUEST"



**Sistema SCEDV**  
Controle e Emissão de Documentos de Viagem

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**PASSAPORTE**  
[SOLICITAR PASSAPORTE COMUM - PACOM](#)  
  
[CONSULTAR SITUAÇÃO DA SOLICITAÇÃO](#)  
[ATUALIZAR REQUERIMENTO](#)  
[REIMPRIMIR RECIBO DE ENTREGA DE REQUERIMENTO - RER](#)


**VISTOS**  
[SOLICITAR VISTO](#)  
  
[CONSULTAR SITUAÇÃO DA SOLICITAÇÃO](#)  
[ATUALIZAR REQUERIMENTO](#)  
[REIMPRIMIR RECIBO DE ENTREGA DE REQUERIMENTO- RER](#)

**VISA**  
[VISA REQUEST](#) ←  
  
[CHECK VISA](#)  
[UPDATE VISA REQUEST FORM](#)  
[PRINT VISA FORM DELIVERY RECEIPT](#)



**MRE**  
Sistema  
**SCEDV**  
Controle e Emissão de Documentos de Viagem

### 4. Read the instructions and click "NEXT" to proceed to the next step



Documentos de Viagem

**VISA REQUEST FORM**

FORM INSTRUCTIONS	GENERAL DATA	DOCUMENTS	OCCUPATION	ADDRESSES
<p><b>FORM INSTRUCTIONS</b></p> <p><b>Read before filling the form</b></p> <ul style="list-style-type: none"><li>- To reduce the processing time of your request please give very detailed information.</li><li>- The form must be completed and signed by the applicant, and the original documentation required must be presented in person at the consulate under which jurisdiction you are 30(thirty) days following its completion.</li></ul> <p><b>STEPS:</b></p> <ol style="list-style-type: none"><li>1. Fill in the spaces.</li><li>2. Click "SEND" to receive your processing number and the form (RER).</li><li>3. Print the form.</li><li>4. Attach your picture.</li></ol> <p><b>PHOTOGRAPH SPECIFICATIONS</b></p> <ul style="list-style-type: none"><li>- The picture must be taken against an off-white plain background.</li><li>- The applicant's face and shoulders must be centralized on the camera and he or she must be looking into the camera.</li><li>- No reflections, shadows or glares are accepted in the picture.</li><li>- The length from the bottom of chin to the top of the head must be between 31 and 36mm (millimetres) in height.</li><li>- The facial expression must be neutral.</li><li>- The eyes must be open and clearly visible.</li><li>- Glasses should not reflect any light. Neither sunglasses nor colorful frames are acceptable (no sunglasses or colored lens accepted).</li><li>- No head covering, excepting the ones used for religious reasons as long as they still enable the perfect visibility of the applicant's face.</li><li>- Children carrying toys, with pacifier or showing the hands of the adult holding them will not be accepted.</li></ul> <p><a href="#">Samples.pdf</a></p> <p><b>NEXT</b></p>				

5. **GENERAL DATA: ALL fields must be filled out**, not only those marked with an asterisk. Incomplete forms will be returned;

The information provided by the applicant is used for issuing the VISA: Be very careful when filling out the visa application form. Click "NEXT" to proceed to the next step



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VISA REQUEST FORM

FORM INSTRUCTIONS	GENERAL DATA	DOCUMENTS	OCCUPATION	ADDRESSES
DATA				
MAIN PURPOSE OF YOUR TRIP	TOURISM			
APPLICANT				
FIRST NAME	JANE			
MIDDLE NAME				
LAST NAME	SMITH			
SEX	FEMALE			
MARITAL STATUS	MARRIED			
BIRTH DATE (dd/mm/yyyy)	04/06/1975			
PREVIOUS NAMES				
PREVIOUS NAME				
REASON FOR CHANGES	SELECT			
PLACE OF BIRTH				
CITY	LOS ANGELES			
STATE/PROVINCE/etc.	CALIFORNIA			
COUNTRY	UNITED STATES			
NATIONALITY				
NATIONALITY	UNITED STATES			
OTHER NATIONALITIES	SELECT			
PARENTS				
MOTHER'S FULL NAME	MARCHELINE SMITH			
FATHER'S FULL NAME	JON SMITH			
BACK NEXT				

[Home](#)

6. **DOCUMENTS:** All fields must be filled out, click “NEXT” to proceed to the next step



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VISA REQUEST FORM

FORM INSTRUCTIONS	GENERAL DATA	DOCUMENTS	OCCUPATION	ADDRESSES
TRAVEL DOCUMENTS				
TYPE	PASSPORT			
NUMBER	987654321			
DATE OF ISSUE (dd/mm/yyyy)	25/05/2000			
DATE OF EXPIRY (dd/mm/yyyy)	26/05/2010			
ISSUING COUNTRY/ORGANIZATION	USA			
<a href="#">BACK</a> <a href="#">NEXT</a>				

[Home](#)

7. **OCCUPATION:** All fields must be filled out, then click “NEXT” to proceed to the next step



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VISA REQUEST FORM

FORM INSTRUCTIONS	GENERAL DATA	DOCUMENTS	OCCUPATION	ADDRESSES
PROFESSION				
PROFESSION	ACTRESS			
EMPLOYER'S ADDRESS				
NAME OF EMPLOYER/COLLEGE/SCHOOL	COMPANY			
ADDRESS	5800 WEST SUNSET BOULEVARD			
CITY	LOS ANGELES			
STATE/PROVINCE/etc.	CA			
COUNTRY	UNITED STATES			
ZIP CODE	90028			
PHONE NUMBER	3235555500			
E-MAIL	YOUR@EMAIL.COM			
<a href="#">BACK</a> <a href="#">NEXT</a>				

[Home](#)

8. **ADDRESS:** ALL fields must be filled out. The item "CONTACT IN BRAZIL" is **mandatory**
9. Repeat the code shown on the yellow box on the left
10. Click "SUBMIT" to continue



**VISA REQUEST FORM**

FORM INSTRUCTIONS	GENERAL DATA	DOCUMENTS	OCCUPATION	ADDRESSES
<b>PERMANENT RESIDENTIAL ADDRESS</b>				
ADDRESS	5800 WEST SUNSET BOULEVARD			
CITY	LOS ANGELES			
STATE/PROVINCE/etc.	CA			
COUNTRY	UNITED STATES <span style="float: right;">▼</span>			
ZIP CODE	90028			
PHONE NUMBER	3235555500			
E-MAIL	YOUR@EMAIL.COM			
<b>CURRENT ADDRESS</b>				
ADDRESS	5800 WEST SUNSET BOULEVARD			
CITY	LOS ANGELES			
STATE/PROVINCE/etc.	CA			
COUNTRY	UNITED STATES <span style="float: right;">▼</span>			
ZIP CODE	90028			
PHONE NUMBER	3235555500			
<b>CONTACT IN BRAZIL</b>				
NAME/HOTEL	ANTONIO BANDERAS			
ADDRESS	R. MARTINIANO DE CARVALHO			
CITY	SAO PAULO			
STATE/PROVINCE/etc.	SP <span style="float: right;">▼</span>			
COUNTRY	BRAZIL			
ZIP CODE	01321-001			
PHONE NUMBER	1132847509			
E-MAIL	CONTACT@EMAIL.COM			
ESTIMATED DATE OF ARRIVAL (dd/mm/yyyy)	03/08/2011 <span style="float: right;">▼</span>			
LENGTH OF STAY	14 <span style="float: right;">DAYS ▼</span>			
HAVE YOU EVER BEEN TO BRAZIL?	NO <span style="float: right;">▼</span>			
<div style="background-color: yellow; padding: 10px; display: inline-block;"> <b>1G26DDL</b> </div> <div style="margin-left: 10px;"> <i>copy this code here</i>  </div>		PLEASE FILL THE TEXTBOX WITH THE CODE SHOWN IN LEFT BOX. <input style="width: 100%;" type="text" value="1G26DDL"/>		
<a href="#">IF YOU CANNOT VISUALIZE THIS IMAGE, PLEASE CLICK HERE.</a>				
<input type="button" value="BACK"/> <input type="button" value="SUBMIT"/>				

*click "SUBMIT", after filled out the code*


11. Take a note of the “Your code number is”, you will need that to check your visa status



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- It is strongly recommended the printing of this form to be presented at the Consulate of your jurisdiction.
- The presentation of this printed form will facilitate the process.
- Affix your picture to the receipt and sign it.
- This form is valid only for the next 30 (thirty) days.
- Should the printing not be possible, write down the code number shown below and present it at the Consulate along with one picture.

*take note of this number*

 Your code number is: 100413-002252. Do you wish to print this form?

*click “YES” to print the receipt*

12. Click “YES” to print the receipt (document example is on the next page)

13. Attach your photo and sign

14. This will be the actual visa form, attached the picture and signed. Once you have this protocol filled out, you will enclose it with all the other requirements for a visa and send it to **TRAVEL VISA PRO**



# MINISTÉRIO DAS RELAÇÕES EXTERIORES – MRE

## RECIBO DE ENTREGA DE REQUERIMENTO - RER

**PROTOCOLO NÚMERO:** 100810-002277  
(APPLICATION NUMBER)



**DATA DE VALIDADE:** 09/09/2010  
(DATE OF EXPIRY - DD/MM/YYYY)



*photo  
here*



**DOCUMENTO SOLICITADO:** VISTO DE TURISTA  
(DOCUMENT)

**NOME COMPLETO:** JANE SMITH  
(FULL NAME)

**SEXO:** FEMININO  
(SEX)

**PAÍS DE NASCIMENTO:** ESTADOS UNIDOS  
(COUNTRY OF NATIONALITY)

**DATA DE NASCIMENTO:** 12/24/1977  
(DATE OF BIRTH - DD/MM/YYYY)

**LOCAL DE NASCIMENTO:** USA  
(PLACE OF BIRTH)



***SIGN HERE!!!***

ASSINATURA REQUERENTE / RESPONSÁVEL  
(SIGNATURE OF APPLICANT)

**NOME DO CONTATO:** *write/type your name*

**TELEFONE:** *write/type best number to reach you*

Recibo expedido em 18/08/2010 às 18:29:14

**PROTOCOLO NÚMERO:** 100810-002277  
(APPLICATION NUMBER)

