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United States Department of State

Washington, D.C. 20520

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MEMORANDUM FOR ALL DEPARTMENT AND AGENCY
EXECUTIVE SECRETARIES

SUBJECT: Instructions for Brazilian Visas for Diplomatic and Official Passport Holders

In the countdown to the 2014 World Cup in June, the Brazilian embassy in Washington anticipates unprecedented visa workload. All persons traveling to or transiting through Brazil on a U.S. diplomatic or official passport must obtain a visa prior to arrival. (Note: Brazil also requires visas in regular passports for tourist or business travel.) While the normal processing time for a diplomatic or official visa for Brazil is seven to 10 days, there may be delays as the Brazilian embassy manages the expected spike in visa requests.

When approved by authorities in Brazil, diplomatic and official visas are issued for multiple entries, for the duration of the applicant's mission in Brazil. The Brazilian embassy may request additional information or documentation as it deems necessary in order to issue a visa. The general requirements to obtain an official or diplomatic visa for Brazil include:

Applicant's Passport: original, valid for at least six months from the submission date, with at least two blank visa pages. The Consulate reserves the right to not accept soiled, damaged, or defaced passports. Amendments and Endorsements pages are for the sole use of issuing country authorities, and visas will not be placed on those pages.

Visa Application Form: printed receipt page of the visa application form found on the Brazilian embassy's website (<https://scedv.serpro.gov.br/frscedv/index.jsp>).

Photograph: one professional 2" x 2" passport photo of the applicant in color. Snapshots, photocopies, and computer pictures are not accepted.

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A visa request letter from the U.S. Department of State, diplomatic mission, or international organization stating the nature and duration of the mission. The letter must contain the following information, in the order presented in this template:

Full name (first/middle/last):
Passport Number:
Official Title:
Government
Department/Agency/Organization:
U.S. point of contact for questions regarding this mission:
Departure date from the United States:
Date of arrival in Brazil:
City place of arrival in Brazil:
City/cities place of official mission:
Duration of stay in Brazil:
Purpose of the trip (detailed):
Point of contact in Brazil and their contact information:

Applicants must submit all required documentation to the Brazilian embassy. Incomplete applications may be returned without being processed.

For additional information or assistance in attaining the appropriate letter, please contact the Department of State's Brazil Desk (nelsonaj1@state.gov) or the Special Issuance Agency's Visa Unit at ca-ppt-sia-visa-unit@state.gov or 202-485-8200.


John R. Bass
Executive Secretary