

APPLYING FOR VISA ONLINE

1. Go to www.upandv.com, click on Visas, click on Online Forms and click on Brazil.
2. Click on VISA REQUEST (in bottom left hand box)
3. BE EXTREMELY CAUTIOUS WITH FILLING EVERYTHING OUT CORRECTLY. THE MOST IMPORTANT ANSWER IS THE FIRST ONE. **“WHAT IS THE REASON FOR YOUR TRIP?”** THE ANSWER IS.....**TOURISM!!!**
4. After you state the reason for your trip there will be a new window with 5 tabs. Click on the first tab that says “General Data” to get started.
5. GENERAL DATA: although many items are not marked as “required fields”, they must be properly completed anyway. All names should be the same as they appear in your passport.
6. All DATES need to be filled in DAY FIRST, MONTH SECOND, YEAR THIRD.
7. DOCUMENTS: all five fields are required
8. OCCUPATION: although not shown as required, if profession is left in blank, application will not be valid. You may put “STUDENT” and your school address.
9. ADDRESSES: please indicate current address and make sure it MATCHES the address on your driver’s license.
10. CONTACT WHERE YOU WILL STAY IN BRAZIL:
NAME: Marco Rego
ADDRESS: Av Rio Mar 62, Vieiraves
CITY: Manaus
COUNTRY POLITICAL DEPT: AM
ZIP CODE: 69053-180
TELEPHONE NUMBER: 0-21-92-8414-2015
EMAIL: marco@amazonware.com
11. ESTIMATED TIME OF ARRIVAL: the day after you leave the U.S.
12. LENGTH OF STAY: 10 days
13. At the bottom of this page, there is a field to fill out with the code shown on the left box. If you cannot discern the letters, click on the link underneath the yellow box, and you will get a new set of letters/numbers.
14. When you have completed filling out your application click SUBMIT
15. You will receive a confirmation page/receipt to PRINT and SIGN (same as PASSPORT NAME).
16. One 2” x 2” passport photograph should be GLUED on the confirmation page/receipt in the box between the striped lines. Please do not staple or use tape.
17. Check your passport to make sure it is SIGNED. Passport needs a minimum remaining validity of 6 months with at least 2 blank **Visa pages** (not Endorsement pages) available for the visa stamp.
18. **SEND TO YOUR LEADER:**
Signed Confirmation/Receipt Form with Passport Photo Attached
Signed Passport

Copy of Drivers License (address on license MUST MATCH address on application)

Check current costs with local passport office. In Dallas make check out to Universal Passport and Visa. (approximately \$200)

VISA REQUIREMENTS FOR MINORS

1. For VISA applicants under 18 years of age, the minor and both parents must sign **inside the signature box at bottom** of the visa confirmation/receipt and **have their signatures notarized**.
2. A notarized copy of the minor's birth certificate.
3. A copy of **BOTH** the mother and father's driver's license
4. Two notarized travel authorization forms signed by both parents with a copy of the inside front page of passport attached. (Document Via 2)
5. Both authorization forms will be sent in to the consulate for approval when applying for a visa. One document should be sent back with the passport and carried with the person who is accompanying the minor when traveling.
6. **Minor Visa Cost - Check with local passport office (approximately \$220)**

***NOTE:** Leaders! Brenda Bailey will send an itinerary with all applicants's names listed to accompany your visa application documents.