Checklist for VITEM V – WORK VISA

VITEM V - 工作签证审核表

Name:_____ 姓名 Passport Number:_____ 护照号		Contact No.:_____ 联系电话 E-mail Address:_____ 邮件地址		
	Documents/主要材料	Yes/有	No/没有	Remarks/备注
1.	Visa application form: The form is available online at <https://formulario-mre.serpro.gov.br>. A separate form must be completed for each applicant. Once filled out, the form should be printed and signed. Please note: The signature on the Visa Application Form Receipt – RER receipt must match the applicant's signature on his/her passport. Additionally, when filling out the online form, any information originally in Chinese characters (e.g., names, addresses) must be entered using Pinyin/Latin letters, not Chinese characters. If the applicant is under 18 years of age, both parents/legal guardians must sign the Visa Application Form Receipt – RER on the applicant's behalf. 签证申请表：该表格可在 <https://formulario-mre.serpro.gov.br> 在线获取。每位申请人必须填写一份单独的表格。填写完毕后，应打印表格并签名。 请注意：签证申请表收据上的签名 – RER 收据必须与申请人在护照上的签名一致。此外，填写在线表格时，任何原始的中文汉字信息（例如姓名、地址）都必须使用拼音/拉丁字母输入，而不是中文汉字。 如果申请人未满 18 周岁，父母双方/法定监护人必须代表申请人签署签证申请表收据 – RER。			
2.	Original passport. The passport must be signed and have at least two blank visa pages. Previous passports, whenever available, are not essential documents, but their submission is encouraged as it can assist in the analysis by consular authorities; Please note: a minimum of six-month validity of the passport is not a requirement for issuing the visa, but is a common requirement by airline companies for those travelling to Brazil. 护照原件。 护照必须签名并至少有两页空白签证页。旧护照（如果有）不是必要的文件，但建议递交，以便帮助使领馆进行签证审核; 请注意：护照的有效期至少为六个月不是签发签证的要求，而是航空公司对前往巴西的旅客的常见要求。			
3.	One recent photograph not older than 6 months, size 4cm x 5cm, in color, front view, white background. 一张不超过 6 个月的近期照片，尺寸 4 厘米 x 5 厘米，彩色，正面照，白色背景。			

4.	Certificate of criminal records issued within the past 90 days and duly apostilled. 过去 90 天内签发并经过海牙认证的无犯罪记录证明。			
5.	Legal document which proves the relationship between applicant and his/her parents and its translation in Portuguese or English (e.g. Birth Certificate issued by hospital or Police; Hukou; relationship certificate or other equivalent legal document etc.). 证明申请人与其父母关系的法律文件及其葡萄牙语或英文翻译件（例如：医院或警方签发的出生证明; 户口; 亲属关系公证或其他具有同等法律效力的文件等）。			
6.	A letter from the Brazilian sponsoring company, in Portuguese or English, on official letterhead, with stamp and signature, addressed to the consular service of the Embassy of Brazil in Beijing/ Consulate General in Chengdu/ Consulate General in Guangzhou/ Consulate General in Shanghai, including the following information: 6.1) the name and position that the applicant holds in the company; 6.2) clear, specific and detailed purpose of the trip and activities to be performed in Brazil; 6.3) the Brazilian company's CNPJ number (corporate tax registration), address, and telephone number. 6,4) contact details of a designated focal point at the Brazilian company who may be contacted by the consular authority to clarify any questions related to the trip or the activities, including full name, position, telephone number, and email address. 6.5) The letter should include the following solemn statements (any of which is acceptable): "I hereby solemnly declare that the information contained in this letter and in the other documents attached to the visa application is true and accurate, subject to liability under Chinese and Brazilian law." OR "Our company hereby solemnly declares that the information contained in this letter and in the other documents attached to the visa application is true and accurate, subject to liability under Chinese and Brazilian law." 6.6) the sponsoring company must clearly state whether it is responsible for covering the travel expenses of the applicants, or whether the costs will be covered by the Chinese company sending the applicants. If the costs are to be borne by the applicants themselves, attach a bank letter confirming the applicant's financial standing and copy of the company's registration certificate. 巴西担保公司证明信（葡萄牙语或英语，使用公司正式抬头纸打印，加盖公章并由负责人签名，抬头致巴西驻北京大使馆/成都总领事馆/广州总领事馆/上海总领事馆领事处），须包含以下信息： 6.1) 申请人在公司担任的姓名和职位； 6.2) 清晰、具体且详细的旅行目的及将在巴西进行的活动说明； 6.3) 巴西公司的 CNPJ 税号、地址和电话号码。 6.4) 巴西公司指定联系人的联系方式，领事机构可联系该联系人以澄清与旅行或业务活动相关的任何问题，包括姓名、职位、电话号码和电子邮件地址。 6.5) 证明信须包含以下郑重声明（任选其一即可）："本人特此郑重声明，本函及签证申请所附其他文件包含的信息均真实准确，并愿根据中国和巴西法律承担相应责任。" 或 "本公司特此			

	郑重声明，本函及签证申请所附其他文件包含的信息均真实准确，并愿根据中国和巴西法律承担相应责任。" 6.6) 邀请公司必须明确说明是否承担申请人的差旅费用，或是否由派遣申请人的中国公司承担费用。如果费用由申请人自行承担，请附上银行信件，确认申请人的财务状况，并附上公司注册证书副本			

Please note: applicants for visas granting stays longer than 90 days (VITEM) are strongly encouraged to obtain their Cadastro de Pessoa Física (CPF). The CPF is an essential registration number for conducting any civil or financial activities in Brazil.
For more information on how to apply for a CPF as a foreigner, please consult: <Cadastro de Pessoa Física (CPF) para Estrangeiros — Ministério das Relações Exteriores >

请注意：针对申请停留期超过 90 天 （VITEM）签证的申请人，我们强烈建议其获取巴西个人税号Cadastro de Pessoa Física （CPF）。个人税号（CPF）是在巴西进行任何民事或金融活动的重要号码。
有关如何以外国人身份申请CPF号码的更多信息，请参阅：<Cadastro de Pessoa Física （CPF） para Estrangeiros — Ministério das Relações Exteriores >

VISA Fee（签证费）	
Service Fee（服务费）	
Courier Fee (If any) 快递费（如选）	
Other Fees（其他费用）	

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Name & Signature of Processing Officer
资料审核员签名

Date/日期/Data

Applicant's Signature申请人签名