Checklist for **VITEM VIII** – Voluntary Work

签证申请审核表-**志愿工作**

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：该表格可在线填写，网址为<https://formulariomre.serpro.gov.br>。每位申请人需单独提交一份申请表。填写完毕后，需打印并签字 请注意：签证申请表收据（RER收据）上的签名必须与申请人护照上的签名一致。此外，在填写在线表格时，所有原本以中文填写的信息（例如姓名、地址）必须使用拼音/拉丁字母输入，而非拼音。 如申请人未满18周岁，父母/法定监护人需代为签署签证申请表			
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，并且至少有两页空白签证页。以前的护照，只要有，建议提交，因为这有助于领事馆的进一步分析； 请注意：护照的有效期至少为六个月，这个不是签发签证的要求，但这是航空公司对前往巴西的申请人的常见要求。			
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个月的近照，尺寸4cm x 5cm，彩色，正面，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之间关系的法律文件及其葡萄牙语或英语翻译（例如医院或警察局签发的出生证明；户口本；关系证明或其他同等法律文件等）			
6.	A document from the entity based in Brazil inviting the immigrant to provide services as a volunteer; 一个在巴西机构的公司出具的文件，邀请作为提供志愿者服务的移民文件			
7.	The constitutive act or bylaws of the requesting entity, duly registered with the appropriate body 在相关机构正式登记的申请实体的组织章程			
8.	A document of appointment, designation, or election of the current board of directors; 委任、或者经选举成为现任董事会的任命文件			
9.	Proof of registration with a Social Assistance Council, where applicable, or a certificate of qualification as a civil society organization of public interest, issued by the Ministry of Justice and Public Security, where applicable. This does not apply to organizations linked to a foreign government; 在适用的情况下，向社会援助委员会登记的证明，或由司法和公安部颁发的公共利益民间社会组织资格证书。这不适用于与外国政府有联系的组织；			
10.	A document indicating the location of the service and the activities to be performed by the applicant; 确认申请人服务地点和从事活动的文件			
11.	A statement of responsibility of the entity for the immigrant's support during their stay in Brazil and upon their return to their country of origin; 申请人在巴西逗留期间和返回原籍国时提供支持的一份责任声明			
12.	A statement of responsibility by which the interested organization or institution assumes all and any medical and hospital expenses of the immigrant; 相关组织或机构承担移民所有和任何医疗和住院费用的一份责任声明；			
13.	A document proving professional experience or qualifications compatible with the activities to be performed, when applicable. This document should not be required when the position to be performed in Brazil does not require specialized knowledge. 一份证明专业经验或资质的文件，该经验或资质需与拟开展的活动相匹配（如适用）。若在巴西拟从事的职位无需专业知			

	识，则无需提供此文件；			
14.	Proof that the entity is in full and regular operation. 证明该公司正在全面正常运营。			

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）	

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

Date/日期/Data

Applicant's Signature申请人签名