VisaCenter.us
FOREIGN TRAVEL VISA APPLICATION CENTERS IN USA

NEW YORK
45 W 34TH STREET, SUITE 903
NEW YORK, NY 10001

TOLL FREE 1-877-203-2551

MANDATORY ORDER FORM

Fully complete this form and submit with your application. Processing will be held if items are missing or incomplete.

SECTION 1. CONTACT INFORMATION

NAME

TELEPHONE

E-MAIL

E-mail address will be used to provide vital passport tracking information as well as periodic travel updates & payment invoice

SECTION 2. TYPE OF VISA TO BE PROCESSED (COMPLETE MULTIPLE LINES IF APPLYING FOR MORE THAN ONE VISA)

VISA 1 — / COST +
HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA

VISA 2 — / COST +
HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA

VISA 3 — / COST =
HINT: LIST ABOVE THE COUNTRY FOR APPLICATION, CATEGORY (TOURIST, BUSINESS, WORK, ETC) AND TYPE (SINGLE, DOUBLE OR MULTIPLE) OF VISA

THIS BOX IS FOR INTERNAL OFFICE USE ONLY

TOTAL VISA COST

SECTION 3. OPTIONS FOR RETURNING YOUR PASSPORT TO YOU - PLEASE MAKE ONE SELECTION

- ☐ PICK-UP AT OFFICE - $0
- ☐ PRE-PAID - $0 RETURN ADDRESS: (IF PAYING FOR RETURN)
- ☐ FEDEX OVERNIGHT US - $30 ADD $20 FOR SAT DELIVERY. SOME RURAL LOCATIONS COST MORE
- ☐ FEDEX OVERNIGHT CAN - $50
- ☐ INTERNATIONAL - $110+ SOME RURAL LOCATIONS COST MORE

Absolute latest date by which you must have your documents returned to you

RETURN SHIPPING

TOTAL RETURN COST

RECIPIENT'S NAME

ADDRESS

CITY | COUNTRY | POST CODE

THIRD PARTY PICKUP: PROVIDE NAME

ADD TOTAL VISA COST TO TOTAL RETURN COST

SECTION 4. PAYMENT FOR YOUR VISA APPLICATIONS

PLEASE MAKE A PAYMENT BY CHECK PAYABLE TO RA CONSULTING CORP.

GRAND TOTAL AMOUNT

ADD TOTAL VISA COST AND TOTAL RETURN COST FOR GRAND TOTAL

By using the services of Visa Center, I authorize to handle my personal information and my passport/other documents and particulars / to a foreign diplomatic mission in Canada & US for the purpose of acquiring a visa or other consular document. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center can not and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. Visa Centre does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic grounds or passed into the control of a courier for return delivery. Visa Center is not liable for any stolen or lost passport, and has no liability for late delivery of passports and visas, and Visa Center does not bear any financial, legal or other obligations whatsoever for client ticket or other purchases, down payments, bookings or any kind of travel or other arrangements that were done prior to the issuance of visa or what may be affected by processing times or denial of visa. Visa Center does not bear any financial (or otherwise) responsibility from issues arising from errors and improper issuance of visas by the consulates; for losses resulting from, and does not compensate for travel expenses arising from any of the above. Visa Center will charge $50.00 per passport for cancelled visa applications after the documents have been received for processing. I understand and fully accept the above mentioned. BY SIGNING BELOW YOU AGREE ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.

SIGNATURE

CURRENT DATE

SMS (Text) Notifications Application Form

Last Name	
First Name	
Cell Phone Number	
Name of the provider (Bell, Rogers, etc.)	

We shall be using the data provided by you in your SMS application form solely and exclusively to send your application status by SMS to your registered mobile number, and to send you these details also by e-mail at the indicated e-mail address. We may also provide your information to any government or government agency in connection with the processing of your application. **BY SIGNING THIS FORM YOU ARE NOTIFYING US THAT YOU CONSENT TO RECEIVING THIS INFORMATION BY SMS AND E-MAIL.** Please note that if you give your consent, you have the right at any time to withdraw this consent by notifying us at **VisaCenter by email info@visacenter.ca.**

Disclaimer and Terms and Conditions

1. The Short Messaging Service ('**SMS**') provided to Visa Applicants is to update on current status to the applicant with regards to Visa Application Process. The information provided by SMS is based among others on the information provided by the Embassy/Consulate. While VisaCenter ensures that information is made available to the visa applicant promptly and accurately, the Visa Applicant shall at all times be responsible for providing and maintaining an SMS text compatible mobile phone number where VisaCenter can send text messages regarding the status of the Visa Application to the Visa Applicant. The Visa Applicant is responsible for ensuring connection to a mobile network capable of receiving the SMS Services. The Visa Applicant understands that if The Visa Applicant 's mobile phone is switched off, disconnected for any reasons or is out of coverage for a period of 24 hours or more, The Visa Applicant's mobile network provider may delete any SMS messages to be received by The Visa Applicant.
2. The Visa Applicant confirms that the Visa Applicant has provided the accurate mobile number for receiving SMS and that the Visa Applicant is the owner or its legitimate user, or that the Visa Applicant has the consent of the owner or legitimate user, of the mobile phone using for the Services. The Visa Applicant acknowledges that using another person's mobile phone/providing inaccurate mobile phone number/unauthorized use of mobile phone number for receiving the SMS may entail disclosure of Visa Applicant 's confidential information which disclosure shall be at the sole risk of the Visa Applicant
3. The Services, once obtained, will be available to the Visa Applicant from the time of application till complete processing of the application or such other period as VisaCenter may advise via our website located at www.VisaCenter.ca . VisaCenter reserves the right to withdraw this service at any time and without notice.
4. The Visa Applicant must not use (or permit any third party to use) the SMS Service to send any message or communication which is Spam, illegal, offensive, abusive, indecent, obscene or menacing or causes annoyance, inconvenience or needless anxiety or infringes the rights of third parties. VisaCenter reserves the right to withdraw the SMS service to such Visa Applicant if The Visa Applicant is in breach of this paragraph 4. VisaCenter may also withdraw the Services if VisaCenter in its sole discretion apprehends that the SMS service is being used for such purposes.
5. For operational reasons VisaCenter may vary the technical specification of the Services with or with out notice. In the event of any change to the Service these Terms and Conditions is to be treated as varied accordingly.
6. The time to deliver the SMS is dependent on several factors such as upon the traffic on the mobile network and whether The Visa Applicant mobile phone is within reach and switched on and cannot therefore be guaranteed by VisaCenter. VisaCenter is not a mobile network operator and does not guarantee the delivery of SMS text messages.
7. The Visa Applicant acknowledges that the SMS Services may, at any time, be adversely affected by problems with The Visa Applicant mobile phone network, type of mobile account, force majeure events including, without limitation, interference to the network coverage. VisaCenter is not responsible or liable to The Visa Applicant for any loss, damage or expenses incurred directly or indirectly by The Visa Applicant as a result of any difficulties experienced by the Visa Applicant's mobile phone service provider. Subject to the constraints described within this paragraph 7, VisaCenter shall carry out the services with reasonable care and skill.
8. If The Visa Applicant does not receive SMS relating to these Services. the Visa Applicant should inform VisaCenter through email.
9. The SMS service delivers the Visa Application Status based on the information received by VisaCenter from Embassy/Consulate.
10. The Visa Applicant agrees to comply with all instructions we may give concerning the Services, including any security instructions. We will be entitled to treat any failure by Visa Applicant themselves to comply with these instructions as a breach of these Terms and Conditions, which will entitle us to deny Visa Applicant access to the Services.
11. The Visa Applicant is responsible for paying charges for the message origination. Charges once paid for SMS service will not be refunded under any circumstances.
12. The Visa Applicant shall at its sole risk be responsible for taking all reasonable steps to prevent unauthorized persons gaining access to the Services.
13. While VisaCenter takes every precaution transmission of information to transmit information. VisaCenter shall not be responsible or liable for any unforeseen events and circumstances beyond the reasonable control of VisaCenter.
14. VisaCenter may in its sole discretion temporarily suspend the provision of the Services if such provision could materially affect the quality of any telecommunications service, including the Services, provided by VisaCenter.
15. VisaCenter specifically excludes all liability of any kind (including negligence) in respect of any third party information or other material made available on, or which can be accessed using SMS text services.

I have read and understood the Disclaimer and the terms and conditions contained therein and agree to abide by the same.

Signature of the Visa Applicant:_____

Date:_____ **Place:**_____

REGISTRATION WITH US EMBASSIES

The world unfortunately is not a safe place. When you travel abroad and surrounded by foreign environment many situations, in some cases hostile may arise, like terrorist attacks, banditry or even war. Plus there are natural disasters and catastrophes.

Visacenter.us can help you to make your contact information in the country where you are traveling available to US Embassy/Consular officials responsible for helping Americans abroad.

What is the registration?

Upon your request the Department of State in Washington DC will be provided with your major contact information in the country of your travel. In the event there is a need to contact Americans to offer urgent advice or evacuation during a natural disaster or civil unrest, US Embassy/Consulate contacts all registered US citizens in that country. U.S. consular officers assist Americans who encounter serious legal, medical, or financial difficulties.

OFFICIAL REGISTRATION IS RECOMMENDED for **ALL Americans** traveling abroad for business or pleasure, or residing abroad, irrespectively of the length of travel.

It is best to register **BEFORE the start of the trip.**

What should I do to register?

To register, you are required to fill-out short US Embassy Registartion Request Form with your basic contact and travel information.

What is the cost?
The cost of **peace of mind** is just USD10.00 per person.

☐ ***Yes, I want to register and agree that Visacenter.us submits on my behalf my data exactly as provided by myself on the form for US Embassy Registartion service by The Bureau of Consular Affairs of the US Department of State and agree that for this act the charge of CAD 10.00 be added to the total payment for my visa services order.***

Signature: _____ Date: _____

Next step:
→ Please, fill-out the following US Embassy Registration Request Form

US EMBASSY REGISTRATION REQUEST FORM

BASIC INFORMATION

FIRST NAME

LAST NAME

DATE OF BIRTH MONTH DAY YEAR GENDER ☐ M / ☐ F

CITIZENSHIP

PASSPORT

PASSPORT NUMBER

PASSPORT DATE OF ISSUE MONTH DAY YEAR

PASSPORT DATE OF EXPIRATION MONTH DAY YEAR

HOME RESIDENCE

ADDRESS 1

ADDRESS 2

CITY STATE

ZIP CODE CONTACT EMAIL ADDRESS

DESTINATION INFORMATION

COUNTRY

PURPOSE OF VISIT

DESTINATION DATE OF ARRIVAL MONTH DAY YEAR

DESTINATION DATE OF DEPARTURE MONTH DAY YEAR

TYPE of RESIDENCE ☐ HOTEL ☐ HOME ☐ SCHOOL ☐ OTHER

ADDRESS at DESTINATION

CITY

PHONE NUMBER AT DESTINATION

Note: If you have more than one destination please, provide details on a separate sheet of paper.

DATE: MONTH DAY YEAR SIGNATURE:

Brazil Visa Pricing (includes Embassy and handling fee)

Visa Type / Processing Time	15 days	10 days	4 days
Multiple Tourist or Business E-visa valid for 2 years with 90 days stay	N/A	N/A	$ 100.00
Tourist Multiple entry up to 5 Years	$ 230.00	N/A	N/A
Business Multiple entry up to 90 days	N/A	$ 230.00	N/A

*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added.

INCLUDE THE FOLLOWING DOCUMENTS:

Brazil Visa Requirements

- Original, signed United States passport with at least 2 empty pages and 6 months of remaining validity.

- Filled-out and signed forms:

  - Filled-out Brazil visa application form. Go to: https://scedv.serpro.gov.br/frscedv/index.jsp. Fill-out on-line forms there, print out resulting single page PDF file, sign and send to Visa Center.
  - Payment Authorization. Complete and sign the Credit Card Authorization Form.
  - Power of Attorney confirming that you entrust Visa Center to submit and receive documents on your behalf (Note: the notarization service is available at the VISA CENTER office during the submitting the set of documents for the visa in person. Otherwise, please send us the notarized POWER OF ATTORNEY.)
- One passport type photo: 2x2 inches (photos can be taken at our Washington and New York offices).
- If you reside in **New Jersey, New York, Pennsylvania, and Bermuda Islands**, then provide proof of residence.(e.g. electric, cable, credit card bills, lease, state ID, driver's license)
  Driver's license. Copy of driver's license or utility bill, showing the applicants name and current address.
- Itinerary. A photocopy of round trip tickets or a letter signed by a travel agent with confirmed round trip tickets. Itinerary is not acceptable unless showing ticket numbers and that the ticket is paid for. You may get one here: https://www.flightbookingforvisa.com/

  If you will be entering and/or exiting Brazil by LAND please submit: ? Ticketed flight itinerary showing flights into and out of the region. ? A letter addressed to the "Consulate of Brazil, Visa Section" explaining exactly how, when, and where you will be entering and leaving Brazil. ? A copy of your most recent monthly bank statement. If you will be entering and/or exiting Brazil by SEA please submit: ? Official receipt or boarding pass from the Cruise line listing the applicant as a passenger and showing that the balance has been paid in full. ? Official daily port itinerary from the cruise line listing the applicant as a passenger and showing the port location for each day of the cruise.
- Conference or Seminar. If attending a conference or seminar, a letter of invitation from the organization in Brazil which is hosting the event and a day-by-day itinerary of the event.
- If your visa application mentions "visiting friends" please include a NOTARIZED letter of

invitation from your host in Brazil.
- Persons with dual citizenship, one of which is US, must apply with their US passports only. Applicants with other than US passports must provide the copy of the document confirming their current resident status in USA.
- NOTE: Want to check if you prepared your Brazil visa application documents correctly? Click on the following link: http://www.visacenter.us/pdfdocs/visa_pre-screen_service_form.pdf and send us your file for quick evaluation.

Brazil Business Visa Requirements (additionally to the requirements above)

- Business Letter. A business letter from the sending company in the US. The letter should be printed on company letterhead stationery, addressed to "The Consulate of Brazil", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines: Briefly introduce the applicant (please specify employment status/position held in the company by applicant). State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in Brazil. State the expected duration of the visit and the periodicity of any future trips. Guarantee of sufficient funds for travel. Furthermore, the sending company shall specifically attest to each of the following statements: The visa applicant will maintain his or her residency in the United States. The visa applicant's trip to Brazil is of a short-term nature. The goal of the visa applicant's trip to Brazil is strictly for business meetings not involving any technical assistance or training. The visa applicant has no intention to immigrate to Brazil and will not exceed the legally authorized stay per visit.
- Business Invitation. Business invitation letter from the sponsoring company in Brazil written in Portuguese. The letter should be printed on company letterhead stationery, addressed to "The Consulate of Brazil", and signed by a senior manager (an equivalent to Vice-President or above). The letter should state: The job description and job position of the contact person in Brazil. A description of the intended activities of the applicant in Brazil (sales, purchases, coordination, auditing, etc).

DADOS PESSOAIS			**PROTOCOLO Nº**
01 - NOME COMPLETO *(FIRST/MIDDLE/LAST NAME)*			**VISTO Nº**
02 - NASCIDO EM (cidade/estado/país) *PLACE OF BIRTH (city/state/country)*		03 - DATA DE NASCIMENTO (dia/mês/ano) *DATE OF BIRTH (day/month/year)*	**GLUE** **5 X 7 cm** **PHOTO** **HERE**
04 - NACIONALIDADE *NATIONALITY/CITIZENSHIP*	05 - SEXO *SEX*	06 - ESTADO CIVIL *MARITAL STATUS*	
07 - DOCUMENTO DE VIAGEM *PASSPORT NUMBER*	08 - PAÍS EXPEDIDOR *ISSUING COUNTRY*	09 - EXPIRAÇÃO (dia/mês/ano) *EXPIRATION DATE (day/month/year)*	
10 - NOME E NACIONALIDADE DOS PAIS/*PARENTS' NAMES AND NATIONALITY (COUNTRY OF BIRTH)* do pai/father's: _____ da mãe/mother's: _____			
11 - ENDEREÇO RESIDENCIAL / *HOME ADDRESS*	12 - TELEFONE Nº *TELEPHONE N0.*	13 - PROFISSÃO *PROFESSION*	
14 - ENDEREÇO PROFISSIONAL / *BUSINESS ADDRESS*	15 - TELEFONE Nº/ e-mail *TELEPHONE N0. / e-mail*	16 - EMPREGADOR *EMPLOYER*	

FAVOR PREENCHER À MÁQUINA OU EM LETRA DE FORMA. RESPONDER AOS ITENS 1 A 26 (FRENTE E VERSO E ASSINAR. OS FORMULÁRIOS INCOMPLETOS SERÃO DEVOLVIDOS.

PLEASE TYPE OR PRINT. FILL OUT ITEMS 1 THROUGH 26 (FRONT AND BACK AND SIGN. INCOMPLETE FORMS WILL BE RETURNED.

PARA USO OFICIAL / FOR OFFICIAL USE ONLY

A - Consulta à SERE	B - Autorização da SERE	C - Tipo do Visto	
_____ Nº _____	_____ Nº _____	_____	
D - ☐ Concessão ☐ Denegação ☐ Prorrogação	E - Entradas ☐ Uma ☐ Múltiplas	F - Prazo de Estada _____ anos/dias	G - Data _____/_____/_____ dia mês ano
H - Observações		I - Assinaturas Funcionário	Chefia

DADOS PESSOAIS / *PERSONAL INFORMATION* (CONT.)

17 - OBJETIVO DA VIAGEM AO BRASIL *PURPOSE OF VISIT TO BRAZIL (PLEASE CHECK AS APPROPRIATE)* :

☐ VIAGEM ESTRITAMENTE DE NATUREZA TURÍSTICA (ATIVIDADES REMUNERADAS PROIBIDAS)
TOURISM (NO PAID ACTIVITIES ARE ALLOWED)

☐ VIAGEM DE NEGÓCIOS
BUSINESS

☐ VIAGEM DE TRÂNSITO
TRANSIT

☐ PARTICIPAÇÃO EM SEMINÁRIOS OU CONFERÊNCIAS
SEMINAR OR CONFERENCE

☐ PARTICIPAÇÃO EM PROGRAMAS CULTURAIS/CIENTÍFICOS
CULTURAL/SCIENTIFIC PROGRAM

☐ DESEMPENHO DE ATIVIDADE DE PESQUISA
RESEARCH ACTIVITIES

☐ TRABALHO EM ATIVIDADES DE ASSISTÊNCIA SOCIAL
GROUP OF CHURCH VOLUNTEERS AND/OR COMMUNITY SOCIAL WORK

☐ PARTICIPAÇÃO EM ATIVIDADES ESPORTIVAS E/OU ARTÍSTICAS
SPORT AND/OR ARTISTIC ACTIVITIES

☐ TRABALHO COMO CORRESPONDENTE JORNALÍSTICO
MEDIA CORRESPONDENT

☐ TRABALHO COM CONTRATO NO BRASIL
EMPLOYMENT IN BRAZIL.

☐ TRABALHO COMO MISSIONÁRIO RELIGIOSO NO BRASIL
RELIGIOUS MISSIONARY

☐ ATIVIDADE EM ÁREAS HABITADAS POR POPULAÇÕES INDÍGENAS
VISITING AREAS INHABITED BY INDIGENOUS POPULATIONS

☐ CURSOS ESCOLARES NO BRASIL
SCHOOL IN BRAZIL

☐ VIAGEM EM MISSÃO OFICIAL
OFFICIAL MISSION

☐ ACOMPANHAMENTO DE PESSOAS EM MISSÃO OFICIAL
ACCOMPANYING MEMBERS OF AN OFFICIAL MISSION

☐ SOLICITAÇÃO DE VISTO PERMANENTE
PERMANENT VISA

☐ OUTROS (INDICAR)
OTHER (EXPLAIN)

_____

18 - NOME E ENDEREÇO DA PESSOA, ENTIDADE OU EMPRESA DE CONTATO NO BRASIL
NAME AND ADDRESS OF PERSON, INSTITUTION OR COMPANY WHERE YOU CAN BE CONTACTED IN BRAZIL

19 - ENDEREÇO NO BRASIL *ADDRESS IN BRAZIL*	20 - TELEFONE Nº/ e-mail *TELEPHONE N0. /e-mail*

21 - LOCAL E DATA DE DESEMBARQUE *PLACE AND DATE OF ARRIVAL*	22 - DESTINO *DESTINATION*	23 - PERÍODO DE ESTADA *LENGTH OF INTENDED STAY*

24 - JÁ ESTEVE NO BRASIL? *HAVE YOU EVER BEEN IN BRAZIL?* ☐ SIM *(YES)* ☐ NÃO *(NO)*	25 - EM CASO AFIRMATIVO, QUANDO/LOCAL/DURAÇÃO DA ÚLTIMA ESTADA *IF YES, WHEN/PLACE/LENGTH OF LAST STAY*

TERMO DE RESPONSABILIDADE / *FORMAL STATEMENT*

26 - DECLARO SEREM VERDADEIRAS E COMPLETAS AS INFORMAÇÕES CONTIDAS NO PRESENTE DOCUMENTO.
I *DECLARE THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.*

NOME/*NAME*	DATA/*DATE*			ASSINATURA/*SIGNATURE*
	Dia Day	Mês Month	Ano Year	