

Dear Mr. (name of the immigrant),
I hope this e-mail finds you well.

I want to introduce myself. I am (Name), (partner/consultant) at Liege Hecke Immigration. I will guide you through the Brazilian Work Authorization procedure.

This procedure requires proof of **previous work experience, academic qualification degrees**, and other documents. Below, you can find an overview of the process.

You will also need CPF (tax registry) and Carteira de Trabalho (Work Booklet) to work in Brazil. I will guide you and am responsible for issuing these documents. I will ask for information and send you the guidelines when it is due.

The entire process has 04 steps:

1. **Documents Gathering:** documents issuance, apostille, translations and checks;
2. **Immigration Department:** analyze working conditions – applicant's and company's documents;
3. **Brazilian Consulate:** stamp visa on the passport;
4. **Federal Police:** registration in person in Brazil;

Step 1: Documents Gathering

Timeframe: 15 to 30 days

You and the Brazilian company must send me all the documents listed in Step 2. I will review all of them to draft the petition, Power of Attorney, and work contract required.

Step 2: Immigration Department

Timeframe: 30 to 90 days

I listed all documents required to file the work authorization and the ones your host Brazilian company must present.

So, to begin drafting your request, I kindly ask you to send me the following documents:

1. **Passport** – ID page. Your passport must be valid for at least six months and contain at least 03 consecutive blank pages (excluding endorsements pages);
2. **RNM Cards** – just in case you had had registration in Brazil;
3. **Birth/Marriage Certificate*** – please make sure it contains the complete names of your parents;
4. **Duly filled Curriculum Vitae** – attached, you can find the template;
5. **Statement of Employment*** – attached, you can find the template;
6. **Non-criminal Records Certificate*** – from the country of your birth and where else you've lived in the past five years.
7. **Copy of Qualification Degree*;**

***IMPORTANT** – The document gathered and prepared abroad **MUST** be certified by the foreign authorities indicated by **The Hague Convention** (<https://www.hcch.net/pt/states/authorities>). Therefore, you need to apostille items **3,5, 6, and 7**.

We recommend you contact the Brazilian Consulate to confirm the Visa procedure.

The Brazilian company also needs to send the following documents and information:

1. **Articles of Incorporation of Brazilian Company;**
2. **Corporate documentation**, including the Board of Directors's appointments (in the case that the Articles of Incorporation don't list the Legal Representative's name);
3. **Power of Attorney of the Company's Legal Representatives**, as well as confirmation of their names, if applicable;
4. **Copy of the National Legal Entity Registration Card (CNPJ);**
5. **Number of Employees:**
 - a. Current number of Brazilian Employees;
 - b. Current number of Immigrants Employees;
6. **Job title and job description of Employee's position in Brazil;**
7. **The salary that the Employee will receive in Brazil** (split salary also)

After receiving the documents and getting all signatures in Brazil, the process will be sent to the Immigration Department to be analyzed. This step takes 30 to 90 days. During this period, the Department can also request more information or documents from the company or applicant.

Once the Visa is approved, you will receive an e-mail with instructions to contact the Brazilian Consulate to issue the Visa.

Step 3: Brazil Visa Application before the Brazilian Consulate

Timeframe: 10 working days

Each Brazilian Consulate has its own procedure for stamping the Visa on the passport. I will provide you with basic guidelines. For more accurate information about the process, please contact the Brazilian Consulate.

General Document List:

1. **Passport** – ID page. Your passport must be valid for at least six months and contain at least 03 consecutive blank pages (excluding endorsements pages);
2. **Visa Application Form** - <https://formulario-mre.serpro.gov.br/sci/pages/web/ui/#/instrucoes-iniciais-visto>;
3. **Birth/Marriage Certificate*** – please make sure it contains the complete names of your parents (requested in the first step of the process);

4. **Non-criminal Records Certificate*** (requested in the first step of the process);
5. **Visa fees;**
6. **One photo 3x4** in color, white background, no dates, and face must be in evidence;

***IMPORTANT** – The document gathered and prepared abroad **MUST** be certified by the foreign authorities indicated by **The Hague Convention** (<https://www.hcch.net/pt/states/authorities>). Therefore, you need to apostille items **3 and 4**.

I will let you know when it's time to start this step, but we strongly recommend you confirm the procedure to issue criminal records and birth/marriage certificates as early as possible. It may take longer than the time you have then. **According to Brazilian laws, criminal records expire in 90 days. Please keep that in mind.**

This step will take approximately ten working days, but it can vary according to the Consulate.

Step 4: Register in Brazil before the Federal Police
Timeframe: 90 days

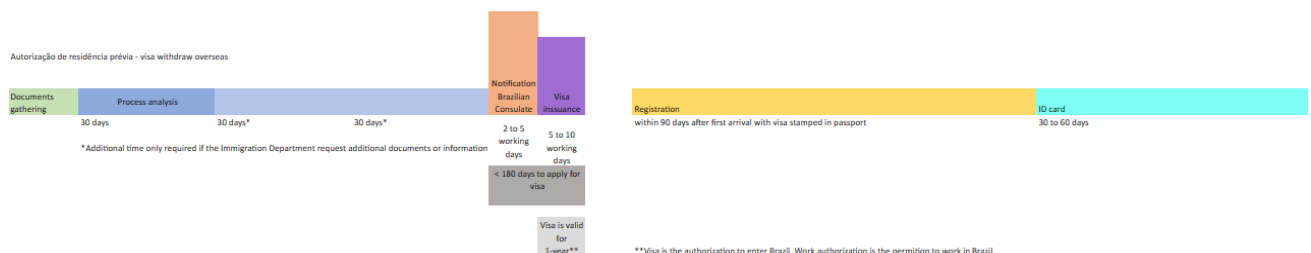
Federal Police is the Brazilian immigration authority responsible for registering all foreigners in Brazil.

Therefore, after you arrive in Brazil, you will need to register at the Federal Police to obtain the RNM (Brazilian Identity Card for Foreigners). I will support you with this procedure, too.

For this procedure, you'll need to file the following documents:

1. **Visa Application Form;**
2. **Passport and copy of all used pages;**
3. **Proof of address** – water or electricity bill in your name. In case you don't have it, please let me know so I can arrange alternatives and
4. **One photo 3x4** in color, white background, no dates, and face must be in evidence.

Process timeframe:



Additional information:

- You can use your original driver's license for six months, depending on the country that issued it. After that, a Brazilian one must replace the original permit.
- Bring all the original documents listed in this e-mail to Brazil.
- Remember to review the requirements before filing the forms at the Brazilian Consulate.
- Fill in the required forms correctly – these will support all your Brazilian documents.
- Check your parents' names – this information is essential to issuing your documents here in Brazil.

In case of any doubts, don't hesitate to contact me!

Regards,