Brazil Federal Police Registration

I. MAKE COPIES & KEEP ORIGINALS WHEN THEY ARE RETURNED TO YOU

You will submit various original documents to the Brazilian consulate when you apply for the visa. **Make and keep copies of all documents before submitting them to the consulate**; you will need these copies once in Brazil. Also keep the original visa documents when the consulate returns them to you.

II. NAMES MUST MATCH EXACTLY

Pay attention to detail and the consistency and accuracy of your name and your parents’ names on all documents and every form you complete (passport, visa application, birth certificate, registration form, etc.). Abbreviations and nicknames are not allowed. If you do not have a middle initial, do not write “n/a.”

The name you use on your visa application form must exactly match the name on your passport, and both of these must exactly match your name when registering with the Federal Police in Brazil.

The police absolutely require that the names of both parents appear on the consular document. Names must be written in full (e.g., write: Donald Potter and Elizabeth Potter. Do not write: Mr. and Mrs. Potter or Don and Liz Potter).

A student had to re-register with the police in Brazil because a middle initial appeared on one document but not another.

III. REGISTERING WITH THE FEDERAL POLICE IN BRAZIL

Upon arrival in Rio all EAP students must register with Brazilian Federal Police and have their passports stamped again. The Study Center and PUC-Rio staff will help you with this registration process as it can be very bureaucratic and lengthy.

The police registration is a serious process that requires attention to detail and a level of formality with which you might not be familiar. Respect and decorum are encouraged when complying with immigration regulations. In the past a student was denied entry to the police registration office due to lack of formal dress (shorts were not acceptable).

When you leave Brazil, immigration officials will check to verify that you have properly registered with the Federal Police. Therefore, you should safeguard any documents you receive during the registration process. Departing passengers who are found to have been in the country irregularly are charged a fine of R$8 per day up to a maximum of about R$900 (fees can change without notice).

III. WHAT YOU WILL NEED

1) Two 3x4 cm (about 1¼” x 1½”) official photos. You can easily obtain these in Brazil. They are not the same size as U.S. passport photos.

2) Complete a registration form (provided by the Study Center) accurately.

3) Passport with visa and copies of the first two pages of your passport (with personal information and photo) and the page of your passport containing the visa.

4) Original visa application form from the Brazilian consulate (the consular document filled out at the Brazilian consulate on the basis of which the visa is issued) and a copy of this document. With new online procedures, you may need to submit a copy of the completion of your online application.

5) Green entry form filled out during the flight to Brazil and stamped by the customs immigration officer upon arrival in Brazil.

6) You will have to pay a fee of around 200 reais. Fees are subject to change.

Once you have registered, you will receive a receipt valid for 90 days, and should use this receipt until official identification cards are available. Carry the receipt as proof of police registration.
You must obtain a student visa prior to entering Brazil. It is not possible to apply for a visa after arrival in Brazil, and you cannot enter Brazil as a tourist and then switch to a student visa.

Obtaining a visa and registering with the federal police in Brazil is a serious process that requires attention to many important details. The student guide that you have received from EAP contains all of the information that you will need to complete this process successfully. This letter is not intended to provide a comprehensive overview of the process. Its purpose is to help you to avoid three of the most common visa and police registration problems that have occurred in recent years.

Problem 1: Student comes to Brazil without the original visa application form.

- Consequence: It is impossible to register with the federal police without this form. Student will incur the expense of asking a friend or relative to send the form to Brazil by express mail, and will not be able to travel until the process is complete. If it takes more than 30 days to receive the form, student will pay a fine with the police.
- Solution:
  - Make copies of all documents before submitting them to the consulate. You will need these copies once in Brazil.
  - Make sure the Brazilian Consulate returns the original visa application form (the consular document submitted to the Brazilian Consulate on the basis of which the visa is issued).
  - If you use a visa service and do not go in person to the Consulate, make sure that the service returns the original visa application form to you.

Problem 2: Names don't match on different documents.

- In the U.S., less importance is given to middle names, middle initials, etc. In Brazil, these are very important, and it is critical that your full name, and the full names of your parents, are identical on all documents (passport, visa application form, etc.). For example, if your name is Jorge Amado da Silva, you cannot apply for a visa using the name Jorge A. da Silva, or Jorge Silva. If you do, you will regret it!
- Consequence: If you do not pay attention to these details, you will have to spend several days navigating the hallways of Brazilian and U.S. bureaucracies trying to find the right people, with the right stamps, to solve your problem. It will be time consuming, frustrating, and costly.
- Solution: Check and double check all names on the passport, visa application form, and the visa once it is stamped in your passport.

Problem 3: Student does not have the Resolução Normativa (RN) written, typed, or stamped underneath the visa that is inserted in the passport.

- What is a RN?: RN relates to certain parts of immigration law that govern visas. What matters for you is that underneath the visa that gets stamped into your passport the Brazilian Consulate must write, type, or place a stamp of the RN that applies to your particular case.
- Consequence of not having an RN included on the visa: Once again you will have to spend several days navigating the bureaucratic hallways. It will be time consuming, frustrating, and costly. You will not be able to travel until this process is resolved because you need your passport for domestic flights and long distance bus trips in Brazil.
- Solution: Once your visa is ready and you return to the Brazilian Consulate to pick up your passport, look at your passport immediately to make sure that the RN appears on the visa page. If the RN is not present, immediately ask the Consulate to correct the mistake.

Boa sorte!