



**REQUEST FOR VISA/PASSPORT PROCESSING (Transmittal)**

This form is for Casto's use only, to advise us as to what service you are requesting, when you depart on your trip, and the address to which the documents should be sent. Please complete and include this form with your passport and/or Visa application and other required documents. **Please note – This is a transmittal form. This is not a Visa Application.**

DATE: \_\_\_\_\_

**FULL NAME ID APPLICANT(S) and issuing country of passport (if applicable):**

- 1. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO
- 2. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO
- 3. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO
- 4. \_\_\_\_\_ US PASSPORT HOLDER? YES  NO

IF NOT A US PASSPORT HOLDER, WHICH COUNTRY? \_\_\_\_\_ Green Card? Yes  No   
 Other Status \_\_\_\_\_

**SERVICE REQUESTED:(Check applicable items)**

- New Issue US Passport  Renewal US Passport  Passport Amendment  Additional Passport Pages
- Applying for a Second Valid (limited) Passport

**VISA EXPEDITING: (List Countries)**

1. _____	3. _____
2. _____	4. _____

**BASIC CHECKLIST FOR OBTAINING VISAS** (Note: these are not specific visa requirements for any one country)

- Be sure passport has enough blank Visa pages for each Visa requested. Visas will not be affixed to an "Amendment" page. Extra pages may have to be added first before Visas can be issued.
- Some countries require your passport to have a minimum remaining validity of least 6 months as a visa and/or an entry requirement even if you do not need a Visa. PLEASE CHECK WITH US REGARDING YOUR DESTINATION, AS YOU MAY NEED TO RENEW YOUR PASSPORT FIRST BEFORE ANY VISAS CAN BE ISSUED.
- Your passport should be signed on the signature line above the vital information page usually above the inside cover of most US passports.
- To avoid any delays in processing, all Visa photos should be a standard 2"x2" color passport photo, with full face toward the camera and plain white to slightly off white background. No I.D. badge photos or ¾ view INS photos will be accepted.

DEPARTURE DATE FROM THE US: \_\_\_\_\_  
 LATEST DATE YOU WILL NEED THE PASSPORT BACK: \_\_\_\_\_

(Service charges will be billed according to this date)

**RETURN COMPLETED DOCUMENTS TO:**

Name:	_____	Company Name:	_____
Address:	_____	E-Mail:	_____
City/Zip Code:	_____	Company Contact:	_____
Telephone (H):	_____	Contact Telephone:	_____
Telephone (W):	_____	Fax:	_____

RETURN VIA:  FedEx Priority Overnight  FedEx Second Overnight  FedEx (Saturday)

FedEx Account # \_\_\_\_\_  Casto Local Courier Surcharge will apply

**PAYMENT:**

Personal Check or Money Order \$ \_\_\_\_\_ (Payable to Casto Travel, Inc.)

**CREDIT CARD PAYMENTS:**

Visa; MC; AMEX # \_\_\_\_\_ Expires \_\_\_\_\_

Card Holders Name \_\_\_\_\_

Card Holder's Signature (Required) \_\_\_\_\_

	Casto Use Only

Casto Travel Visa Passport and Consulting Services  
 2560 North First Street Suite 150 San Jose, CA 95131 (408) 553-44735 FAX (408) 296-0396 Email: [passport@casto.com](mailto:passport@casto.com)  
 Also Located at 500 Sansome Street Suite 601 San Francisco CA 94111 (408) 553-4735

DISCLAIMER: Casto Visa Passport and Consulting Services acts as a service agent only and is not liable for any negligent actions or omissions of any foreign consular office, it's embassy or the US Passport Agency, other government agencies and overnight delivery services. While we make every effort to ensure that the correct visas have been issued, it is the responsibility of the traveler to check that the visas obtained are valid for the period of intended stay in that country. Use of our services constitutes agreement to these terms. Thank you.

*The type of visa to be issued will be dependent upon your activities to be undertaken while in Brazil as well as your job title /description and any previously issued Brazilian visas. This action is completely at the discretion of the consulate. Visas are now valid from the issue date, rather than having to be used initially within 90 days.*

*Yellow fever vaccinations are required for travelers who have visited in the past 90 days or will visit one of these countries before entering Brazil: Angola, Benin, Bolivia, Burkina, Cameroon, Colombia, Democratic Republic of Congo, Equator, French Guiana, Gabon, Gambia, Ghana, Guinea, Liberia, Nigeria, Peru, Sierra Leone, Sudan and Venezuela.*

**IMPORTANT NOTICE: DUE TO THE RESTRICTED AMOUNT OF APPLICATIONS THAT THE CONSULATE ACCEPTS DAILY, APPOINTMENT SLOTS FILL UP VERY QUICKLY. WE STRONGLY ADVISE ALL APPLICANTS TO ALLOW 2-3 WEEKS FOR PROCESSING ANY BRAZIL VISA. NO RUSH SERVICE IS AVAILABLE.**

**TO ENSURE THE SOONEST POSSIBLE APPOINTMENT SLOT WITH THE CONSULATE, WE STRONGLY RECOMMEND COMPLETING YOUR ONLINE APPLICATION AND CONTACTING CASTO WITH YOUR PROTOCOL NUMBER (FAX OR EMAIL); EXPIRATION DATE AND YOUR NAME AS IT APPEARS ON YOUR PASSPORT. Email [passport@casto.com](mailto:passport@casto.com) or fax 408-984-7007. Thank you.**

#### **TOURIST VISAS FOR USA CITIZENS**

**Eligibility for Tourist Visa as follows:**

- ♦Leisure travel
  - ♦Visit friends/relatives
  - ♦Scientists, professors or researchers who are attending cultural, technological or scientific conferences, seminars or meetings (services provided must not be paid by organizations/companies in Brazil, except for reimbursement of expenses or per diem allowances).
  - ♦Participation in artistic or amateur sport competitions, when no monetary prize or paid admission is involved.
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- PASSPORT (MINIMUM 6 MONTHS REMAINING VALIDITY.)
  - [1 VISA APPLICATION FORM COMPLETED AND SIGNED BY THE APPLICANT.](#) This link will take you to a Brazilian Government secure web site where you can create the application form. Once you have completed the questionnaire, print out the receipt and sign it and add your photo. The receipt with the photo glued on is your proof of application. At the Consulate, the receipt will be scanned to create your application form.
  - 1 STANDARD (2" x 2") PASSPORT PHOTO ATTACHED TO THE FORM.
  - COPY OF AIRLINE TICKET OR ITINERARY FROM BOOKING AGENT OR AIRLINE
  - COPY OF YOUR DRIVER'S LICENSE AS PROOF YOU RESIDE WITHIN THE CONSULATE'S JURISDICTION.
  - COPY OF YOU GREEN CARD OR OTHER LONG TERM VALID USA VISA IF YOU ARE A NON USA PASSPORT HOLDER.
  - **\*CONSULAR FEES: USA CITIZEN: \$160 by proxy per applicant — BY POSTAL MONEY ORDER ONLY, MADE PAYABLE TO CONSULATE GENERAL OF BRAZIL. NO CASH, PERSONAL OR COMPANY CHECKS WILL BE ACCEPTED.**
  - MINORS UNDER 18 YEARS OF AGE NOT TRAVELING WITH BOTH PARENTS MUST SUPPLY A NOTARIZED PARENTAL CONSENT FORM SIGNED BY BOTH PARENTS. IF REQUIRED, PLEASE SEE ATTACHED.
  - RETURN OVERNIGHT IS ADDITIONAL \$35, OR YOU MAY SEND US A PREPAID AIRBILL OR FEDEX ACCOUNT NUMBER. 2<sup>ND</sup> DAY FEDEX RETURN IS ADDITIONAL \$25.

After all documentation is received by the Consulate, visa applications take at least **TEN working days** to be processed (excluding the day when applications are received by the Consulate). **Because of the new appointment system, we ask you to allow at least three weeks to process your visa.** **Appointment slots fill up very quickly, so it is best to forward to us your Protocol Number; Expiration Date; Birth date and you full name as it appears on your passport so we can hold the earliest possible appointment slot for your case.** Some visas (depending on the applicant's nationality or personal status) may require a longer processing time. If the Consulate is busier than usual, the processing time for visas may be extended. The Consulate does not have an expedite fee.

Bearers must enter Brazil no later than 90 days from the date the visa was issued.  
**OTHER NATIONALS FEES FOR TOURIST VISA MAY VARY. Please inquire.**

#### **PROCESSING INSTRUCTIONS:**

Please forward your passport, completed visa application form with attached photo, completed Casto Transmittal form, and copy of airline ticket or itinerary and your check or money order payable to Casto Travel to:

**Casto Travel Visa Passport Services  
2560 North First Street Ste 150  
San Jose, CA 95131  
(408) 553-4735  
WE ACCEPT ALL MAJOR CREDIT CARDS.**

For more information, you may contact us directly as above or contact the Consulate.

**Brazilian Consulate General**  
300 Montgomery St. 3rd Floor  
San Francisco , CA 94104-  
Phone: (415) 981-8170 Fax: (415) 981-3628

<http://www.brazilsf.org>

Casto Travel is proud to be an accredited visa agency by the Brazilian Consulate General in San Francisco

**"Over 30 years experience in assisting with both corporate and leisure international travel documentation"**

*Casto Travel Visa Passport and Consulting Services 2560 N First Street Suite 150 San Jose, CA 95131(408) 553-4735*

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*500 Sansome Street Suite 601 San Francisco, CA 94111 (408) 553-4735*

## BRAZIL Tourism Visa Fees 04/2010

Country	Visa fee	Handling fee <sup>1</sup> <small>ONLY for applications delivered by a third party</small>	Reciprocity fee <sup>2</sup>
<b>USA</b>	-	<b>US\$ 20.00</b>	<b>US\$ 130.00</b>
Canada	US\$ 65.00	US\$ 20.00	-
Japan	US\$ 50.00	US\$ 20.00	-
Mexico	US\$ 30.00	US\$ 20.00	-
Nigeria <sup>3</sup>	US\$ 40.00	US\$ 20.00	-
Russia	US\$ 50.00	US\$ 20.00	-
Australia	US\$ 35.00	US\$ 20.00	-
All other countries <sup>3</sup>	US\$ 20.00	US\$ 20.00	-

### Example:

Tourist Visa to US passport:

**US\$ 130.00**<sup>(2)</sup> if applied in person; or

US\$ 130.00<sup>(2)</sup> + US\$ 20.00<sup>(1)</sup> = **US\$ 150.00** if applied by a third party.

Tourist Visa to Canada:

**US\$ 65.00** if applied in person; or

US\$ 65.00 + US\$ 20.00<sup>(2)</sup> = **US\$ 85.00** if applied by a third party.

<sup>1</sup> - non-refundable fee, for applications delivered by a third party other than an immediate member of the applicant's family (parents are applying for their children; children are applying for their parents; and spouses are applying for each other). Handling fee does not cover mail cost.

<sup>2</sup> - Due to reciprocity of treatment US citizens are charged an additional non-refundable processing fee.

<sup>3</sup> - **Additional:** US\$30.00 communication charge (since transmission of visa application to Brazil is required) applies to nationals of the following countries who are not holders of a green card: Afghanistan, Iran, Iraq, Jordan, Lebanon, Libya, Nigeria, North Korea, Palestinian Auth., Pakistan, Senegal and Syria.

### Method of Payment

The Consulate General in San Francisco **ONLY** accepts payments with **Money Order** issued by the U.S. Postal Service payable to "Consulate General of Brazil in San Francisco".

The Consulate General does not accept cash, personal checks, credit cards, or any other form of payment.





REPÚBLICA FEDERATIVA DO BRASIL  
 MINISTÉRIO DAS RELAÇÕES EXTERIORES  
 EMBAIXADA EM WASHINGTON  
 SERVIÇO CONSULAR

FORMULÁRIO DE AUTORIZAÇÃO PARA  
 VIAGEM DE MENOR  
*Authorization Form for Persons under 18  
 years travelling to Brazil*  
 (Preencher a máquina ou em letra de  
 forma)

Autorizo(amos) o(a)(s) menor(es) \_\_\_\_\_,  
*I (We) authorize the minor (s)* nome(s) completo(s) (*first and family name(s)*) passaporte(s) (passport(s) nº)

\_\_\_\_\_ , \_\_\_\_\_ , natural de \_\_\_\_\_  
 órgão expedidor (issuing office) , data de expedição (*date of issue*) *place of birth* cidade e país (*city and country*)

nascido(a)(s) em \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ , a viajar em qualquer época para o Brasil, dentro do  
*date of birth* dia (day)mês (month)ano (year) *to travel on any occasion to and within the territory*

território brasileiro e para todos os países com os quais o Brasil mantém relações  
*of Brazil and to all countries with which Brazil maintains diplomatic relations,*

diplomáticas, bem como a retornar para o país de residência desacompanhado(a) ou sob  
*as well as to return to the country of residence, unaccompanied or under the*

a responsabilidade de \_\_\_\_\_  
*responsibility of* nome completo da pessoa que acompanha o(a) menor (*full name of the person accompanying the minor*)

\_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , residente em  
 nacionalidade (nationality) estado civil (*marital status*) profissão (*profession*) *resident at*

\_\_\_\_\_ portador(a) da identidade/passaporte  
 endereço completo (full address) *bearer of identity card/passport*

no. \_\_\_\_\_ emitido(a) por \_\_\_\_\_ .  
 no. issued by nome do órgão expedidor (name of issuing office)

Nome ( <i>Name</i> )	Nome ( <i>Name</i> )
Grau de parentesco ( <i>father/mother</i> )	Grau de parentesco ( <i>father/mother</i> )
Identidade e número ( <i>Identity &amp; #</i> )	Identidade e número ( <i>Identity &amp; #</i> )
Órgão expedidor ( <i>Name of issuing office</i> )	Órgão expedidor ( <i>Name of issuing office</i> )
Assinatura ( <i>Signature</i> )	Assinatura ( <i>Signature</i> )

\_\_\_\_\_ , \_\_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_  
 Local (*place*) dia(*day*) mês (*month*) ano (*year*)

Assinaturas reconhecidas diretamente pela autoridade consular se os pais forem de nacionalidade brasileira e comparecerem na Repartição consular.  
*If both parents are Brazilian nationals, signatures must be authenticated before the Consular Officer at the Consulate.*

Se os genitores forem estrangeiros deverão reconhecer previamente suas assinaturas em tabelião.  
*If the guardians are foreign nationals, signatures must be authenticated by the County Clerk and Notary Public before submitting to this Consulate*