

Attach documents to an online application

This information offers you guidance in attaching documents to your online application.

Before you start attaching files to your application, it is important that you read the information below and in particular are aware that:

- There is a limit to the type, size and number of files you can attach to each application type as outlined below. Upload any required or critical documents first and then any other recommended documents you want to provide.
- If you attach low quality scanned documents, it might slow down the processing of your application.

Documents you need to attach

Check in our [website](#) the relevant document checklist for the list of documents required for any visa, sponsorship, nomination or citizenship application.

Procedure to upload documents

1. First, scan the required documentation for your type of visa.
 - Please note that the **PICTURE** and the **SIGNATURE** have to be uploaded in **.jpeg, .jpg or .png** format only. The other **DOCUMENTS** must be in **.pdf** format
2. Second, click on the following link to upload documents: <https://scedv.serpro.gov.br>



3. Select "[UPDATE VISA REQUEST FORM](#)"
4. Input:
 - a) applicant's number and birth date, **or**
 - b) name and birth date.
5. Insert the verification code and click on "SEARCH".

VISA SEARCH AND UPDATE

LOCATE VISA

PLEASE FILL THE PROCESSING NUMBER AND APPLICANT'S DATE OF BIRTH OR THE APPLICANT'S FULL NAME AND DATE OF BIRTH.

APPLICATION NUMBER

BIRTH DATE (dd/mm/yyyy)

FULL NAME

BIRTH DATE (dd/mm/yyyy)



IF YOU CANNOT VISUALIZE THIS IMAGE,
PLEASE CLICK HERE.

PLEASE FILL THE TEXTBOX WITH THE CODE SHOWN IN LEFT BOX.

WARNING:
ONLY SENT VISA REQUESTS
CAN BE UPDATED.

6. Click in SEND FILES.

7. Choose the type of document for upload as explained above, and choose the file that you have scanned.

- a) First: "SELECT" the type of the file you wish to upload (Example: photograph);
- b) Second: click on "CHOOSE FILE" to browse the file's location on your computer.
- c) Third: after you selected the file, click on open and wait for the file to be upload.

A small list will appear at your screen. **Before clicking on "Send files", wait until all attached documents are listed.**

VISA REQUEST FORM

FORM INSTRUCTIONS	GENERAL DATA	DOCUMENTS	OCCUPATION	ADDRESSES	SEND FILES
<p>The photograph, in JPG or PNG format, must have minimum dimensions of 177x236px and maximum of 354x472px, and 3x4 aspect ratio.</p> <p>The signature must be in JPG or PNG format, and have minimum dimensions of 236x67px and maximum of 507x141px.</p> <p>The other documents must be in PDF format. The upload of files is optional and may speed up the processing of the request.</p> <p>TOTAL SIZE USED: 0 KB / 2MB</p>					
<p>CHOOSE THE TYPE OF DOCUMENT FOR UPLOAD <input style="width: 100%; height: 20px;" type="text" value="SELECT"/></p>					
<input style="width: 100%; height: 20px;" type="text"/>					<input type="button" value="CHOOSE FILE"/>
<input type="button" value="SEND FILES"/>					

Sistema SCEDV
Controle e Emissão de Documentos de Viagem

Ministério das Relações Exteriores
Sistema de Controle e Emissão de Documentos de Viagem
Versão: v3.6.6

FORM INSTRUCTIONS | GENERAL DATA | DOCUMENTS | OCCUPATION | ADDRESSES | SEND FILES

The photograph, in JPG or PNG format, must have minimum dimensions of 177x236px and maximum of 354x472px, and 3x4 aspect ratio.
The signature must be in JPG or PNG format, and have minimum dimensions of 236x67px and maximum of 507x141px.
The other documents must be in PDF format. The upload of files is optional and may speed up the processing of the request.

TOTAL SIZE USED: 658 KB / 2MB

529b

CHOOSE THE TYPE OF DOCUMENT FOR UPLOAD: **PASSPORT**

CHOOSE FILE

TYPE OF DOCUMENT	FILE	SIZE	DELETE
PHOTO	foto005.jpg	6kb	DELETE
SIGNATURE	assinatura 004.JPG	3kb	DELETE
BUSINESS LETTER	BL.pdf	649kb	DELETE

SEND FILES

8. Repeat step 7 for each requirement.

9. Once you have uploaded all supporting documents, click on "SEND FILES".

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VISA REQUEST FORM

FORM INSTRUCTIONS | GENERAL DATA | DOCUMENTS | OCCUPATION | ADDRESSES | SEND FILES

The photograph, in JPG or PNG format, must have minimum dimensions of 177x236px and maximum of 354x472px, and 3x4 aspect ratio.
The signature must be in JPG or PNG format, and have minimum dimensions of 236x67px and maximum of 507x141px.
The other documents must be in PDF format. The upload of files is optional and may speed up the processing of the request.

TOTAL SIZE USED: 1075 KB / 2MB

529b

CHOOSE THE TYPE OF DOCUMENT FOR UPLOAD: **SELECT**

CHOOSE FILE

TYPE OF DOCUMENT	FILE	SIZE	DELETE
PHOTO	foto005.jpg	6kb	DELETE
SIGNATURE	assinatura 004.JPG	3kb	DELETE
BUSINESS LETTER	BL.pdf	649kb	DELETE
PASSPORT	pass.pdf	417kb	DELETE

SEND FILES

10. Click in UPDATE.

NOTES:

- Uploading the files does not excuse applicants to present the original documents during the visa application submission on a scheduled appointment or through one of the affiliated visa agencies;

- **PHOTOGRAPH:** Our visa system requires an aspect ratio of 3x4 (minimum dimensions of 177x236px and maximum of 354x472px). Standard passport photo size is 2x2 inches. Therefore, unless you are able to have the original picture issued or cut out to 1.5x2 inches, you will not be able to upload it into our system.
- **SIGNATURE:** The signature must have minimum dimensions of 236x67px and maximum of 507x141px.
- Do not deform the picture or signature by shrinking the width (conehead effect). Any editing must keep the same proportions and quality.