VITEM 8 VISA

STEPS TOWARD YOUR VISA

1. Check if you need a visa
2. Check the requirements for your visa. (YOU ARE HERE)
3. Application form
4. Appointment

REQUIREMENTS FOR THE VITEM 8 VISA – VOLUNTEER WORK WITH NGOs OR RELIGIOUS ORGANIZATIONS

DO I NEED A VITEM VIII VISA?
If you’re going to be doing volunteer work in Brazil for more than 90 days, you’ll need a VITEM VIII visa.

REQUIREMENTS CHECKLIST

MANDATORY REQUIREMENTS

From inviting institution in Brazil:

☐ Letter of invitation signed by someone from the board of directors

☐ Ato constitutivo (articles of incorporation) ou estatuto social mais recente

☐ Ata da assembleia de nomeação ou eleição da diretoria atual (minutes of meeting for the election of current board of directors)

☐ Affidavit of commitment (termo de compromisso)

If inviting institution is not a church:

☐ Comprovante de inscrição no Conselho de Assistência Social — churches don’t have to provide this document

If inviting institution is an OSCIP (not a church):

☐ Certificado de Qualificação da instituição como Organização da Sociedade Civil de Interesse Público (OSCIP) expedido pelo Ministério da Justiça — churches don’t have to provide this document

From applicant

☐ Passport

☐ Photo

☐ Birth certificate

☐ Money order from the United States Postal Service

☐ Electronic visa application form

☐ Proof of experience (not needed in some cases, check details)

For minors (those under 18 years of age)
All of the applicable previous requirements plus the following:

☐ Parents’ IDs

☐ Consent form

For adults (those over 18 years of age)
Background check
Proof of residence

If you’re not going to be present at interview
Proof of residence

For non-American citizens

OPTIONAL REQUIREMENTS
None of the optional requirements serves as substitute for the mandatory ones.

Prepaid envelope for mailing your visa and passport back

LETTER OF INVITATION
The inviting institution/church/OSCIP/NGO must send a letter inviting you as a volunteer mentioning your exact individual role during your time serving there or during your mission trip.

Even if there’s a group, the letter must mention your individual name and activities you’re going to be performing or responsible for.

They must mention exactly the places with full addresses where the activities you’ll be involved with will take place.

The letter must be signed by someone legally responsible for the institution/church/OSCIP/NGO, i.e. by someone in their board of directors.

The signature must be notarized.

There’s no need to mail you the original. You may simply print a scanned copy they send you by email.

CARTA CONVITE
A instituição/igreja/OSCIP/ONG deve enviar ao requerente uma carta mencionando com detalhes o papel individual do voluntário durante sua estadia no Brasil ou em sua viagem missionária.

Mesmo se houver um grupo de voluntários viajando juntos, a carta deve mencionar o nome de cada um e as atividades em que cada um estará envolvido individualmente.

A instituição/igreja/OSCIP/ONG deve mencionar os exatos lugares e endereços dos locais onde ocorrerão as atividades em que o requerente de visto estará envolvido.

A carta deve ser assinada por alguém legalmente responsável pela instituição/igreja/OSCIP/ONG, isto é, por alguém da diretoria.

A firma deve ser reconhecida em cartório.

Não é preciso enviar a original por correio. Basta digitalizar e enviar ao requerente para que ele imprima e junte ao requerimento.

ARTICLES OF INCORPORATION
The inviting institution/church/OSCIP/NGO must email you a notarized copy their articles of incorporation.

There’s no need to mail you the original. You may simply print a scanned copy they send you by email.

ATO CONSTITUTIVO OU ESTATUTO SOCIAL MAIS RECENTE
A instituição/igreja/OSCIP/ONG deve enviar ao requerente uma cópia autenticada do ato constitutivo (ata de constituição) ou estatuto social mais recente.

Não é preciso enviar a original por correio. Basta digitalizar e enviar por e-mail ao requerente para que ele imprima e junte ao requerimento.

MINUTES OF MEETING FOR ELECTION OF BOARD OF DIRECTORS
The inviting institution/church/OSCIP/NGO must email you a notarized copy the minutes of the meeting that elected the current board of directors.

There’s no need to mail you the original. You may simply print a scanned copy they send you by email.

ATA DA ELEIÇÃO DA ATUAL DIRETORIA
A instituição/igreja/OSCIP/ONG deve enviar ao requerente uma cópia autenticada da ata de eleição da atual diretoria.

Não é preciso enviar a original por correio. Basta digitalizar e enviar por e-mail ao requerente para que ele imprima e junte ao requerimento.

AFFIDAVIT OF COMMITMENT
The inviting institution/church/OSCIP/NGO must email you an affidavit in which they commit to providing for all of your needs while in Brazil and to send you back home before your visa expires.

There’s no need to mail you the original. You may simply print a scanned copy they send you by email.

TERMO DE COMPROMISSO DE MANUTENÇÃO
A instituição/igreja/OSCIP/ONG deve enviar ao requerente um termo de compromisso de manutenção em que se compromete pelo sustento do requerente enquanto ele permanecer no Brasil e por enviá-lo de volta a seu país de origem antes do vencimento de seu visto.

Não é preciso enviar a original por correio. Basta digitalizar e enviar ao requerente para que ele imprima e junte ao requerimento.
COMPROVANTE DE INSCRIÇÃO NO CONSELHO DE ASSISTÊNCIA SOCIAL ou CERTIDÃO DE QUALIFICAÇÃO COMO OSCIP

Churches don’t have to provide this document. Igrejas não precisam apresentar esse documento.

Caso a instituição chamante não seja igreja nem OSCIP, deve apresentar um dos documentos abaixo:
1. Cópia autenticada de inscrição no Conselho de Assistência Social, ou
2. Certificado de qualificação da entidade como OSCIP (Organização da Sociedade Civil de Interesse Público) expedido pelo Ministério da Justiça.

PASSPORT

Validity
Your passport must be valid when applying for the visa. It does not need to be valid until the date when you intend to travel to Brazil, but it must be valid when we issue you the visa. We may issue you the visa even if your passport is about to expire, but before boarding a plane/ship or crossing a border towards Brazil, you must make sure you have a passport that is valid until your intended date of return (USA passports only) or valid for at least six months after the date you enter Brazil (passports of all other countries). If your valid visa is on a passport that has expired, you must then carry two passports: the expired one containing your valid visa and a new valid one.

Signature
Adults must sign their passports. Passports of minors do not need to be signed.

Pages
Your passport must contain at least two blank pages, i.e. pages without any other visas or stamps. The pages for observations, annotations, etc. are reserved for your own country. We cannot use them. If your passport has run out of pages, you must obtain a new one before applying for a visa to Brazil.

Condition
Your passport must be in good condition in order to be accepted as a valid document. It must not be torn, wet, damp, stained, cut, punctured, excessively dirty etc.

BIRTH CERTIFICATE + APOSTILLE (OR LEGALIZATION)

You need to present your birth certificate + an apostille both for your visa application and also in Brazil when you register your visa at the Federal Police. The registration is mandatory. An apostille is a document affixed by Competent Authorities designated by the government of a country which is party to the Hague Conference on Private International Law. The United States are a party of that conference. The apostille is what makes a document issued in a country valid in another country. So you need to obtain an apostille to your birth certificate in order for it to be valid in Brazil.

BIRTH CERTIFICATES ISSUED IN FLORIDA
If you were born in Florida, you may obtain an apostille to your birth certificate by following the instructions from http://www.floridahealth.gov/certificates/certificates/birth/apostille/index.html.

BIRTH CERTIFICATES ISSUED IN PUERTO RICO
If you were born in Puerto Rico, you may obtain an apostille to your birth certificate by following the instructions from https://estado.pr.gov/en/certification-of-documents-and-filing-regulations/.

BIRTH CERTIFICATES ISSUED IN THE U.S. VIRGIN ISLANDS
If you were born in Puerto Rico, you may obtain an apostille to your birth certificate by following the instructions from http://ltg.gov.vi/contact-information-office-of-the-lieutenant-governor.html.

BIRTH CERTIFICATES ISSUED IN OTHER AMERICAN STATES
If you were born in any other of State or territory of the United States, you may obtain an apostille to your birth certificate by following the instructions from https://www.hcch.net/en/states/authorities/details3/?aid=353.

BIRTH CERTIFICATES OF NON-AMERICANS
If your country is a member of the HCCH and has signed the Apostille Treaty, you must present an apostille issued by the competent authorities in your country along with the original document. More information at https://www.hcch.net/en/states/authorities.
WHAT IF THE COUNTRY WHERE I WAS BORN ISN'T A PARTY OF THE HAGUE CONFERENCE ON PRIVATE INTERNATIONAL LAW (HCCH)?

If the country is not a member of the Hague Convention on Private International Law (HCCH) and has not signed the Convention of 5 October 1961 abolishing the requirement of legalization of Foreign Public Documents (the Apostille Treaty), the birth certificate must be notarized (authenticated or legalized) at an Embassy or Consulate of Brazil responsible for the jurisdiction where the document was issued. Check the jurisdiction of all Brazilian Consular Offices in the world at http://sistemas.mre.gov.br/kitweb/datafiles/Miami/en-us/file/Brazilian%20Consular%20Offices.pdf.

PHOTO

One of the requirements for your visa application is the photo. It must match the International Civil Aviation Organization (ICAO) guidelines: http://miami.itamaraty.gov.br/en-us/photo_specifications.xml.
The photo must preferably have a white or light-colored background. The size of passport pictures professionally taken at pharmacies in the United States normally meets the ICAO standards.

MONEY ORDER FROM THE UNITED STATES POSTAL SERVICE (THE POST OFFICE)

The only form of payment of processing fees accepted by the Consulates of Brazil in the United States is the money order of the United States Postal Service (USPS). No other forms of payment are accepted, not even money orders from other institutions. You must obtain your money order at a Post Office (https://www.usps.com/shop/money-orders.htm) before bringing your visa application to the Consulate-General of Brazil.
Please remember to fill out the money order like the example above.

You must bring a different money order for each person’s application. Check the correct amount for the money order on the table below before going to the Post Office.
The processing fee varies according to the nationality of the passport you hold. You must obtain a USPS money order of the amount corresponding to the country of your passport:

<table>
<thead>
<tr>
<th>COUNTRY OF YOUR PASSPORT</th>
<th>VITEM VIII PROCESSING FEE (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States of America</td>
<td>250.00</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>155.00</td>
</tr>
<tr>
<td>All others</td>
<td>100.00</td>
</tr>
</tbody>
</table>

ELECTRONIC VISA APPLICATION FORM

The application must be filled out completely online. There is no paper-base application form. You must access the following link: https://formulario-mre.serpro.gov.br/sci/pages/web/pacomPasesWebInicial.jsf. At the end of the process, the system will generate an application receipt like the model shown on the side.
You must print it, glue your photo onto it and sign in the appropriate field.

You will find guidance and tips on how to access the form and fill it out at: http://miami.itamaraty.gov.br/en-us/online_application_form.xml.

PROOF OF EXPERIENCE (not needed in some cases, read until the end)

If you’re going to be involved in complex activities or activities that involve a great level of responsibility (for example: counseling, child care, elderly care, recovery of drug addicts etc.), you must present proof that you have experience related to that. It could be a letter of recommendation from organizers of events or mission trips you might have taken part in the past or your résumé with checkable references.

If you’re going to volunteer as a doctor, nurse, dentist, psychologist, psychiatrist, physical therapist or as another health professional, you don’t qualify for a volunteer visa, you must apply for a humanitarian assistance visa. Please email us at visa.miami@itamaraty.gov.br so we can guide you through the process.
If you’re an ordained pastor, priest, minister, nun, monk, medium, etc., and you’re going to volunteer in religious/ministerial/ecclesiastical activity, you must apply for a religious visa (VITEM VII).

YOU DON’T NEED TO PROVE EXPERIENCE...
...if you’re going to volunteer helping in the organization of events like summer camps, Vacation Bible Schools (VBS) as a monitor, musician, arts and crafts teacher or lecturer, hair stylist, cook, chef, washing dishes, cleaning, fixing things or vehicles, as a layman evangelist, preacher or lecturer etc.  
...if you’re going to volunteer helping to build a temple, houses etc. However, if you’re an engineer or architect, you may not sign any projects because only professionals registered in Brazil may do that. The construction must have the authorization of local authorities, must be led by a local civil engineer and respect all municipal, state and federal safety laws.

PARENTS' IDs
The visa application of minors (all persons under 18 years of age) must be accompanied of IDs of each of the parents listed on the child’s birth certificate. The ID must contain photo and signature. A few examples of IDs: driver’s license, passport, green card, etc.

Parents not present at interview
If one or both parents cannot be present at the visa interview, then they must submit a notarized copy of their ID.

Notarized copy of parent's IDs issued outside the United States
Countries that are members of the Hague Apostille Convention
1. Check if the country is a member of the Convention at https://www.hcch.net/en/states/hcch-members.
2. If the country is a member, check who is the authority in charge of issuing the apostille for the copy of the parent's ID at https://www.hcch.net/en/states/authorities.

Countries that aren’t members of the Hague Apostille Convention
If the country is not a member of the Hague Convention on Private International Law (HCCH), the copy of the parents’ IDs must be legalized at an Embassy, Consulate or consular office of Brazil with jurisdiction over the place where the document was issued. Check the jurisdiction of all Brazilian Consular Offices in the world and their websites at http://sistemas.mre.gov.br/kitweb/datafiles/Miami/en-us/file/Brazilian%20Consular%20Offices.pdf.

CONSENT FORM
The minor’s parents must fill in and sign a Consent Form for the minor’s visa to Brazil: http://sistemas.mre.gov.br/kitweb/datafiles/Miami/en-us/file/MINOR%20CONSENT%20FORM.pdf.

The signature on the form must match the one on the ID provided by each parent. The Consulate may refuse the consent form if the signatures don’t match, even if the form is notarized. This may lead to the denying of your visa. If parents are in different cities, each of them may fill in and sign a separate form.

PARENTS NOT PRESENT AT VISA INTERVIEW
If one or both parents are not going to be present at the Consulate for the visa interview, he or she or both must have their signature notarized (in the appropriate area of the form) before the application is brought to the Consulate. It’s not necessary to notarize the consent form for the parent who’s present at the visa interview. This also applies for Brazilian parents in our jurisdiction: Florida, Puerto Rico and U.S. Virgin Islands.

PARENTS IN BRAZIL (BRAZILIAN OR NON-BRAZILIAN PARENTS)
If one or both parents are in Brazil, they must submit a Consent Form with the signature notarized (firma reconhecida) at a Cartório.

BRAZILIAN PARENTS OUTSIDE BRAZIL
Brazilian parents outside Brazil and outside our jurisdiction in the USA (Florida, Puerto Rico and U.S. Virgin Islands) must have their signatures recognized (firma reconhecida) at a Consulate or Embassy of Brazil: http://sistemas.mre.gov.br/kitweb/datafiles/Miami/en-us/file/Brazilian%20Consular%20Offices.pdf

NON-BRAZILIAN PARENTS IN A COUNTRY WHICH IS A MEMBER OF THE APOSTILLE TREATY
If one of both parents are in a country which is a member of the Hague Convention on Private International Law (HCCH), they must sign the Consent Form and have their signature notarized. After that, they must obtain an apostille in recognition of the notarial authority: https://www.hcch.net/en/states/authorities.

NON-BRAZILIAN PARENTS IN A COUNTRY WHICH IS NOT A MEMBER OF THE APOSTILLE TREATY
If one or both parents are in a country which is not a member of the Hague Convention on Private International Law (HCCH), they must sign the Consent Form, have their signature notarized and legalize the document at a Brazilian Consulate or Embassy responsible for that jurisdiction: http://sistemas.mre.gov.br/kitweb/datafiles/Miami/en-us/file/Brazilian%20Consular%20Offices.pdf.

SEPARATED/DIVORCED PARENTS
If both parents are listed on the minor’s birth certificate, both of them must sign the consent form. If they live in distant places from each other, each of them may sign a different Consent Form. It doesn’t have to be the same one. Only a court decision or a parent’s death certificate may substitute one or both of the parent’s Consent Form. The court decision must say that the parent has full custody of the child or at least mention that one of the parents may travel abroad without the other parent’s consent.

The Consulate may refuse to process visas if vague court decisions are presented, i.e., if the decision is not clear about the full custody or about international travel without both parent’s consent. The Consulate may request additional information. Court decisions from the United States, but from outside Florida, Puerto Rico or the U.S. Virgin Islands must be accompanied by an apostille issued by the competent authorities (https://www.hcch.net/en/states/authorities/details3/?aid=353).

- Divorce sentence/Court order from countries that are members of the Hague Apostille Convention
  1. Check if the country is a member of the Convention at https://www.hcch.net/en/states/hcch-members.
  2. If the country is a member, check who is the authority in charge of issuing the apostille for the divorce sentence at https://www.hcch.net/en/states/authorities.

- Divorce sentence/Court order from countries that aren’t members of the Hague Apostille Convention
  If the country is not a member of the Hague Convention on Private International Law (HCCH), the sentence of divorce must be legalized at an Embassy, Consulate or consular office of Brazil with jurisdiction over the place where the document was issued. Check the jurisdiction of all Brazilian Consular Offices in the world and their websites at http://sistemas.mre.gov.br/kitweb/datafiles/Miami/en-us/file/Brazilian%20Consular%20Offices.pdf.

- Divorce sentence/Court order from Brazil
  If the court decision was issued in Brazil, then you must present the original one or a copy authenticated at a cartório (cópia autenticada).
  The Consulate only accepts documents written in English, Spanish, Portuguese or French. Documents written in other languages must be translated to one of the languages accepted.

DECEASED PARENTS
When one or both of the parents are deceased, the remaining parent or legal guardian must present the original death certificate of the deceased parent(s).

- Death certificate from countries that are members of the Hague Apostille Convention
  1. Check if the country is a member of the Convention at https://www.hcch.net/en/states/hcch-members.
  2. If the country is a member, check who is the authority in charge of issuing the apostille for the death certificate at https://www.hcch.net/en/states/authorities.

- Death certificate from countries that aren’t members of the Hague Apostille Convention
  If the country is not a member of the Hague Convention on Private International Law (HCCH), the death certificate must be legalized at an Embassy, Consulate or consular office of Brazil with jurisdiction over the place where the document was issued. Check the jurisdiction of all Brazilian Consular Offices in the world and their websites at http://sistemas.mre.gov.br/kitweb/datafiles/Miami/en-us/file/Brazilian%20Consular%20Offices.pdf.

- Death certificate from Brazil
  If the death certificate was issued in Brazil, then you must present the original one or a copy authenticated at a cartório (cópia autenticada).
  The Consulate only accepts documents written in English, Spanish, Portuguese or French. Documents written in other languages must be translated to one of the languages accepted.

LEGAL GUARDIANS
Legal guardians must present the court decision for the minor’s guardianship. The Consulate may refuse to process visas if vague court decisions are presented, i.e., if the decision is not clear about the full custody or about international travel without both parent’s consent. The Consulate may request additional information. Court decisions from the United States, but from outside Florida, Puerto Rico or the U.S. Virgin Islands must be accompanied by an apostille issued by the competent authorities (https://www.hcch.net/en/states/authorities/details3/?aid=353).

- Court order from countries that are members of the Hague Apostille Convention
  1. Check if the country is a member of the Convention at https://www.hcch.net/en/states/hcch-members.
  2. If the country is a member, check who is the authority in charge of issuing the apostille for the court order at https://www.hcch.net/en/states/authorities.

- Court order from countries that aren’t members of the Hague Apostille Convention
  If the country is not a member of the Hague Convention on Private International Law (HCCH), the court order must be legalized at an Embassy, Consulate or consular office of Brazil with jurisdiction over the place where the document was issued. Check the jurisdiction of all Brazilian Consular Offices in the world and their websites at http://sistemas.mre.gov.br/kitweb/datafiles/Miami/en-us/file/Brazilian%20Consular%20Offices.pdf.

- Court order from Brazil
If the court decision was issued in Brazil, then you must present the original one or a copy authenticated at a cartório (cópia autenticada).

The Consulate only accepts documents written in English, Spanish, Portuguese or French. Documents written in other languages must be translated to one of the languages accepted.

**BACKGROUND CHECK**

If you’re planning to stay over 90 days in Brazil as an adult accompanying a minor or a group of minors who are going to attend sports training in Brazil as a sports professional (a coach, teacher, team assistant etc.), you must present a background check, preferably from FBI. Background checks from the local police are also accepted.

**LOCAL POLICE BACKGROUND CHECK**

If you choose to present a background check from the local police, you must make sure you present the background checks from every address where you’ve lived for the past 12 months. If you’ve lived in more than one place, you must present a different background check for each place.

**BACKGROUND CHECKS FROM OUTSIDE THE UNITED STATES**

- **Background checks from countries that are members of the Hague Apostille Convention**
  1. Check if the country is a member of the Convention at [https://www.hcch.net/en/states/hcch-members](https://www.hcch.net/en/states/hcch-members).
  2. If the country is a member, check who is the authority in charge of issuing the apostille for the background check at [https://www.hcch.net/en/states/authorities](https://www.hcch.net/en/states/authorities).

- **Background checks from countries that aren’t members of the Hague Apostille Convention**

  If the country is not a member of the Hague Convention on Private International Law (HCCH), the background check must be legalized at an Embassy, Consulate or consular office of Brazil with jurisdiction over the place where the document was issued. Check the jurisdiction of all Brazilian Consular Offices in the world and their websites at [http://sistemas.mre.gov.br/kitweb/datafiles/Miami/en-us/file/Brazilian%20Consular%20Offices.pdf](http://sistemas.mre.gov.br/kitweb/datafiles/Miami/en-us/file/Brazilian%20Consular%20Offices.pdf).

**PROOF OF RESIDENCE**

If you are not going to be present at the Consulate-General of Brazil in Miami to bring your application or if you’re an adult who must present a background check (i.e. an adult planning to stay longer than 90 days), you must provide a proof of residence within our jurisdiction: Florida, Puerto Rico or the US Virgin Islands. If you reside outside our jurisdiction, you may only apply for a VITUR if you come in person. Remember that if you had to present background checks from different cities, you must also present proof of address from those cities (even if expired documents).

**Examples of proof of residence:**
- valid driver’s license containing your home address,
- valid ID containing your home address,
- a recent utility bill (electricity, telephone, cable TV, Internet, water etc. issued no longer than 3 months ago).

**PROOF OF IMMIGRATION STATUS IN THE UNITED STATES**

If you’re not an American citizen, you must present proof of your immigration status in the United States. For example, a valid green card, visa, temporary resident card or I-94 form.

If you’re an American citizen with double citizenship applying for a visa with a non-American passport, you must present proof of your American citizenship, for instance, your American passport or certificate of citizenship.

**PREPAID ENVELOPE FOR MAILING YOUR APPLICATION BACK**

If you want to save a second trip to the Consulate to pick up your passport when your visa is ready, you must leave a prepaid envelope or an envelope with sufficient postage for mailing a parcel. A passport is considered a parcel, so you must use the appropriate envelope and postage. **Leave an envelope at your own risk.** The Consulate will not be responsible and is not liable for problems in the delivery of passports and visas by mail or courier services privately contracted of for any loss, damage, delay, non-delivery or misdirection of passports or for any problems or financial problems caused by those incidents.

We recommend you use a Priority Mail Express envelope from the United States Postal Service because it’s faster. Make sure you include a tracking number.

We may refuse to accept your envelope if there are doubts about its payment. Envelopes from Fedex, UPS, DHL or other companies may also be refused if the label says “bill sender”.

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Back to checklist