

## **Step by step on how to make the appointment at the Federal Police**

**Before you start, please, check if you have the documents below: You will need them to fill out the form.**

- **Visa Application Form;**
- **Passport;**
- **Brazilian address with CEP (ZIP CODE: e.g. 22 453 900).**

**Please do not forget to send us a copy of your Visa Application Form and Passaport (the main page and Visa page with your arrival date stamped).**

**Keep in mind that you have 90 days to do the mandatory Visa registration upon your arrival.**

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First of all, go to the Federal Police's website: [www.pf.gov.br](http://www.pf.gov.br)

## Step 1

What is your nationality?

- If your country does not appear available, select the option: "Other countries"



## Step 2

What do you intend to do in Brazil:

- Select the option: "Register Visa"



## Step 3

"Registrar-se como estrangeiro no Brasil"

- Scroll down the page and select the option: "Etapas para realização deste serviço"



## Step 4

### “Solicitar Registro”

- Click on the option: **“INCLUIR GRU”** (fill in your personal information).
- In the **“Codigo Receita STN,”** choose the option **140120 (R\$ 204,77)**.



## Step 5

### “Solicitar Registro”

- Click on the option: **“Preencher formulário”**, then choose the option **“Registro de imigrante temporário”** (fill in your personal information).



## Step 6

### “Realizar agendamento”

- To schedule an appointment, click on the link below:

<https://servicos.dpf.gov.br/agenda-web/acessar>



**You should go to the Federal Police for your registration with the mandatory documents below**

- **Register (with personal information)**
- **Appointment at the Federal Police**
- **Fee paid**
- **Visa Application Form (original)**
- **Birth Certificate (original), by a sworn translator**
- **Passport (original)**
- **02 photos (3x4cm) colored with white back ground**



Here are some websites where you can find a sworn translator:  
[www.sintra.org.br/](http://www.sintra.org.br/) and [atprio.com.br](http://atprio.com.br)

**Attention:** The daily fine for late registration or overtaking the excess of staying the fine goes from R\$100.00 (minimum) to R\$10,000.00 (maximum).



In case you could not find a sworn translator from your language in one of the institution above, you should contact your consulate here in Brazil in order to figure out where you can do it.



**Federal Police Address:**

**Praça Senador Salgado Filho, s/nº, 2º Pavimento do Terminal de Embarque - Centro, Rio de Janeiro/RJ - Aeroporto Santos Dumont / CEP 20021-340**