

MINISTRY OF LABOR
CABINET OF THE MINISTER
GENERAL IMMIGRATION COORDINATION OFFICE

PROCEDURE GUIDE
Concession of Work Permits to Foreign Citizens

It is the intention of the General Immigration Coordination Offices to speed-up the procedures related to work permit authorization processes. Therefore, we hereby forward the following instructions aimed at avoiding delays due to lack of documentation or due to flawed processes. We remind that the deadline for reaching decisions is thirty days (art.49 of Law nr.7.784/99), as long as the process is fully documented.

The General Immigration Coordination Department (CGIg) is attempting to accelerate the procedures related to your requests for work permits and hereby issues the following instructions in order to avoid delays due to lack of documentation or incorrect process presentation. We remind you that the deadline period for a final decision is **thirty days** (art. 49 of Law 9.784/99) as long as the process duly documented.

The General Coordination Immigration Department has launched two tools aimed at simplifying and accelerating the processing of your requests for work permits for foreign citizens:

1) The “Electronic Registration of Entities Applying for Work Permits for Foreign citizens” – CERTE:

CERTE is a system created for the digitalization of documentation which entities with many requests for work permits for foreign citizens may join free of cost and become part of a registry that contains the main documentation that must be presented with every request for work permits. The documents are filed, digitalized and become part of CGIg's data base.

By joining CERTE, requesting entities are exempted from the presentation of documentation included in the registry when requesting work permits for foreign citizens and will thereby reduce the amount of documentation needed for each permit request.

See how to join CERTE at http://www.mte.gov.br/trab_estrang/info_portaria_digitalizacao.pdf

2) The “New Immigration Management and Control System” – MIGRANTEWEB:

MIGRANTEWEB is the current system used for immigration control by the CGIg. The system has introduced an important tool aimed at the acceleration of work permit related decisions: Internet "preregistration".

The requesting party can, through the use of Internet "preregistration", fill all the information required for the granting of work permits to foreign citizens. Once the request is registered, the requesting party will be supplied with a "preregistration" number that can be added to other documentation required by general protocol.

Requests that have been "preregistered" do not need to be registered again by the CGIg and will be directly forwarded to the evaluation department and thereby save valuable processing time.

See how to use "preregistration" at http://www.mte.gov.br/trab_estrang/informacoes_migranteweb.asp.

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**Normative Resolution*

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FOREIGN PROFESSOR, RESEARCHER OR SCIENTIST – [NR 01/97](#)

(Regulates the concession of a visa to a high level foreign scientist, professor or researcher)

Types of visa: Permanent * *(if the activity is exercised during a period over two years)* or, Temporary **, *(if the exercised activity is up to two years)*.

(*) **Set period:** Contract or agreement period set with the Institution in Brazil.

(**) **Visa validity:** Up to two years, extendable.

Objective: To exercise educational and/or research activities at a legal, public, private, educational or scientific/technological research institution.

Type of permit: Individual.

Applicant: The public or private educational and/or scientific/technological research institution.

OBLIGATORY DOCUMENTS

(documents originating in other countries must be authenticated by a Brazilian Diplomatic Authority abroad and translated by an authorized translator in Brazil – [art.1, §7 of NR.74/07](#)).

DOCUMENTS COMMON TO TEMPORARY AND PERMANENT VISA APPLICATIONS

- “[Work Permit Application Form](#)” – [art.1, caput of NR. 74/07](#) and appendix ([get the application form here](#));
- “[Applicant and Candidate Form](#)” – [art.1, point III of NR. 74/07](#) ([get the model 1 form here](#)): Information on the remuneration received in Brazil must comply with the provisions of [art.3, caput of NR nr.74/07](#) which only authorizes work permits if the foreigner’s remuneration in Brazil is not inferior to the highest paid by the contracting party in Brazil for the same professional activities. Remuneration paid abroad must be submitted to income tax revenue authorities according to the Brazilian Revenue Services and through the form “[Applicant and Candidate Form](#)” – [art.1, point III of NR nr.74/07](#) ([get the model 1 form here](#)).
- Legal entity documentation (contract or consolidated corporate statutes and respective alterations) as registered with the Commercial Board or Public Civil Registry. Copies must have all pages authenticated by the notary – [Art.1, point I, line “a” of NR. 74/07](#);
- Document on the election or appointment of the legal representative of the applicant institution as registered with the Commercial Board or Public Civil Registry or, in the case of a Public Institution, as published in the Official Gazette (DOU) – [Art.1, point I, line “c” of NR.74/07](#);
- Copy of the National Legal Entity Registration Card (CNPJ) - [Art.1, point I, line “d” of](#)

NR. 74/07;

- Officially delegated power of attorney, or with a notarized authenticated signature in the case of a private application and if the applicant is represented by an attorney. Copies must be authenticated by the notary –: **Art.1, point I, line “e” of NR. 74/07**
 - GRU – State Revenue Collection Guide including proof of payment of individual immigration tax, 16,93 Brazil Real, for the foreign citizen and each of his/her dependants according to **art.1, point I, line “h” of NR. 74/07 (fill the GRU form here)** – **see the instructions for filling GRU;**
 - Legible non-notarized copy of the foreign passport’s identification page(s) (containing the number, name, date of birth, nationality and the photograph) – **art.1, point II, line “a” of NR. 74/07;**
 - Proof of education, qualifications and professional experience compatible with the activity the foreign citizen will exercise in Brazil, according to **art.1, §1 of NR. 64/05**. If the foreign citizen has won a competitive public examination a copy of the appointment as published in the Official Gazette (DOU).
 - Signed document where the applicant takes full responsibility for all medical expenses incurred by the foreign citizen or his/her dependants during the stay in Brazil – **art.1, point I, line “f” of NR. 74/07.**
 - Signed document where the applicant takes full responsibility for the repatriation of the foreign citizen and his/her dependants at the end of the stay in Brazil – **art.1, point I, line “g” of NR.74/07 ;**
 - Information on all of the locations and addresses where the foreigner will render his/her services - **art.1, point I, line “i” of NR. 74/07 ;**
- art.3, caput of NR. 74/2007**• Present proof, either through the firm’s payment sheet or a declaration, that the remuneration which the foreign citizen will receive by the applicant firm in Brazil is not less than the firm’s highest paid remuneration for equal services or activities – . False declarations are punishable under the Brazilian Penal Code, article 299.

SPECIFIC DOCUMENTS FOR A TEMPORARY VISA • Employment contract for a specific period of up to two years signed by both parties and according to model II - **art.1, point IV of NR. 74/07 (see model II here);**

SPECIFIC DOCUMENTS FOR A PERMANENT VISA • Employment contract for an undetermined time period signed by both parties according to model III - **art.1, point IV of NR. 74/07 (see model III here)**. If the foreign citizen has won a competitive public examination for a position under the Statutory Juridical System, the contract can be substituted by a copy of the appointment as published in the Official Gazette (DOU).

OBSERVATION: Information on the ongoing administrative actions (demands, concessions, dismissals, etc.) is supplied via the internet in the electronic page of the Ministry of Labor at: **http://internet/sistemas/contrateweb/Default.asp**, through the use of the process’s protocol number – **art.2, sole paragraph, NR. 74/07.**

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The lack of compliance with the requirements (lack of documents or flawed process’s)

within 30 days from the date of availability of the information at the above mentioned electronic address, will result in the dismissal of the request and the process will be archived – [art.2, caput, NR. 74/07](#).

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FOREIGN CITIZEN CONTRACTED TO RENDER TECHNICAL ASSISTANCE AND/OR TECHNOLOGY TRANSFER SERVICES - [NR 61/04](#)

(Regulates the concession of a work permit to a foreign citizen under a technology transfer contract and/or a contract to render technical assistance services based on a cooperation or convention agreement and without employment in Brazil)

Type of visa: Temporary. Three types of visas are foreseen: normal (1)*, express(2)** and emergency situation (3)*** [\(art.1 of NR. 61/04\)](#)

Validity of visa: Up to one extendable year for *type 1* [\(art.4 of NR. 61/04\)](#); or up to ninety extendable days for *type 2* [\(art.6 of NR nr.61/04\)](#); or up to thirty non-extendable days for *type 3* [\(art.7 of NR nr.61/04\)](#).

*(**) The express type (type 2) is related to the rendering of technical assistance for a short period of time, up to ninety days, and with less documentation requirements.*

*(***) The emergency situation type (type 3) is related to fortuitous situations that pose an imminent threat to life, the environment, the national patrimony or that have resulted in the interruption of production or services. In this case, applications are free from the formalities foreseen in NR 61/04 and the visas can be requested directly from the local Brazilian consular authorities.*

() The normal type (type 1) is related to other cases involving contracts for technical services and/or technology transfer.*

Objective: To allow the rendering of technical services and/or technology transfer for foreign firms that are established in the national territory. It does not apply to foreign citizens that enter Brazil in order to fill administrative, financial or management positions for the firm that is established in Brazil. Foreign citizens entering the country under the protection of this Resolution cannot substitute national workers. The foreign citizen cannot be an employee of the Brazilian firm.

Type of permit: Individual.

Applicant: Legal entity established in Brazil.

OBLIGATORY DOCUMENTS

(documents originating in other countries must be authenticated by a Brazilian Diplomatic Department abroad and translated by an authorized translator in Brazil – [art.1,§7 of NR. 74/07](#).

DOCUMENTS COMMON TO VISA TYPES 1 AND 2

- “Work Permit Application Form” – [art.2, point I, of NR. 61/04](#) or [art. 6, point I of NR 61/04](#) and appendix ([get the application form here](#));
- “Applicant and Candidate Form” – [art.1, point III of NR. 74/07](#) ([get the model I form here](#)). He/she must also submit any type of remuneration received abroad to the Brazilian Revenue Service and according to the “Applicant and Candidate Form” – [Art. 1, point III of NR. 74/07](#);
- Legal entity documentation (contract or consolidated corporate statutes and respective alterations) as registered with the Commercial Board or Public Civil Registry. Copies must have all pages authenticated by the notary – [Art.2, point IV, of NR. 61/04](#) or [art.6, point V of NR 61/04](#) or [Art.1, point I, line “a” of NR. 74/07](#);
- Document on the election or appointment of the legal representative of the applicant institution as registered with the Commercial Board or Public Civil Registry or, in the case of a Public Institution, as published in the Official Gazette (DOU) – [Art. 2, point V of NR. 61/04](#) or [Art. 1, point I, line “c” of NR. 74/07](#);
- Copy of the National Legal Entity Registration Card (CNPJ) - [Art.1, point I, line “d” of NR. 74/07](#) (if the application is made by an individual he/she is exempt from this requirement).
- Officially delegated power of attorney, or with a notarized authenticated signature in the case of a private application, if the applicant is represented by an attorney. Copies must be authenticated by the notary – [Art.1, point I, line “e” of NR. 74/07](#);
- Signed document where the applicant takes full responsibility for all medical expenses incurred by the foreign citizen or his/her dependants during the stay in Brazil – [art. 2, point VII of NR. 61/2004](#) or [art.1, point I, line “f” of NR. 74/07](#);
- Signed document whereby the applicant firm takes responsibility for the repatriation of the foreign citizen as well as his/her dependants after the end of the stay - [art. 2, point VI, of NR. 61/2004](#) or [art. 1, point I, line “g” of NR. 74/07](#);
- Information on all of the locations and addresses where the foreigner will render his/her services - [art. 2, §2, of NR. 61/04](#) or [art.1, point I, line “i” of NR. 74/07](#) ;
- Legible non notarized copy of the passport identification page(s) (containing the number, name, date of birth, nationality and the photograph) – [art.1, point II, line “a” of NR.74/07](#);
- GRU – State Revenue Collection Guide - proof of payment of individual immigration tax, 16, 93 Brazil Real, for each foreign citizen according to [art.1, point I, line “h” of NR. 74/07](#) c/c c [art. 2, point III NR. 61/04](#) or [art. 6º, inciso IV da NR 61/04](#) ([fill the GRU form here](#)) – [see the instructions for filling GRU](#);
- Proof of the foreign citizen’s professional experience, during a minimum of three years, in the same activity as the one he/she is contracted for - [art. 2, point II of NR. 61/04](#) or [art. 6, point III of NR 61/04](#).

SPECIFIC DOCUMENTATION REQUIRED FOR TYPE 1

- Notarized copy of one of the following documents: [art. 2, point VIII of NR. 61/04](#):
 - ✓ Document issued by the National Revenue Service in the case of a sale or acquisition of equipment including technical assistance; or
 - ✓ Document proving a technical cooperation agreement between firms in the

- ✓ Document of a transaction in foreign currency between the Central Bank of Brazil and the legal foreign entity; or
 - ✓ Contract, agreement or convention related to the rendering of technical assistance services;
- Proof of the legal authority of the legal representative of the foreign firm that signed the empowered him/her according to the legislation of the country of origin – [art.2, §3 of NR. 61/04](#);
- Detailed training plan according to the contract, agreement or convention containing information on [\(art.2, point IX of NR. 61/04\)](#):
- the foreign citizen's professional qualifications;
 - the scope of the training;
 - the number of Brazilians that will be trained;
 - the form and execution of the training;
 - the location of the training;
 - the duration of the training;
 - the results expected from the training.

OBSERVATION: Information on the ongoing administrative actions (demands, concessions, dismissals, etc.) is supplied via the internet in the electronic page of the Ministry of Labor at: <http://www.mte.gov.br/Empregador/TrabEstrang/Pesquisa/Default.asp>, through the use of the process's protocol number – [art.2, sole paragraph, NR. 74/2007](#).

The lack of compliance with the requirements (lack of documents or flawed process's) within 30 days from the date of availability of the information at the above mentioned electronic address, will result in the dismissal of the request and the process will be archived – [art.2, caput, NR. 74/2007](#).

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ADMINISTRATOR, MANAGER, DIRECTOR OR EXECUTIVE WITH THE POWER OF MANAGEMENT - [NR 62/04](#)

(Regulates the concession of a work permit and permanent residence to a foreign Administrator, Manager, Director or Executive with the power to manage a Civil or Commercial Association, Group or economic Conglomerate)

Type of visa: Permanent

Validity of visa: Same as the period of work in the specific position (mandate)

Objective: To allow firms that are established in Brazil the opportunity to employ foreign citizens with power of management provided they invest a minimum of USD 200.000 for each nominated foreign citizen ([art.3, point II of NR. 62/04](#)) or USD 50.000 and the creation of ten new jobs during the following two years, for each employed foreign citizen - ([art.3, point I of NR. 62/04](#)).

Type of permit: Individual

Applicant: The legal entity established in Brazil.

OBLIGATORY DOCUMENTS

(documents originating in other countries must be authenticated by a Brazilian Diplomatic Department abroad and translated by an authorized translator in Brazil – [art.1, §7 of NR. 74/07](#))

- “Work Permit Application Form” – [art.1, caput of NR. 74/07](#) and appendix ([get the application form here](#));
- “Applicant and Candidate Form” – [art.1, point III of NR. 74/07](#) ([get the model I form here](#)). He/she must also submit any type of remuneration received abroad to the Brazilian Revenue Service and according to the “Applicant and Candidate Form” – [art. 1, point III of NR. 74/07](#);
- Legal entity documentation (contract or consolidated corporate statutes and respective alterations) as registered with the Commercial Board or Public Civil Registry. Copies must have all pages authenticated by the notary – [Art.1, point I, line “a” of NR. 74/07](#). The invested foreign capital must be integrated with the capital stock of the applying firm.
- Document on the election or appointment of the legal representative of the applicant institution as registered with the Commercial Board or Public Civil Registry – [Art.1, point I, line “c” of NR. 74/07](#);
- Copy of the National Legal Entity Registration Card (CNPJ) - [Art.1, point I, line “d” of NR.74/07](#);
- Officially delegated power of attorney, or with a notarized authenticated signature in the case of a private application and if the applicant is represented by an attorney. Copies must be authenticated by the notary – Art.1, point I, line “e” of NR. 74/07;
- Legible non-notarized copy of the foreign passport’s identification page(s) (containing the number, name, date of birth, nationality and the photograph) – ;
- Signed document where the applicant takes full responsibility for all medical and hospital expenses incurred by the foreign citizen or his/her dependants during the stay in Brazil –

- [art.1, point I, line “f” of NR. 74/07](#);
- Signed document whereby the applicant firm takes responsibility for the repatriation of the foreign citizen as well as his/her dependants after the end of the stay - [art. 2, point VI, of NR. 62/2004](#) or [art. 1, point I, line “g” of NR. 74/07](#);
- GRU – State Revenue Collection Guide including proof of payment of individual immigration tax, 16,93 Brazil Real, for the foreign citizen and each of his/her dependants according to [art.1, point I, line “h” of NR. 74/07 \(fill the GRU form here\)](#) – [see the instructions for filling GRU](#);
- Electronic Registration Declaration of Direct Foreign Investment in Brazil (RDE-IED) – Consolidated Investment Statement (pages MRDE614, MRDE614E, MRDE614A, MRDE612C, MRDE614B and DE614C) obtained at the Information System of the Central Bank of Brazil, Banco Central (SISBACEN); or a currency exchange contract issued by the bank receiving the amount for the direct investment in Brazil – ownership of Brazilian firms – with codes: 70188 and 70205, proving the investment in foreign currency and for a sum that is equal or higher than USD 50.000 for each nominated foreigner, according to [art.3, point I of NR. 62/04](#) or USD 200.000 for the nominated foreigner according to [art.3, point II of NR. 62/04](#). In case of doubt contact the Central Bank of Brazil ([see contacts at Central Bank of Brazil](#)).
- Declaration committing the applicant to create ten new jobs during the two years that follow the cration of the firm or the entry of the foreign citizen, according to [art.3, point I of NR. 62/04 \(see art.3, point I, sole paragraph of NR. 62/04\)](#);
- Document stating the appointment of the foreign citizen to the position in the applicant’s firm, registered at the Commercial Board or a Civil Registry Notary – [art. 1, §1 of NR. 62/04](#);
- If the application is for an appointment to the Board of Directors, the Deliberative Board, the Presidency, the Consultative Board or the Financial Board or to any other statutory organs, to an insurance or capitalization firm or a public private insurance entity, the applicant must present the homologation issued by the Superintendence of Private Insurance – SUSEP, stating the approval of the foreign citizen to the appointed position - [art.2 of NR. 62/04art. 1, §3 of NR. 74/07](#); •
- If the application is for the appointment of a manager with the power of general representation within financial institution or any other institution that requires the operational authorization of the Central Bank of Brazil – BACEN, a letter of authorization issued by the entral Bank of Brazil authorizing the appointment is required - .

OBSERVATION: Information on the ongoing administrative actions (demands, concessions, dismissals, etc.) is supplied via the internet in the electronic page of the Ministry of Labor at: <http://www.mte.gov.br/Empregador/TrabEstrang/Pesquisa/Default.asp>, through the use of he process’s protocol number – [art.2, sole paragraph, NR. 74/2007](#).

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The lack of compliance with the requirements (lack of documents or flawed process’s) within 30 days from the date of availability of the information at the above mentioned electronic address, will result in the dismissal of the request and the process will be archived – [art.2, caput, NR.74/2007](#).

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FOREIGN CITIZEN WORKING IN A POSITION WITH CONCOMITANT MANAGING POWERS, WITHIN THE SAME GROUP OR ECONOMIC CONGLOMERATE - [Art. 5 of NR 62/04](#)

Type of visa: The subject matter is not the concession of a visa but the request for the exercising of new functions with the power of management, at a firm within the same economic group, in a cumulative way, as the foreign citizen has previously been granted a permanent visa.

Validity of visa: The same validity as granted at the time of the concession of the visa.

Objective: To allow firms within the same economic group or economic conglomerate the possibility to use the services of the same foreign citizen to exercise concomitant positions as an Administrator, Manager, Director or Executive with managing powers at more than one firm.

Type of permit: Individual

Applicant: The legal entity, belonging to the same economic group and established in Brazil that requested the original visa for the foreign citizen.

OBLIGATORY DOCUMENTS

(documents originating in other countries must be authenticated by a Brazilian Diplomatic Authority abroad and translated by an authorized translator in Brazil – [art.1, §7 of NR. 74/07](#).)

- “Work Permit Application Form” – [art.1, caput of NR. 74/07](#) and appendix c/c [art.5, §1 point I of NR. 62/04](#) with a mention to the number of the process that lead to the concession of the initial visa ([get the application form here](#));
- “Applicant and Candidate Form” – [art.1, point III of NR. 74/07](#) ([get the model I form here](#)). He/she must also submit any type of remuneration received abroad to the Brazilian Revenue Service and according to the “[Applicant and Candidate Form](#)” – [art. 1, point III of NR. 74/07](#);
- Legal entity documentation (contract or consolidated corporate statutes) including the last five contractual alterations as registered with the Commercial Board or Public Civil Registry. Copies must have all pages authenticated by the notary – [art.5, §1 point III of NR. 62/04](#);
- Document on the election or appointment of the legal representative of the applicant institution as registered with the Commercial Board or Public Civil Registry – [Art.1, point I, line “c” of NR. 74/07](#);

- Copy of the National Legal Entity Registration Card (CNPJ) - [Art.1, point I, line “d” of NR. 74/07](#);
- Officially delegated power of attorney, or with a notarized authenticated signature in the case of a private application, if the applicant is represented by an attorney. Copies must be authenticated by the notary – [Art.1, point I, line “e” of NR. 74/07](#);
- GRU – State Revenue Collection Guide including proof of payment of individual immigration tax, 16,93 Brazil Real for the foreign citizen and each of his/her dependants according - [art.1, point I, line “h” of NR. 74/07 \(fill the GRU form heresees the instructions for filling GRU\)](#) – ;
- Legible non-notarized copy of the foreign passport’s identification page(s) (containing the number, name, date of birth, nationality and the photograph) – [art.1, point II, line “a” of NR. 74/07](#);
- Proof of the associative link between the firms of the group or economic conglomerate - [art.5, §1 point II of NR. 62/04](#);
- Document on the appointment of the foreign citizen to the position within the applying entity duly registered at the Commercial Board or Civil Registry Notary - [art.5, §1 point IV of NR. 62/04](#);
- Signed letter from the firm that was granted the original permit for the foreign citizen stating its agreement to foreigner’s exercise of the concomitant position – [art.5, §1, point V of NR. 62/04](#);
- Letter signed by the foreign citizen stating his/her agreement to the associative appointment to positions in both firms - [art.5, §1 point V of NR. 62/04](#).

OBSERVATION: Information on the ongoing administrative actions (demands, concessions, dismissals, etc.) is supplied via the internet in the electronic page of the Ministry of Labor at: <http://www.mte.gov.br/Empregador/TrabEstrang/Pesquisa/Default.asp>, through the use of the process’s protocol number – [art.2, sole paragraph, NR. 74/2007](#).

The lack of compliance with the requirements (lack of documents or flawed process’s) within 30 days from the date of availability of the information at the above mentioned electronic address, will result in the dismissal of the request and the process will be archived – [art.2, caput, NR. 74/2007](#).

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FOREIGN CITIZEN REPRESENTING A FOREIGN FINANCIAL INSTITUTION – [NR 63/05](#)

(Regulates the concession of a work permit and permanent residency to foreigners that enter Brazil in order to represent a financial institution, or the like, located abroad)

Type of visa: Permanent

Validity of visa: The same as the foreigner’s mandate period as a representative of the Institution.

Objective: To allow individuals or legal entities in Brazil to represent financial or similar institutions, without activities in Brazil, with the objective of achieving commercial contracts and information of interest to the headquarters or branches of the foreign firm. These provisions do not apply to the practice of private financial operations and other institutional practices that require the authorization of the Central Bank of Brazil.

Type of permit: Individual.

Applicant: The interested legal entity or individual.

OBLIGATORY DOCUMENTS

(documents originating in other countries must be authenticated by a Brazilian Diplomatic Authority abroad and translated by an authorized translator in Brazil – [art.1, §7 of NR. 74/07](#)).

- “Work Permit Application Form” – [art.1, caput of NR. 74/07](#) and appendix ([get the application form here](#));
- “Applicant and Candidate Form” – [art.1, point III of NR. 74/07](#) ([get the model I form here](#)). In the case of an individual application, the data on the requesting party must be filled together with the data on the foreign legal entity that is to be represented by the Individual in Brazil. He/she must also submit any type of remuneration received abroad to the Brazilian Revenue Service and according to the “Applicant and Candidate Form” – [art. 1, point III of NR. 74/07](#);
- Public document delegating power to the foreigner - [Art. 2, point I of NR. 63/05](#);
- Certificate of credentials of the financial institution as issued by the Central Bank of Brazil - [Art. 2, point II of NR. 63/05](#);
- Copy of the National Legal Entity Registration Card (CNPJ) - [Art.1, point I, line “d” of NR. 74/07 \(individual applicants are exempt from this requirement\)](#);
- Signed document where the applicant takes full responsibility for all medical and hospital expenses incurred by the foreign citizen or his/her dependants during the stay in Brazil – [art.1, point I, line “f” of NR. 74/07](#);
- Signed document whereby the applicant firm takes responsibility for the repatriation of the foreign citizen as well as his/her dependants at the end of the stay - [art. 2, point VI, of NR. 63/2005](#) or [art. 1, point I, line “g” of NR. 74/07](#) ;
- GRU – State Revenue Collection Guide including proof of payment of individual immigration tax, 16, 93 Brazil Real for the foreign citizen and each of his/her

dependants according - **art.1, point I, line “h” of NR. 74/07 ()** - ; **fill the GRU form heresee the instructions for filling GRU**

- Information on all of the addresses and locations where the foreigner will render his/her services - **art. 1, point I, line “i” of NR. 74/07**;
- Legible non-notarized copy of the foreign passport’s identification page(s) (containing the number, name, date of birth, nationality and the photograph) – **art.1, point II, line “a” of NR. 74/07**.

OBSERVATION: Information on the ongoing administrative actions (demands, concessions, dismissals, etc.) is supplied via the internet in the electronic page of the Ministry of Labor at: **<http://www.mte.gov.br/Empregador/TrabEstrang/Pesquisa/Default.asp>**, through the use of the process’s protocol number – **art.2, sole paragraph, NR. 74/2007**.

The lack of compliance with the requirements (lack of documents or flawed process’s) within 30 days from the date of availability of the information at the above mentioned electronic address, will result in the dismissal of the request and the process will be archived – **art.2, caput, NR. 74/2007**.

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FOREIGN ARTIST(S) OR SPORTS PERSON(S) – [NR 69/06](#)

(Regulates the concession of work permits to foreign citizens that enter Brazil, without an employment contract, as artists or sports persons)

Type of visa: Temporary.

Validity of visa: Up to ninety days, extendable.

Objective: To allow artists or sports persons to enter Brazil in order to participate in specific and determined events provided they do not have any employment link to any individual or legal entity located in Brazil. The concessions also include the entertainment technicians and other professionals that participate as assistants to the activities of the artist(s) or sports person(s) ([art. 1, sole paragraph, of NR. 69/06](#)). The concessions do not apply to foreign artists or sports persons that enter Brazil with an employment contract ([art. 4 of NR. 69/06](#)), which fall under [NR. 64/05](#). They do not either apply to participants in sports competitions and artistic contest that do not receive any remuneration or “cachet” paid by a Brazilian source, even if they may receive prizes, including cash. Cases that fall under this category can request a tourist visa directly to the Brazilian consular representation abroad ([art. 5 of NR. 69/06](#)).

Type of permit: Individual or collective.

Applicant: Legal entity established in Brazil.

OBLIGATORY DOCUMENTS

(documents originating in other countries must be authenticated by a Brazilian Diplomatic Authority abroad and translated by an authorized translator in Brazil – [art.1, §7 of NR. 74/07](#).

- [“Work Permit Application Form”](#) – [art.1, caput of NR. 74/07](#) and appendix ([get the application form here](#)); If the application is “collective”, appendixes must provide all of the qualification data (fields 11 to 26) for each of the foreign crewmembers in the group. Each page of the appendixes must be signed by the legal representative of the contracting firm in Brazil or his/her attorney;
- [“Applicant and Candidate Form”](#) – [art.1, point III of NR. 74/07](#) ([get the model I form here](#)). In the field related to the received remuneration, state the value of the contract for the rendered services. If it is a “collective” application the form must be accompanied by appendixes containing data on each of the “candidates” (foreign citizens). Each page in the appendixes must be signed by the legal representative of the contracting firm in Brazil or his/her attorney.
- Legible non-notarized copy of the foreign passport’s identification page(s) (containing the number, name, date of birth, nationality and the photograph) – [art.1, point II, line “a” of NR. 74/07](#).
- GRU – State Revenue Collection Guide including proof of payment of individual immigration tax, 16, 93 Brazil Real for the foreign citizen and each of his/her dependants according - [art.1, point I, line “h” of NR. 74/07](#) ([fill the GRU form here](#)) – [see the instructions for filling GRU](#);
- Declaration that the submitted information is true, that it can corroborated through the

presentation of other documentation, and that the applicant is aware that false information may lead to prosecution under the protection of art.299 of the Brazilian Penal Code [art. 2, point V of NR. 69/06](#);

- Power of attorney, or other document, delegating power to represent the contracting party – [art. 2º, point II of NR. 69/06](#). Can be presented through a notarized copy;
- Power of attorney, or other document, delegating power to represent the contracted party/parties – [art. 2º, point III of NR. 69/06](#). Can be presented through a notarized copy;
- Contract for the rendering of artistic or sports services, without formal employment, for up-coming events, signed by all parties and including the following information: ([art. 2, point I, lines “a” to “I” of NR. 69/06](#)).
 - identification of the contracting parties;
 - validity of contract;
 - the contract’s objective(s) containing well defined information on the respective obligations;
 - title of the program, show or production even if only a working title, as well as information on the role or work, when applicable;
 - locations, days, timetables of the events, even optional ones;
 - remuneration and form of payment stating the total value while separating the agreed value for each of the events and any other sum paid for any other reason;
 - agreements on travel costs and transportation according to current legislation;
 - agreement on the eventual inclusion of the name of the contracted party in the credit list, posters, leaflets and event/show programs;
 - name of the legal representative of the contracted party in order to allow for notifications, when justified, by the local regional authorities;
 - repatriation agreement in favor of the contracted party;
 - list of the members of the group/cast, if applicable, containing the name, nationality, passport number, issuing government, validity and his/her function in the event/show..

OBSERVATION: Information on the ongoing administrative actions (demands, concessions, dismissals, etc.) is supplied via the internet in the electronic page of the Ministry of Labor at: <http://www.mte.gov.br/Empregador/TrabEstrang/Pesquisa/Default.asp>, through the use of the process’s protocol number – [art.2, sole paragraph, NR. 74/2007](#).

The lack of compliance with the requirements (lack of documents or flawed process’s) within 30 days from the date of availability of the information at the above mentioned electronic address, will result in the dismissal of the request and the process will be archived – [art.2, caput, NR. 74/2007](#).

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FOREIGN CITIZEN WORKING ON BOARD OF A FOREIGN TOURISM SHIP – [NR 71/06](#)

(Regulates the concession of a visa to the foreign seafarer working on board of a foreign tourism ship operating within Brazilian territorial waters)

Type of visa: Temporary.

Validity of visa: Up to 180 days, non-extendable.

Objective: To allow foreign citizens working on board of a foreign tourism ship to enter and remain within Brazilian territorial waters. Bearers of an international seafarer's identification card are exempt from this type of visa ([art. 2 of NR. 71/06](#)). No employment links with Brazil are permitted.

Type of permit: Individual or collective.

Applicant: Legal entity established in Brazil.

Demands: From the 31st day of operation within Brazilian territorial waters, the foreign ship must employ a minimum of 25% (twenty-five percent) of Brazilian citizens ([art. 7 of NR.71/06](#)). The Brazilian citizens must be contracted according to Brazilian labor legislation and be employed in technical positions and other varied posts defined by the ship-owner. Lack of compliance with this demand will result in the cancellation of all of the work permits issued for the respective ship ([art. 7, §2 of NR. 71/06](#)).

OBLIGATORY DOCUMENTS

(documents originating in other countries must be authenticated by a Brazilian Diplomatic Authority abroad and translated by an authorized translator in Brazil – [art.1, §7 of NR. 74/07](#).)

- “**Work Permit Application Form**” – [appendix B to NR. 74/07](#) (**get the application form here**). If the application is “collective”, appendixes must provide all of the qualification data for each of the foreign crewmembers in the group. Each of the pages of the appendix must be signed by the legal representative of the contracting party in Brazil or his/her attorney;
- “**Company Registration Data**” form – [appendix C to NR. 71/06](#) (**get the form here**);
- List of all of the Seafarer's on board of the Foreign Tourism Ship - [appendix A to NR. 71/06](#) (**see model**);
- List of the seafarers working aboard the foreign tourism ship that are bearer's of a seafarer's card or equivalent document – [appendix D to NR. 71/06](#) (**see model**)
- Legal entity documentation (contract or consolidated corporate statutes including contractual alterations) as registered with the Commercial Board or Public Civil Registry. Copies must have all pages authenticated by the notary – [art. 1°, point I, line “a” of NR. 74/07](#).
- Document on the election or appointment of the legal representative of the applicant

- institution as registered with the Commercial Board or Public Civil Registry –
- Copy of the National Legal Entity Registration Card (CNPJ) - ; [Art.1, point I, line “d” of NR. 74/07](#)
 - Officially delegated power of attorney, or with a notarized authenticated signature in the case of a private application, if the applicant is represented by an attorney. Copies must be authenticated by the notary – [Art.1, point I, line “e” of NR. 74/07](#);
 - Signed document where the applicant takes full responsibility for all medical and hospital expenses incurred by the foreign citizen or his/her dependants during the stay in Brazil – [art.1, point I, line “f” of NR. 74/07](#);
 - GRU – State Revenue Collection Guide including proof of payment of individual immigration tax, 16, 93 Brazil Real for the foreign citizen and each of his/her dependants according - [art.1, point I, line “h” of NR. 74/07 \(fill the GRU form here\) – see the instructions for filling GRU](#);
 - Signed document whereby the applicant firm takes responsibility for the repatriation of the foreign citizen as well as his/her dependants at the end of the stay - [art. 1, point I, line “g” of NR. 74/07](#);
 - Legible non-notarized copy of the foreign passport’s identification page(s) (containing the number, name, date of birth, nationality and the photograph) – [art.1, point II, line “a” of NR. 74/07](#);
 - Document on the nomination of the representing firm, approved by the consular authorities and translated by an official translator - . [art. 4º, point VI of NR. 71/06](#)

OBSERVATION: Information on the ongoing administrative actions (demands, concessions, dismissals, etc.) is supplied via the internet in the electronic page of the Ministry of Labor at: <http://www.mte.gov.br/Empregador/TrabEstrang/Pesquisa/Default.asp>, through the use of the process’s protocol number – [art.2, sole paragraph, NR. 74/2007](#). [art.2, caput, NR. 74/2007](#)The lack of compliance with the requirements (lack of documents or flawed process’s) within 30 days from the date of availability of the information at the above mentioned electronic address, will result in the dismissal of the request and the process will be archived – .

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FOREIGN CITIZEN WORKING ON BOARD OF A FOREIGN EMBARKATION OR PLATFORM – [NR 72/06](#)

(Regulates the entry of foreign professionals who will work on board of a foreign embarkation or platform)

Type of visa: Temporary.

Validity of visa: Up to two years, extendable.

Objective: To allow a foreign citizen that works on a permanent basis on board of an embarkation or platform to enter and remain in Brazilian territorial waters. In the following cases, bearers of an international seafarer's identification card are exempt from visa requirements, according to the convention of the International Labor Organization (ILO) that was ratified by Brazil (vide ILO's Convention nr.108):

- if working on a ship that is on a long haul trip – a trip between a foreign harbor and a Brazilian harbor ([art. 2, point I of NR. 72/06](#)); and
- up to thirty days if working on a ship that has been authorized by ANTAQ as ship freighted for cabotage operations ([art. 2, point I of NR. 72/06](#))

No employment links with Brazil are permitted. It does not apply to technicians that perform temporary technical services ([see NR. 61/04](#)).

Type of visa: Individual or Collective.

Applicant: Legal entity based in Brazil.

Demands: From the ninetieth day of continuous operations within Brazilian territorial waters, the foreign ship must gradually employ Brazilian seafarer's and other Brazilian professionals, in the same proportions and according to the following ([art. 3, caput of NR. 72/06](#)):

1 – For foreign assistance/support embarkations (the proportions must be spread to include all levels and continuous onboard activities) - [art. 3º, point I of NR. 72/06](#):

- * From 90 days: 1/3 of the total of professionals on board must be Brazilians.
- * From 180 days: Half of the total of professionals on board must be Brazilians.
- * From 360 days: 2/3 of the total of professionals on board must be Brazilians.

2 – For foreign exploitation or prospecting ships as well as for foreign platforms - [art. 3º, point II of NR. 72/06](#):

- * From 180 days: 1/5 of the total of professionals on board must be Brazilians.
- * From 360 days: 1/3 of the total of professionals on board must be Brazilians.
- * From 720 days: 2/3 of the total of professionals on board must be Brazilians.

3 – For foreign embarkations on a cabotage assignment (the proportions must be spread to include all levels and continuous on board activities – officers, graded or not) - [art. 3º, point III of NR. 72/06](#):

- * From 90 days: 1/5 of the total of professionals on board must be Brazilians.

- * From 180 days: 1/3 of the total of professionals on board must be Brazilians.
- * If calculations result in fractions of numbers that are higher than five decimal points, the number must be rounded upwards to the next full number.

OBLIGATORY DOCUMENTS

*(documents originating in other countries must be authenticated by a Brazilian Diplomatic Authority abroad and translated by an authorized translator in Brazil – **art.1, §7 of NR. 74/07.***

- Work Permit Application Form” – **art.1, caput of NR. 74/07** and appendix (**get the application form here**); If the application is “collective”, appendixes must provide all of the qualification data (fields 11 to 26) for each of the foreign crewmembers in the group. Each page of the appendixes must be signed by the legal representative of the contracting firm in Brazil or his/her attorney;
- “Applicant and Candidate Form” – **art.1, point III of NR. 74/07** (**get the model I form here**). If it is a “collective” application the form must be accompanied by appendixes containing data on each of the “candidates” (foreign citizens). Each page in the appendixes must be signed by the legal representative of the contracting firm in Brazil or his/her attorney. Each contracted foreign citizen must also account for any remuneration received abroad to the Brazilian Revenue Service according to the “Applicant and Candidate Form” – **art. 1, point III of NR. 74/07;**
- GRU – State Revenue Collection Guide including proof of payment of individual immigration tax, 16, 93 Brazil Real for the foreign citizen and each of his/her dependants according - **art.1, point I, line “h” of NR. 74/07** (**fill the GRU form here**) – **see the instructions for filling GRU;**
- Legal entity documentation (contract or consolidated corporate statutes including contractual alterations) as registered with the Commercial Board or Public Civil Registry. Copies must have all pages authenticated by the notary – **Art. 1, point I, line “a” of NR. 74/07;**
- Document on the election or appointment of the legal representative of the applicant institution as registered with the Commercial Board or Public Civil Registry – **Art.1, point I, line “c” of NR. 74/07;**
- Copy of the National Legal Entity Registration Card (CNPJ) - **Art.1, point I, line “d” of NR. 74/07;**
- Officially delegated power of attorney, or with a notarized authenticated signature in the case of a private application and if the applicant is represented by an attorney. Copies must be authenticated by the notary – **Art.1, point I, line “e” of NR. 74/07****art.1, point II, line “a” of ;**
- Legible non-notarized copy of the foreign passport’s identification page(s) (containing the number, name, date of birth, nationality and the photograph)
- Signed document where the applicant takes full responsibility the repatriation and for all medical and hospital expenses incurred by the foreign citizen or his/her dependants during the stay in Brazil – **art.4, point III, of NR. 72/06;**
- Copy of the freight, service or risk contract signed with a Brazilian firm, or copy of the Administrative Concession Order issued by the National Petroleum Agency - **art.4, point I, of NR. 72/06** ; https://consulta.tesouro.fazenda.gov.br/gru/gru_simples.asp.

OBSERVATION: Information on the ongoing administrative actions (demands, concessions, dismissals, etc.) is supplied via the internet in the electronic page of the Ministry of Labor at: <http://www.mte.gov.br/Empregador/TrabEstrang/Pesquisa/Default.asp>, **through the use of e process's protocol number – art.2, sole paragraph, NR. 74/2007.**

The lack of compliance with the requirements (lack of documents or flawed process's) within 30 days from the date of availability of the inform

PROFESSIONAL TRAINING FOR FOREIGN CITIZENS - NORMATIVE RESOLUTION 87/10

(Regulates the concession of visas to foreign citizens that intent to enter Brazil in order to receive professional training, without employment, after conclusion of an higher education or specialist course)

Type of visa: Temporary

Visa validity period: Up to one year, cannot be extended.

Purpose: To allow foreign citizens employed by a foreign firm the possibility to enter Brazil in order to receive professional training by the Brazilian subsidiary, branch or headquarters belonging to the same economic conglomerate. This Resolution does not apply to foreign citizens that intend to enter Brazil in order to receive training related to the operation and maintenance of machines and tools produced within the national territory, who must request a visa under the protection of art. 13, clause I, of Law 6.815/80 directly to a Brazilian consular department abroad. Employment in Brazil is not allowed.

Type of permit: Individual.

Applicant: Legal entity established in Brazil.

NECESSARY DOCUMENTATION

(all documents issued abroad must be certified by a Brazilian Diplomatic Department abroad and translated by an authorized translator in Brazil – art. 1, §7 of Normative Resolution 74/07)

- ✓ “Work Permit Authorization Form” - art. 1, caput, Normative Resolution 74/07 and appendix (access the request form here);
- ✓ “Applicant and Candidate Form” – art. 1, clause III of Normative Resolution 74/07 (access the form model i here). To declare any remuneration received abroad according to norms established by the Brazilian Federal Revenue Service in the "Applicant and Candidate Form" – art. 1, clause III of Normative Resolution 74/07;
- ✓ Legal act of constitution (contract or consolidated legal statutes and posterior alterations) duly registered by the Commerce Board or by a Civil Registry Notary. All copies and sheets must be authenticated – Art. 1, cluse I, line “a” of Normative Resolution 74/07;
- ✓ Legal document on the election or appointment the legal representative of the applicant entity, duly registered by the Commerce Board or by a Civil Registry Notary

- Art. 1, clause I, line “c” of Normative Resolution 74/07;
- ✓ Copy of the Legal Entity National Registration Card (CNPJ) - art. 1, clause I, line “d” of Normative Resolution 74/07 (not necessary if the request is made by an individual);
 - ✓ Delegated power of attorney or, if private, with authenticated signature, when the applicant is represented by an attorney. Copies must be authenticated art. 1, clause I, line “e” of Normative Resolution 74/07;
 - ✓ Term of responsibility whereby the applicant assumes all of the candidate's, and his/her dependents, medical and hospital costs during the whole stay period – art. 1, clause I, line “f” of Normative Resolution 74/07;
 - ✓ Document stating that the applicant assumes the responsibility for the repatriation of the candidate, and all of his/her dependents, at the end of the stay period - art. 1, clause I, line “g” of Normative Resolution 74/07;
 - ✓ Federal Tax Collection Form (GRU) - Proof of payment of the individual immigration tax for the candidate and each of his/her dependents in the value of Brazil Real 16.93 (for each foreign citizen) – art. 1, clause I, line “h” of Normative Resolution 74/07 (fill the GRU here) – see GRU filling instructions;
 - ✓ Information on all of the locations where the foreign will render his/her services - art. 1, clause I, line “i” of Normative Resolution 74/07;
 - ✓ Legible copy of the candidate's passport identification page (must include the number, name, date of birth, nationality and photograph - exempted from authentication) - art. 1, clause II, line “a” of Normative Resolution 74/07;
 - ✓ Proof of linkage between the Brazilian subsidiary, branch or headquarters and the foreign enterprise that belongs to the same economic conglomerate abroad – art. 2, clause I, of Normative Resolution 87/10;
 - ✓ Proof of the foreign candidate's employment by the foreign enterprise abroad that is part of the economic conglomerate that includes the applicant Brazilian branch, subsidiary or headquarter - art. 2, clause II, of Normative Resolution 87/10;
 - ✓ Plausible justification of the need to train the foreign citizen in Brazil - art. 2, clause III, of Normative Resolution 87/10; and
 - ✓ Declaration issued by the applicant that the foreign citizen's remuneration will be paid by a foreign entity - art. 2, clause IV, of Normative Resolution 87/10.

ATTENTION: All information related to the practiced administrative processes (requirements, concessions, denials etc.) can be accessed by filling in the process's protocol number on the Internet page of the Ministry of Labor at <http://www.mte.gov.br/Empregador/TrabEstrang/Pesquisa/Default.asp> - art. 2, single

paragraph, of Normative Resolution 74/2007. Non-compliance with the requirements (lacking documents or errors in process documentation) within thirty days counting from the date of the availability of the information in the above mentioned Internet address will lead to the denial and the filing of the application – art. 2, *caput*, of Normative Resolution 74/2007.

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