

# ORIENTATION HANDBOOK



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## Welcome to Panahgah!

Panahgah is a Brazilian civil society organization with the objective of providing assistance to people in vulnerable situations (beneficiaries) and is regulated by MRE Ordinance 24/ 2021 by creating sustainable and fruitful resettlement pathways.

Panahgah will be your partner in the resettlement process in Brazil and will provide help and assistance to you to ensure you have received all the support you need to settle in Brazil, understand a bit of its history and culture, speak the language, have received all your legal documents, have found a job and have made this country your new home.

This document will allow you to understand the basis of the rich cultural intricacies and nuances of Brazil, learn about the complete resettlement process, learn how to obtain your legal and residential documents, open a bank account, enroll your children into school, order food online and many more big and small things that are crucial for your resettlement in Brazil.

But fear not!

We are with you every step of the way.

However, you must remember to read this guide and ask questions wherever you have a face a problem or a challenge from your city coordinator, Panahgah representative or text our hotline number.

We love having you with us and we will be with you every step of the way.

Best of luck with your new life.

Panahgah Team

Brazil is the largest country in South America and the fifth largest nation in the world.

OFFICIAL NAME: Federal Republic of Brazil

FORM OF GOVERNMENT: Democratic Federal Republic

CAPITAL: Brasilia

POPULATION: 208,846,892

OFFICIAL LANGUAGE: Portuguese

MONEY: Real

AREA: 3,286,470 square miles (8,511,965 square kilometers)

MAJOR MOUNTAIN RANGES: Serra do Mar, Serra do Espinhaço

MAJOR RIVERS: Amazon, São Francisco, Paraná, Tocantins

### GEOGRAPHY

Brazil is the largest country in South America and the fifth largest nation in the world. It forms an enormous triangle on the eastern side of the continent with a 4,500-mile (7,400-kilometer) coastline along the Atlantic Ocean. It has borders with every South American country except Chile and Ecuador.

The Brazilian landscape is very varied. It is most well known for its dense forests, including the Amazon, the world's largest jungle, in the north. But there are also dry grasslands (called pampas), rugged hills, pine forests, sprawling wetlands, immense plateaus, and a long coastal plain.

Northern Brazil is dominated by the Amazon River and the jungles that surround it. The Amazon is not one river but a network of many hundreds of waterways. Its total length stretches 4,250 miles (6,840 kilometers). Thousands of species live in the river, including the infamous piranha and the boto, or pink river dolphin.

### LANGUAGE.

Portuguese is the only official language of Brazil, but it's slightly different from the one spoken in Portugal. Still, we can easily understand each other in writing and speaking.

Aside from this language, there are numerous minority languages spoken throughout the country, from indigenous languages to Polish, Italian, Japanese, German, and Ukrainian dialects.

Portuguese in the words of Olavo Bilac:

*"(...) unknown and obscure,*

*Tuba of high blare, delicate lyre,*

*That holds the frill and the hiss of the tempest*

*And the singing of the saudade and of the tenderness!"*

Most Brazilians speak at least a little English and relish the opportunity to practice but don't expect to go to a supermarket and ask questions in English and get an answer. You won't. When in Brazil, speak Portuguese. Even if you don't trust your language skills yet, do use Portuguese. Brazilians are always happy to see a foreigner using their language. And they'll do everything in their power to help you get your message across. They'll even speak louder to help you.

## PEOPLE & CULTURE

Brazil is known internationally for its cultural diversity, joining together various peoples and cultures, giving rise to the unique being that is Brazilian.

Most Brazilians are descended from three ethnic groups: Amerindians, European settlers (mainly from Portugal) and Africans. Starting in the 19th century, waves of immigrants from Europe, the Middle East, and even Japan added to this mix. This diversity of cultures has created a rich religious, musical, and culinary culture.

Precisely because of this, some habits can be considered strange for foreigners who visit us. For this reason, we have made a list of some habits and customs of the day-to-day lives of Brazilians, so you will feel more at ease with our culture.

**Hygiene Habits:** Brazil is a tropical country of indigenous descent, which according to historians explains most of our hygiene habits. You will notice that Brazilians have a shower every day, sometimes even more than one, depending on the heat. Just as they also have the habit of brushing their teeth after the main meals of the day, although it is in the context of the work environment. Everyone is expected to change clothes daily, wash hands when coming in from the streets.

So if you're staying at a Brazilian guesthouse or hostel, keep it clean, take out the trash, make your bed, use deodorant (always). And take a shower before going to bed. Always. According to the report *Deodorants – Brazil, July 2014*, deodorant is a staple of Brazilians' grooming routines with universal usage (97% of Brazilians use deodorant) and most Brazilians reapply it throughout the day (77% use deodorant more than once a day). To smell good it's a very important thing to us.

**Fun fact about Brazilians:** Most people carry toothpaste and toothbrushes in their purses/backpacks so they can brush their teeth after eating.

**Greetings:** It is common to hear that Brazilians are very receptive to foreigners. Brazilians are used to greeting people with handshakes, hugs and kisses on the cheek, with variations depending on the more formal or informal context and also the region of the country. In a group or social setting, the person arriving is expected to greet everyone first. One is also expected to bid farewell to everyone when they are leaving.

Upon greeting, Brazilians often express themselves physically. Men usually shake hands and/or give a pat on the back, while women typically kiss on the cheek—the norm in some states is one kiss, others two. However, when greeting someone unknown or older, we use formal greetings, such as with a firm handshake. Eye contact (but not staring) is essential, demonstrating sincerity and interest in the conversation and the person being spoken to.

It is acceptable to touch someone you know in Brazil when speaking to them, no matter the gender or the relationship. A touch on the arm or a pat on the back is common in everyday conversation. That doesn't have to mean physical attraction; it is just the Brazilian culture. If you're uncomfortable with anything, just say it. People will understand it.

You will probably spot couples kissing, hugging, and holding hands in the streets, restaurants, and buses. Often, couples will sit next to each other in a restaurant instead of in front of their partner so that they can be closer.

**Punctuality:** Brazilian punctuality is not exactly Swiss punctuality. In work situations, the schedules are usually respected, however there is a tolerance of a few minutes for the beginning of meetings. In social situations, longer delays are tolerated.

**Accents and regional expressions:** The official language of Brazil is Portuguese, but because it is a vast country, it is common to use different expressions for the same words. You can have fun discovering that mandioca (cassava) can also be called aipim or macaxeira.

**Calling people by first name or nicknames:** It is very common to call people by their first name even in a formal context of interaction, as in the academic environment, except when the context requires that the surname be used. In an informal context, we also use nicknames.

**Dining Etiquette:** Brazilians always wash their hands before eating and rarely touch food with their hands. Use a knife and fork for everything, even fruit. Always use a napkin while eating or drinking. The head of the table is "reserved" for the house owner or chief of family, so you're not supposed to sit there. Only proceed to take that place if you're invited to do so. Also, there's the following saying: "The seater at the head of the table pays the bill." So, be prepared for the consequences!

**Food and beverages:** Food in Brazilian culture is extremely diverse. Fruits and vegetables are plentiful. Favorite dishes vary by region, but many include rice, beans, cheese, eggs, beef, and farofa or farinha (manioc flour made from cassava), *feijoada* (black beans with beef, pork, sausage, and trimmings), is popular. Churrasco is Brazil's take on the barbecue and offers a variety of juicy grilled meats.

We have a wide range of typical food and drinks, among them the famous caipirinha. There are lots of different types of coffee, including *café com leite* (coffee with milk), which you can sip while enjoying breakfast. Another kind is *cafezinho* (black coffee), which is best appreciated during after-dinner conversations. Other common drinks are lemonade, fruit juices, and mate, a South American herbal tea.

Do not forget to also try coxinhas (shredded chicken, covered in batter, molded into a shape resembling a chicken leg), brigadeiros (chocolate truffles), pão de queijo (cheese bread), carne seca (dried meat), feijoada (pork stew), rice & beans, fruits such as açaí, guava, cashew, jackfruit, mangoes, sugarcane juice, cachaça, cold lager and our coffee.

**Final considerations:** Brazilians are soccer crazy, and their country has produced some of the best players. The most famous of all is Edson Arantes do Nascimento, better known as Pelé. Brazil has won the World Cup soccer finals five times, more than any other nation.

## RUDENESS

These are some of the things considered rude in Brazil.

- It is considered rude to use the "OK" sign (thumb and index finger joined in an "o") as it closely resembles an offensive Brazilian hand gesture.
- Avoid boasting about your wealth, class, or hierarchy. Brazilians appreciate a sense of humility.

- Brazilians often tend to eat quietly. Making noise with plates and cutlery is considered to be poor etiquette.
- Brazilians tend to finish all the food they put on their plate. Taking more food than one can eat and leaving unfinished food on one's plate is considered impolite, suggesting that they did not enjoy the food.
- Don't mock the way Brazilians speaks English. While you'll often find English speakers among Brazilians, especially in business, it's rare to talk to someone who can speak the language perfectly. Add to the mix the fact that Brazilians are prone to long and complex sentences.
- Politics, poverty, religion, Argentina (considered a rival) and the deforestation of Brazil are inappropriate conversation topics. Personal topics such as age, salary and marital or job status are also unacceptable.
- You should feel free to enthusiastically root for your team, provided they are not playing against Brazil, and assuming that your sporting allegiances don't lie with Argentina. Brazil's fierce rivalry with their South American neighbors is pretty heartfelt, so be wary about expressing any admiration for Argentine soccer star Lionel Messi.

#### RELIGIONS IN BRAZIL

According to the Brazilian Institute of Statistics and Geography (IBGE), about 64% of the population is Catholic, 22% is Protestant, 2% is Spiritist, about 3% adhere to other religions, and 8% have no faith.

Islam is a minority religion, first brought by African slaves and then by Lebanese and Syrian immigrants. Due to secular nature of the Brazil's constitution, Muslims are free to proselytize and build places of worship in the country. However, Islam isn't independently included in charts and graphics representing religions in Brazil due to small size, being grouped in "other religions", which generally represent about 1% of the country's population. The number of Muslims in Brazil, according to the 2010 census, was 35,207 out of a population of approximately 191 million people.

#### NATURE

Brazil has the greatest variety of animals of any country in the world. It is home to 600 mammal species, 1,500 fish species, 1,600 bird species, and an amazing 100,000 different types of insects. Brazil's jungles are home to most of its animal life, but many unique species also live in the pampas and semidesert regions.

In the central-western part of Brazil sits a flat, swampy area called the Pantanal. This patchwork of flooded lagoons and small islands is the world's largest wetland. Here live giant anacondas, huge guinea pig relatives called capybaras, and fierce South American alligators called caimans.

For thousands of years, people have been exploiting the jungles of Brazil. But since Europeans arrived about five centuries ago, forest destruction has been rampant. Most of Brazil's Atlantic rain forest is now gone, and huge tracts of the Amazon are disappearing

every year. The government has established many national parks and refuges, but they only cover about 7 percent of the country.

#### GOVERNMENT & ECONOMY

Brazil is a federal republic with a president, a National Congress, and a judiciary. From 1888 until recently, the country struggled with democracy. But in 1985, the military government was peacefully removed, and by 1995, Brazil's politics and economy had become fairly stable. Brazil has many different soils and climates, so it can produce a great variety of crops. Its agricultural exports include sugarcane, latex, coffee, cocoa beans, cotton, soybeans, rice, and tropical fruits.

Brazil is also South America's most industrial nation, producing chemicals, steel, aircraft, and cars. The economy of Brazil is historically the largest in Latin America and the Southern Hemisphere in nominal terms.<sup>[33]</sup> The Brazilian economy is the third largest in the Americas. The economy is a middle income developing mixed economy.<sup>[34]</sup> In 2022, according to International Monetary Fund (IMF), Brazil is the 10th largest in the world by nominal gross domestic product (GDP) and 9th largest by purchasing power parity.

In 2020, Forbes ranked Brazil as having the 7th largest number of billionaires in the world.<sup>[42]</sup> Brazil is a member of diverse economic organizations, such as Mercosur, Prosur, G8+5, G20, WTO, Paris Club, Cairns Group, and is advanced to be a permanent member of the OECD.

Until recently, scientists thought Brazil was first settled by Asians about 10,000 years ago. But new evidence shows there were people living there at least 32,000 years ago. Some experts think they may have arrived from islands in the Pacific Ocean.

Brazil was added to the map of the world during the great European explorations in the late 15th century led by Portugal and Spain. When Europeans first reached the coast of Brazil, the country was home to about 30 million indigenous people, or Amerindians. Today, only about 300,000 remain, living primarily in Brazil's remotest places.

Portugal established its first colony in Brazil in 1530. Colonists created sugarcane plantations along the coast and sent diamonds and gold back to Europe. Soon, people from West Africa were brought to Brazil to work as slaves. The discovery of large inland gold reserves brought thousands of people from the coasts and as far away as Europe to the interior of the country. In 1789, Brazilians tried to kick out their Portuguese rulers. The rebellion was soon put down, but it started a movement toward independence. By 1822, Brazil was a sovereign nation. Kings of Portuguese blood ruled until 1888, when military leaders and landowners expelled the king, and Brazil became a federal republic.

### BRASIL COST OF LIVING

- Family of four estimated monthly costs are 9,022.70R\$
- A single person estimated monthly costs are 2,528.91R\$
- Cost of living in Brazil is, on average, 50.94% **lower** than in United States.
- Rent in Brazil is, on average, 82.15% **lower** than in United States.

### Market prices:

Milk (regular), (1 liter)	4.68 R\$
Loaf of Fresh White Bread (500g)	6.95 R\$
Rice (white), (1kg)	5.85 R\$
Eggs (regular) (12)	9.50 R\$
Local Cheese (1kg)	41.20 R\$
Chicken Fillets (1kg)	19.60 R\$
Beef Round (1kg) (or Equivalent Back Leg Red Meat)	41.59 R\$
Apples (1kg)	7.69 R\$
Banana (1kg)	5.26 R\$
Oranges (1kg)	4.59 R\$
Tomato (1kg)	8.37 R\$
Potato (1kg)	5.13 R\$
Onion (1kg)	4.75 R\$
Lettuce (1 head)	3.36 R\$
Water (1.5 liter bottle)	3.22 R\$
Bottle of Wine (Mid-Range)	40.00 R\$
Domestic Beer (0.5 liter bottle)	6.03 R\$
Imported Beer (0.33 liter bottle)	12.09 R\$
Cigarettes 20 Pack (Marlboro)	12.00 R\$

### Rent:

Apartment (1 bedroom) in City Centre	1,511.14 R\$
Apartment (1 bedroom) Outside of Centre	999.03 R\$
Apartment (3 bedrooms) in City Centre	2,981.25 R\$
Apartment (3 bedrooms) Outside of Centre	2,089.65 R\$



#### QUARANTINE INFORMATION

The government of Brazil has made it mandatory for all refugees coming from Afghanistan to spend 10 days in a quarantine location for health safety reasons especially transmission of Covid-19 while also ensuring that all arriving families are placed in safe places and given ample time to ensure no potential for transmission of any illnesses. The quarantine will be held in facilities and locations outside the city of Jundiai and when necessary in the suburbs of other Panahgah cities across Brazil with safety and security ensured. This venue will be prepared in line with the specifications discussed with the partners and the concerned parties to ensure all living and safety amenities are ascertained and the families are not in shortage of food, hygiene, literary and educational products.

During the quarantine, the Afghan families will also undergo medical checkup as well as a review and update of their vaccinations. They will also receive their first basic Portuguese classes during the quarantine session which will enable them to use greetings and basic questions for their further steps. Additionally, during the quarantine the families will be provided with extensive orientation sessions to familiarize them as much as possible with the Brazilian culture, history, food, context and the different aspects of life in Brazil. It's also worth mentioning that all the food prepared and delivered in the quarantine are overseen, inspected and approved by professional nutritionists and Muslim experts to ensure adherence to both cultural, religious and traditional values as well as those of nutrition and health.

## 1. GUIDELINES

The following section will guide you how to obtain critical documents that would be essential to your legal and lawful residence in Brazil:

### a. Obtaining CPF (Cadastro de Pessoa Física)

Registering for the Individual Taxpayer Registry (CPF) is mandatory for Brazilian or foreign nationals of any age who own or would like to own assets and rights in Brazil which are subject to public registration, including real estate, vehicles, vessels, aircrafts, equity interests / stock shares, bank accounts or financial / capital market investments.

The CPF number is issued only once (unique and definitive), and it is not possible to register twice. The CPF number will be generated upon registration and recorded on the receipt provided to the applicant. The number must be kept in a safe place or memorized, as "CPF cards" are no longer issued.

Due to tax privacy regulations, those who have lost / forgotten their CPF number must retrieve it directly at one of the units of the Federal Revenue ("Receita Federal") in Brazil, as this matter cannot be solved at the Consulate. If necessary, the request can be done by proxy by a representative of the interested party. Further clarifications can be obtained by e-mail at: [CPF.residente.exterior@receita.fazenda.gov.br](mailto:CPF.residente.exterior@receita.fazenda.gov.br)

The service is free of charge.

### REGISTRATION BY EMAIL

Make the Registration Protocol for free on the Internet through the link:

<https://servicos.receita.fazenda.gov.br/Servicos/CPF/InscricaoCpfEstrangeiro/default.asp>

The Protocol may also be carried out at the Federal Revenue Service partners: Civil Registry Office, Post Office, Caixa Econômica Federal or Banco do Brasil. In these places there is a cost of R\$ 7.00

Send the documentation below to the email: [atendimentorfb.08@rfb.gov.br](mailto:atendimentorfb.08@rfb.gov.br)

1. Identification Document (see notes below)
2. Registration Protocol
3. Photo ("selfie") holding the identity document itself, in which the photo and the document number appear. For double-sided documents - two Selfies: one with the front and one with the back of the document. In order to complete the CPF registration of Foreigners residing in Brazil, not only the passport is accepted, one of the documents below must be presented as an identification document
4. National Migration Registry Card (CRNM) or the Request Protocol of this document at the Federal Police together with the Passport
5. Provisional Document of National Migration Registration (DPRNM), issued by the Federal Police for asylum seekers.
6. Refuge protocol,
7. Certificate of registration at the Consulate containing the photo of the foreigner.

In addition to sending one of the documents above, you must also send the Registration Protocol and the Selfie with the Document. If you do not have one of these documents

resident"

To register your CPF you can send:

- Copy of Passport
- Copy of the page of the passport on which the visitor visa is within the period of stay, which proves the non-resident status or the Declaration of Tax Condition attached to this email
- Registration protocol
- Selfie with passport open

For registration of minors, you must send the above documentation and the responsible person's selfie - father or mother

b. Obtaining CRNM

Every Afghan who receives a temporary visa must request their Foreigner's Registration Card - RNE, within 90 days after entering the country or after the granting of asylum or shelter.

The RNE is a personal document issued in Brazil confirming the identity of foreigners living temporarily or permanently in the country.

With the registration number the foreigner can open bank accounts and do other activities that require proof of residence in Brazil for an extended period.

There are a number of specific procedures and documents needed for the application of the Foreigner's Registration Card. To obtain the RNE without any problems, fulfilling all necessary procedures and presenting the required documentation, the following describes the procedure required.

The RNE (Registro Nacional de Estrangeiros) number appears on the permanent foreign resident's identity card (Cédula de Identidade para Estrangeiros - CIE). This foreigner's identity card, commonly referred to throughout Brazil as the RNE, is the equivalent to a Brazilian citizen's identity card and is considered as such whenever a person is asked for proof of identity in Brazil.

It is recommended to carry a certified photocopy and only carry the original when it will be necessary to prove identity. If the original is lost the replacement procedure is costly and time consuming.

The Federal Police (Polícia Federal) is responsible for issuing new or replacement CIE cards.

To be entitled to an RNE in Brazil, a foreigner must have a humanitarian visa which should have been obtained from the Brazilian Consulate.

Passo a Passo RNM – Registro Nacional de Migração:

1. Access the site: <https://www.gov.br/pf/pt-br/assuntos/imigracao>:



The screenshot shows the gov.br website interface. At the top, there is a navigation bar with the gov.br logo, the text 'Ministério da Justiça e Segurança Pública', and links for 'Órgãos do Governo', 'Acesso à Informação', 'Legislação', 'Acessibilidade', and an 'Entrar' button. Below this is the 'Polícia Federal' header and a search bar with the placeholder text 'O que você procura?'. The main content area features a prominent yellow warning banner with a large exclamation mark icon and the text 'AVISO IMPORTANTE'. Below the banner, there is a link to 'Portaria Nº 28/2022 – DIREX/PP. DE 11 DE MARÇO DE 2022 – dispõe sobre a prorrogação de prazo para regularização migratória'.

2. Click on: Obter Autorização de Residência



The screenshot shows the 'Migração' section of the gov.br website. The title 'Migração' is centered at the top, with 'SERVIÇOS EM DESTAQUE' below it. There are six service cards arranged in a 2x3 grid. Each card has a blue arrow icon in the top right corner. The services listed are: 'Obter Autorização de Residência', 'Substituir Carteira de Registro Nacional Migratório', 'Solicitar 2ª via de Carteira de Registro Nacional Migratório', 'Obter Documento Provisório de Registro Nacional Migratório', 'Registrar-se como Estrangeiro no Brasil', and 'Prorrogar Estada no Brasil'. A black downward-pointing arrow is positioned above the 'Registrar-se como Estrangeiro no Brasil' card.

Nacionalidade, Estadia e Outros Direitos > Serviços para Estrangeiros

## Registrar-se como Estrangeiro no Brasil

" Registro de Visto ", " Registro de Residência ", " Registro de Refugiado "

Avaliação: 4.4 ★★★★★ (371)

Última Modificação: 31/03/2022

Compartilhe: [f](#) [t](#) [in](#)

▼ O que é?

Este serviço é para quem pretende se registrar e obter Carteira de Registro Nacional Migratório (CRNM), nos seguintes casos:

- Registro de imigrante detentor de visto temporário;
- Autorização de residência deferida (declaração publicada em Diário Oficial da União - DOU);
- Refugiado, Apátrida ou de Asilado, já reconhecidos pelos órgãos competentes.

SERVIÇOS RECOMENDADOS PARA VOCÊ

- Obter Autorização de Residência
- Substituir Carteira de Registro Nacional Migratório
- Solicitar 2ª via de Carteira de Registro

#### 4. Select the residency form:

### Formulários

Escolha a modalidade correta e compareça com a documentação completa - caso contrário, o pedido poderá ser indeferido

Documentação

Registro de imigrante detentor de visto temporário

Registro com base em publicação em Diário Oficial da União

Registro de Imigrante reconhecido como refugiado pelo Comitê Nacional para os Refugiados - CONARE

#### 5. Select the language you want and click "change language":

Palácio Federal

DTI - Diretoria de Tecnologia da Informação e Inovação  
SISREGMIGRA - Sistema de Registro Nacional Migratório  
Versão: 3.70.0 - 20/06/2022 19:29

Registro

Idioma: português (Brasil) | Inglês | Espanhol

Detalhamento: [Detalhamento](#) | [Histórico](#) | [Ajuda](#)

Tipos de Registro: [Tipos de Registro](#) | [Dados do Registro](#) | [Endereço](#) | [Declaração](#)

Tipo de Registro: -- Seleção --

Nome:  com sobrenome

Sobrenome:  com sobrenome  Sem Sobrenome

Nome completo:

Nome Anterior Completo:

Casado (insua nome social):  ?

Sexo:  Masculino  Feminino  Não Informado

Condições pessoais: -- Seleção --

Data de Nascimento:  dd/mm/aaaa

Estado civil: -- Seleção --

Cidade de Nascimento:

País de Nascimento: -- Seleção --

País de Nacionalidade: -- Seleção --

6. Select "Registro de Visto Consular":

Type of Registration ▾ -- Select -- ▾

Full Name ▾ -- Select -- ▾ No abbreviations

Surname ▾ Registro de Visto Consular No abbreviations  without surname

Nome completo: Registro após publicação no Diário Oficial da União

Previous Full Name: Registro de Refugiado reconhecido pelo CONARH

I want to include a social n. Registro de Asilado reconhecido pelo Governo do Brasil

Registro de Apátrida reconhecido pelo Governo do Brasil

7. In profession, in addition to writing, click on the "code" of the number that represents:  
Código 999

Main Occupation ▾ ESTUDANTE

Individual Taxpayer's Register (CPF):

930 - ESTUDANTE  
949 - MENOR ( CRIANCA , NAO ESTUDANTE )

Filiation 1

Full Name

Sex

Filiation 2

Full Name

Sex  Male  Female  Not Declared

8. Fill in the personal data and click on "next":

Marital Status ▾ -- Select -- ▾

City of Birth ▾

Country of Birth ▾ -- Select -- ▾

Country of Nationality ▾ -- Select -- ▾

Personal Email ▾

Main Occupation ▾

Individual Taxpayer's Register (CPF): ▾

Filiation 1

Full Name ▾  Without affiliation


Sex ▾  Male  Female  Not Declared

Filiation 2

Full Name ▾  Without affiliation

Sex ▾  Male  Female  Not Declared

(\*) Required Field

Cancel Delete Next 

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**BIOM Data:**  
 Are you enrolled in the Brazilian Register of Foreign Nationals (RENF)?  
 Yes  No

BIOM of the Responsible, if dependent:  
 Yes  No

---

**VISA DATA**  
 Do you hold a Visa?  Yes  No

VISA Number:  Date of Issuance:

City of Issuance:  Country of Issuance:

---

**DOCUMENT DE VOYAGE**  
 Type of Travel Document:  Travel Document Number:

Travel Document Country of Issuance:

---

**INPUT DATA**  
 State (Federation Unit):  Place of Entry:

Mean of Transportation Used:  Date of Entry:

10. If everything is ok, go to the bottom of the page, click on “Next”, if it is necessary to correct something, click on “Back”:

11. Fill in your residency information and contact phone number.:

Registro English  
Change Language

Personal data Registry Data Address Document

---

**HOME ADDRESS**

Zip Code:  Address:

Additional Details:  District/Neighborhood:

City:  State:

Telephone Number:  Telephone Number 2:

---

**BUSINESS ADDRESS/SCHOOL ADDRESS**

Unemployed, retired or no business/school address Name of the Company/School:

Name of the Company/School:

Zip Code:  Address:

Additional Details:  District/Neighborhood:

City:  State:

Work Phone Number:

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**INDICATE SOMEONE TO CONTACT**

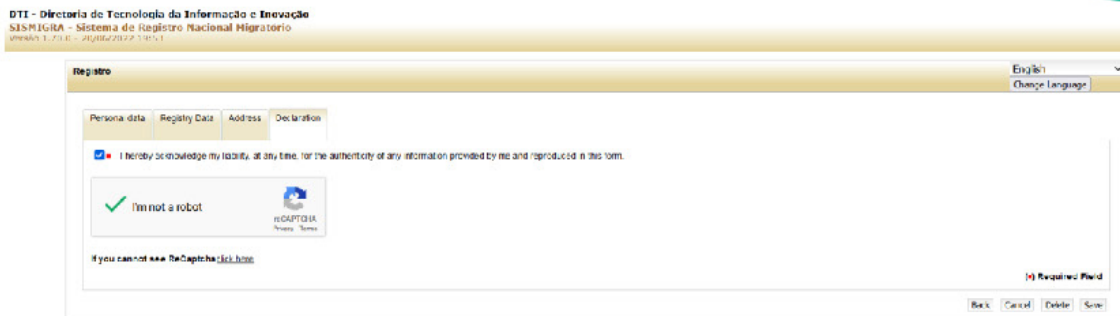
Name of Contact Person:  Phone Number:

Relationship:  Country:

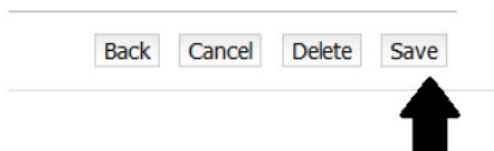
(\*) Required Field

Copyright Polícia Federal - PT, Diretoria de Tecnologia de Informação e Inovação - DTI

12. Click on that you are not a robot and on the box “I declare that I will respond at any time, for the authenticity of the data provided by me and transcribed in this form”



13. Finish the form by clicking on "Save"



## GENERAL GUIDELINES ON WORK CARD AND SOCIAL SECURITY - DIGITAL CTPS

### 1 - What is Digital Work Card (CTPS)?

The Digital Work Card is an electronic document that emerged with the publication of Ordinance No. 434. By such ordinance, the national or foreign worker does not have all the CTPS notes (vacation, salary, leaves, etc.) made by the employer only electronically, through eSocial, and the worker can follow them from anywhere via the app or the internet.

### 2 - Who is entitled to the Digital Work Card?

All workers, whether Brazilians or foreigners, are entitled to the new Digital Work Card. It is enough to be registered in the Individual Taxpayer Registry - CPF.

### 3 - How to have access to this digital form of the Work Card (CTPS Digital)?

In order to have the digital document, with all the information accessible on the phone, the worker must download the application directly from their smartphone store (Android or IOS). It's called "Digital Work Portfolio".

After downloading the Digital Work Card application or accessing it through the web, at <https://www.access.gov.br> click on "obtain" and then "request", carry out identification and authentication on the Federal Government platform. The interested party must make the request even with help.

### 4 - After requesting the CTPS through the application, do I need to go to a service station?

No. Your CTPS will be available fully digital, without the need to go to a physical post.



5 - Is it necessary to pay to obtain CTPS Digital?  
No. The Work Card has no cost to the worker.

6 - What is my Digital Work Card number?

The registration number used to identify the Brazilian worker and the foreigner is the CPF. If you have more questions, consult the manual prepared by the Federal Government, with instructions through this link:

<https://empregabrasil.mte.gov.br/wpcontent/uploads/2019/09/Passo-a-PassoCTPS-DIGITAL-APP-e -WEB.pdf>

c. Enrolling children in schools

Education in Brazil is regulated at a Federal level, with the Ministry of Education (Ministério de Educação) being the overseeing body.

In Brazil it is free and mandatory for children to go to school from age 4 to 18. Children under the age of four may be enrolled as long as they turn 4 in the first semester.

These compulsory twelve years of education are known as Fundamental Education (Ensino Fundamental) and secondary education (Ensino Médio), divided into 3 levels: Ensino Fundamental I e Ensino Fundamental II and Ensino Médio.

A core curriculum is set by the Education Council.

During the Ensino Fundamental I, children study mathematics, Portuguese, science, arts, history, geography and physical education. During Ensino Fundamental II, pupils also study at least one other compulsory language.

Upper secondary education (Ensino Médio) is for young people aged 15 to 18. On top of the core curriculum subjects studied during Ensino Fundamental, students will also study philosophy and sociology.

The courses provided during this period are essentially designed to allow a young person to enter into a (usually public) university. The courses can be conducted either at the private school the child has been attending up until this point, or at specific colleges which train youngsters to take the specific entrance exam set by a specific university. Students can also choose to take professional training at the same time.

In public schools, children attend the school closest to their place of residence. Parents need to go directly to the school to start the registration process (enrollment).

Insurance is not required for a child to enter state school; in private schools, the school advises prospective parents on what is required.

Although not an impediment, the school will ask for the delivery of the proof of vaccination during the school year, and its delivery is mandatory.

Federal law demands that all schools, state and private, file the personal details of all children starting studies, and that this data is kept updated each year. This information includes full name, date and place of birth, parentage, residence contact details, a recent passport-size photograph and a medical history including most recent tetanus booster (if applicable) and blood type.

The parents should also provide a copy of the child's birth certificate for the school's records.



equivalent of the monthly school fee. It is charged at the beginning of every academic year. This means that there are actually 13 monthly fees to be paid. If a school does not charge the matrícula, it will probably explain that it is absorbed into the 12 monthly fees.

#### Higher education (Ensino superior)

Once a student has successfully completed secondary education, they may continue their studies at a public or private university. To enter a public university, students must sit an entrance exam, known as vestibular. Entrance exams to a private university are often little more than a formality and, as a consequence, public university degrees are valued much more highly than those from private institutions.

#### d. Registration in SUS/Health services

Public healthcare in Brazil is funded by the Brazilian Government. The country's health service infra-structure consists of government health services, non-profit health organizations (NGOs), and the private medical sector. Brazil is one of the leading medical tourism destinations in South America.

Any legal citizens, including foreign residents, are entitled to free healthcare at a public clinic or hospital by producing an RG (Brazilian identification card) and an SUS card (Cartão SUS). Around 70 per cent of Brazilian residents use public hospitals, while the rest opt for private hospital visits, which they either pay for themselves or which are covered by private medical insurance. Foreigners may use private hospitals but will be charged for the visit.

The Brazilian Government oversees public health programs such as Farmácia Popular whose aim is to make essential medications and drugs readily available for the population (at affordable prices) in pharmacies throughout Brazil.

#### The SUS card (Cartão SUS)

Brazil's Unified Health System (Sistema Único de Saúde) is normally known simply as SUS. This is a collective term for the public, private, and supplemental healthcare systems. To access any of these, an SUS card (Cartão Nacional de Saúde - SUS) is needed.

The SUS card has a personal identification number. This number allows a patient's health record to be accessed via a central database from any public or private hospital within the Unified Health System network.

#### How to apply for an SUS card?

SUS cards are issued by all Brazilian municipal offices, hospitals, clinics, and health centers. They can also be pre-ordered online. The SUS card is issued free of charge.

The following documents are required to obtain an SUS card:

- A Brazilian identity card or birth certificate (RNM)
- Proof of residence
- Individual Tax Payers Number (Cadastro de Pessoa Física - CPF)
- Marriage certificate or divorce certificate (where applicable)

Once issued with an SUS card, holders are able to register for a password, which allows them to access their medical records online via the Citizens Health Portal ([ConecteSUS \(saude.gov.br\)](http://ConecteSUS.saude.gov.br), site only available in Portuguese). The user can review their records and add personal health information like allergies.

For more information on the SUS card visit the Ministry of Health website ([Ministério da Saúde - Governo Federal do Brasil – Português \(Brasil\) \(www.gov.br\)](http://Ministério da Saúde - Governo Federal do Brasil – Português (Brasil) (www.gov.br)))

e. Opening a bank account

Owning one or more bank accounts are essential and critical in Brazil as all daily personal and professional transactions are carried out by banks and/or different forms of online banking. The most famous banks in Brazil are Caixa Economica Federal, Itau, Banco do Brasil, Nubank and many more who provide a variety of services for their customers. In order to open a bank account you would need the following documents:

1. CPF
2. RNE/CRNM
3. Proof of Address (Gas, electricity, internet bills or house contract)
4. Passport/Brazilian Visa

Once you are certain you have these documents, you visit one of the many bank branches around you and open a bank account through accessing their customer service in the said bank branch.

i. Food

The food is both similar and different in Brazil. There are many similar things like rice, beans, peas, meat but there are also a lot of Brazilian traditional food that you can find in restaurants, cafes and lanchonets. For food and food items you can visit the local stores, the supermarkets and buy the things you need. Our local city teams will help you get familiarized with those avenues. The easiest albeit not the least expensive one is using the iFood app on your phones. You can download it for free from Apple Store and Play Store and then once registered you can order a wide variety of foods online.

j. Transportation

Transportation in Brazil is done by a variety of methods such as bicycles, urban buses, taxis and Uber and are all available easily across every city. To understand the city you live in, Google Maps is your best friend as it can help you navigate the entire city either by foot, bicycle or vehicles. Uber is also very useful which you can download an app for in Android and iPhone and register and then you can use it easily to traverse and commute across the city at affordable prices.



## 5. Emergency Panahgah Contacts

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