



## **1. REFUGE REQUEST**



## **2. HOW TO GET YOUR PERMANENT VISA**



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**PANAHGAH**

# 1. REFUGE REQUEST

You must be within Brazilian borders to request refuge. Immigrants who are victims of persecution in their country of origin may apply at any time after they enter Brazil, by contacting a Federal Police or border authority station. A foreign national who has applied for refuge cannot be deported to a location where their life or freedom would be at risk.

No payment is required to request refuge, the request can only be made by the applicants themselves and **it is not necessary to bring a lawyer.**

## 1. Documentation:

Gather all relevant/comprobatory documentation before starting your request, such as:

- Personal documents;
- Pictures;
- Certificates;
- Videos;
- Reports;
- Messages;
- E-mails;
- Relevant news;
- The more your documents are complete and accurate, the more robust your request will be.

## 2. SISCONARE registration:

SISCONARE is the platform where you will follow up on your refuge request. It's still undergoing implementation and will gradually replace all paperwork related to refugee status. The platform will make all documents available to the different services involved, such as:

- Applicants;
- Federal Police;
- CONARE;
- Refugees.

## 2.2. Registration:

Registration requires a valid e-mail address – the applicant who do not have one should create it. The SISCONARE registration/password validation link will be sent to this e-mail.



The screenshot shows the SISCONARE login interface. At the top, it says 'MINISTÉRIO DA JUSTIÇA CONARE.MJ SISTEMA DO COMITÊ NACIONAL PARA OS REFUGIADOS'. Below this are navigation links: 'Realizar Login', 'Refugiado', 'Verificação Online de Documento', and 'FAQ'. The main content area is titled 'Apresentação SISCONARE' and contains three paragraphs of text in Portuguese, Spanish, and French. To the right is a 'Login do usuário' form with fields for 'Login do usuário' and 'Senha de acesso', a 'Entrar' button, and a link for 'Ainda não é cadastrado? Cadastrar-se'.

<https://sisconare.mj.gov.br/conare-web/login?l>

## 2.3. Information required for registration:

Serão Solicitados dados como:

- **First and last name;**
- **Social name, when applicable**
- **Gender;**
- **Birth date;**
- **Marriage status;**
- **CPF, when available;**



The screenshot shows the 'Cadastrar Solicitante' registration form. It includes the following fields:
 

- Dados Pessoais:**
  - \*Nome(s) and \*Sobrenome(s) text input fields.
  - Nome Social (se aplicável) text input field with a note: 'Nome social para fins de reconhecimento da identidade de gênero de pessoas travestis e transexuais (Decreto 8.177, de 22 de abril de 2014). Preencher com o nome completo - prenome(s) e sobrenome(s)'.
  - \*Gênero dropdown menu with 'Selecione'.
  - \*Data de Nascimento text input field with a date mask 'dd/mm/aaaa'.
  - \*Estado Civil dropdown menu with 'Selecione'.
  - CPF - Cadastro de Pessoa Física (atenção: inserir apenas se já tiver feito seu cadastro de CPF na Receita Federal do Brasil) text input field.

**Parents’s names**

**Filiação**  
 Informe nos campos a seguir o nome de seu(s) genitor(es), ou seja, pai(s) e/ou mãe(s)

Filiação não declarada

\* Filiação 1 \* Gênero (Filiação 1)

Selecione

Filiação 2 Gênero (Filiação 2)

Selecione

**Place of Birth: Country, State/Province, City/Village;  
 Nationality;**

**Naturalidade (Local de Nascimento)**

\* País  
 Seleccione

\* Estado ou Província \* Cidade ou Vila

**Nacionalidade**

\* Nacionalidade Principal (A nacionalidade informada será utilizada para a confecção da Carteira de Registro Nacional Migratório)

Selecione  Apátrida

**Outras Nacionalidades**

Selecione +

Ações

Nenhuma nacionalidade adicionada

**Languages or dialects spoken;**

**Idiomas/Dialetos Falados**

\* Língua Materna

Selecione  Outro

**Outros Idiomas / Dialetos Falados**

Selecione +  Outro

Descrição idioma Ações

Nenhum idioma adicionado

- **Ethnicity;**
- **Religion;**
- **Physical and mental health information and any relevant details;**
- **Last address in country of birth or origin**

**Outras Informações**

\* **Etnia**  
  Não se Aplica

\* **Religião**  
  Outro

\* **Portador(a) de doenças graves?**  
 Sim  Não

\* **Pessoa com deficiência física ou mental?**  
 Sim  Não

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**Último endereço no país de nacionalidade ou residência habitual**

\* **País**

\* **Estado ou Província**  \* **Cidade ou Vila**

- **Brazilian full address and contact information**
- **Telephone type and number.**

**Dados de Contato no Brasil**

\* **Tipo do Endereço**  \* **Logradouro**  \* **Número**

**Complemento**  \* **Bairro**  \* **UF**

\* **Cidade**  \* **CEP**

**Tipo do telefone**  **Telefone**

Tipo do telefone	Telefone	Ações
Nenhum telefone adicionado		

## Inform E-mail address:

1) Seu endereço de e-mail principal é o endereço de e-mail que será definido como o login de acesso ao sistema e não poderá mais ser alterado. Você também receberá notificações em seu endereço de e-mail principal.

2) Após confirmar os dados desse formulário, você receberá uma mensagem de acesso ao sistema no endereço de e-mail informado. Para cadastrar o seu primeiro acesso, clique no link da mensagem.

\* E-mail Principal

\* Confirmar E-mail

Além de seu endereço de e-mail principal, você pode adicionar endereços de e-mail alternativos com o propósito de também receber as notificações enviadas ao e-mail principal

E-mail Alternativo

Ações

Nenhum e-mail alternativo adicionado

## Portrait: jpg, jpage or png formats.

Adicionar Foto

Insira aqui um foto recente sua. Caso insira uma foto, ela será impressa em seu protocolo de refúgio.

A inserção da foto não é obrigatória.

Caso deseje inserir uma foto, observe as seguintes orientações:

- A foto deve ser tirada de frente, com o rosto centralizado e contra fundo claro.
- O rosto e os ombros devem estar completamente enquadrados pela câmera.
- Não pode haver reflexos, penumbras ou sombras em nenhuma parte da fotografia.
- Os olhos devem estar abertos e visíveis.
- Caso use óculos, tire a fotografia sem os óculos.

Não utilize acessórios como chapéus, exceto os utilizados por motivos religiosos, que, ainda sim, não podem impedir a visualização perfeita do rosto do requerente.

Cópia da Foto (Extensões permitidas: jpg, jpeg ou png)

 Nenhum arquivo escolhido

## 2.4. Finish the Request Form:

Login to SISCONARE and fill in the Refugee Status Request Form (“***Formulário de reconhecimento de status de refugiado***”). Family members currently in Brazil can be included in the form.

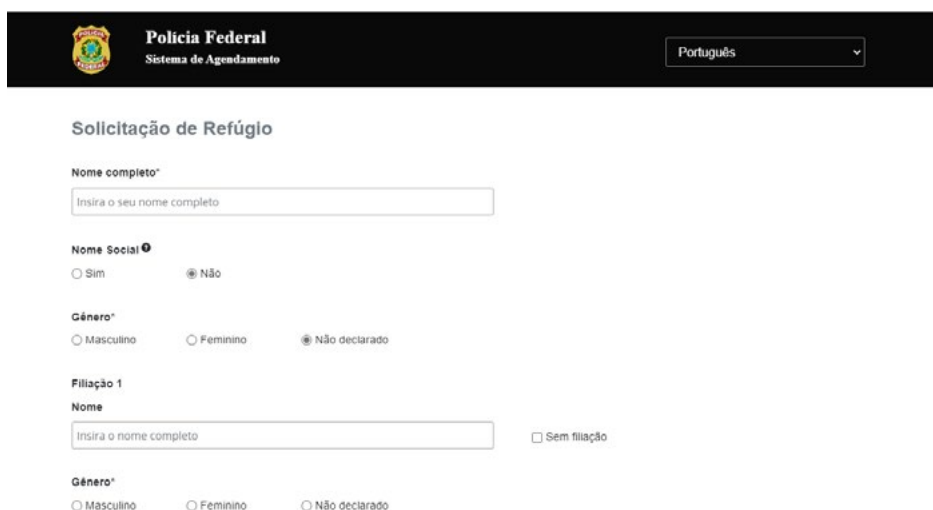
*Answer all questions as fully as possible, giving relevant details and upload the previously prepared documents.*

Finishing the form will generate a tracking number that can be found under “notifications” or the bell icon.

## 3. Federal Police appointment:

***It is mandatory to make an appointment with Polícia Federal*** to validate your refugee application and get your proof of application (a document that identifies you as an applicant for refuge) and Temporary Immigrant ID (“Documento Provisório de Registro Nacional Migratório (DPRNM)”).

*Link for setting up the appointment:* <https://servico.dpf.gov.br/agenda-web/formulario/1>



The screenshot shows the 'Solicitação de Refúgio' form on the Polícia Federal website. The header includes the Polícia Federal logo and the text 'Sistema de Agendamento', along with a language dropdown menu set to 'Português'. The form fields are as follows:

- Nome completo\***: A text input field with the placeholder 'Insira o seu nome completo'.
- Nome Social\***: Radio buttons for 'Sim' and 'Não', with 'Não' selected.
- Gênero\***: Radio buttons for 'Masculino', 'Feminino', and 'Não declarado', with 'Não declarado' selected.
- Filiação 1**: A section for the first filiation, including a 'Nome' text input field with the placeholder 'Insira o nome completo' and a checkbox for 'Sem filiação'.
- Gênero\***: Radio buttons for 'Masculino', 'Feminino', and 'Não declarado'.

You should print or write down your SISCONARE tracking number and bring it with you. Also check whether a 3x4 picture is required.

***Your application for refugee status will only be complete AFTER the appointment with Polícia Federal.***

**The application should be renewed yearly.**

The Proof of Application (“Protocolo”) will allow you to obtain a Work Registration Card (“CTPS”), Cadastro de Pessoa Física (“CPF”) and access other Brazilian governmental services.

**Conare will check your application and notify you whether it will be accepted. As long as your application is not accepted, please make sure to keep your contact info up to date and check SISCONARE at least once a month for any communication on the subject, such as your interview date and final ruling.**

**Link for the follow up:** <https://help.unhcr.org/brazil/asylum-claim/>

#### **4. CONARE ruling:**

When your application is approved, you must set up an appointment with Polícia Federal to get your Registro Nacional de Migração (CRNM) card.

If it is denied, an appeal can be placed within 15 working days from when you first read the verdict on SISCONARE or 30 days from the date of publication on the platform, whichever comes first. ???????? can provide support for your appeal.



## 2. HOW TO GET YOUR PERMANENT VISA

The permanente visa (“Autorização de Residência”) is granted to the immigrants who wish to work or establish themselves in Brazil on a temporary or permanente basis, provided all other legal and/or specific requirements under immigration laws and regulations are met.

### **THIS SERVICE IS INTENDED FOR**

- Immigrants residente in Brazil.
- Immigrants who wish to change their legal status from TEMPORARY to PERMANENT.

### **Mandatory documentation**

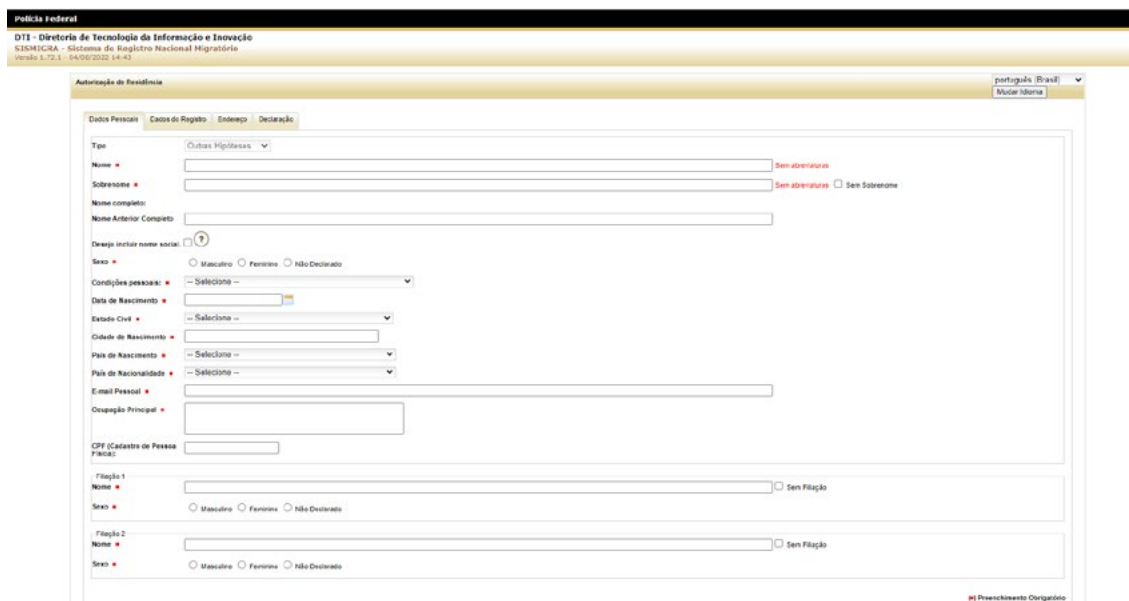
- Electronic request, to be filled in on the Polícia Federal website;
- One 3x4 up to date, color portrait on a white background (although mandatory, this will only be used when Polícia Federal’s computer systems are offline for whatever reason);
- Electronic address (e-mail) information and other contact information, preferably in addition to some form of proof of home address;
- Personal travel documents (passport) even if expired or not up to date;
- Birth certificate, marriage certificate or consular certificate (may be dispensed with if the travel document has already been certified by Brazilian consular authorities). If not translated, original documents will be accepted with the applicant’s written statement of their veracity, subject to the applicable legal sanctions in case of falsification or inaccuracy;
- Applicant’s statement of absence of any criminal records, in Brazil or abroad, in the last five years counting from the date of application, subject to the applicable legal sanctions in case of falsification or inaccuracy;
- Please be aware of the instructions below! Additional documents may become necessary in specific cases or at the discretion of the immigration authorities.

Once the documents are ready, the following forms must be filled in:

Permanent visa request form (“Formulário de autorização de residência”):

RNM: SISMIGRA – Sistema de Registro Nacional Migratório.

<https://servico.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/permanenciaRegistroEmissaoCie.seam/>



The screenshot shows the 'Autorização de Residência' form in the SISMIGRA system. The form is divided into several sections: 'Dados Pessoais', 'Casos de Registro', 'Endereço', and 'Declaração'. The 'Dados Pessoais' section includes fields for 'Tipo' (with a dropdown menu), 'Nome', 'Sobrenome', 'Nome completo', 'Nome Anterior Completo', 'Data de nascimento', 'Estado Civil', 'Cidade de Nascimento', 'País de Nascimento', 'País de Nacionalidade', 'Email Pessoal', and 'Ocupação Principal'. There are also radio buttons for 'Sexo' (Masculino, Feminino, Não Declarado) and a 'CPF (Cadastro de Pessoa Física)' field. The 'Declaração' section includes fields for 'Filiação 1' and 'Filiação 2', each with 'Nome' and 'Sexo' fields. A 'Preenchimento Obrigatório' notice is visible at the bottom right of the form.

### Applicable fees:

- Taxa de Processamento e Avaliação de Pedidos de Autorização de Residência – Tax code STN 140066: **R\$ 168,13**
- Taxa de Emissão da Carteira de Registro Nacional Migratório – Tax code STN 140120: **R\$ 204,77**

### Schedule appointment at Polícia Federal:

Save for a few exceptions (art. 67 do [Decreto nº 9.199/2017](#)), it is mandatory to contact your regional Polícia Federal unit.

Scheduling should be set up when filling in the request form. After that, any changes or follow-ups should be made using the link <https://servicos.dpf.gov.br/agenda-web/acessar>



The screenshot shows the top navigation bar of the 'Sistema de Agendamento da Polícia Federal' website. It includes the Polícia Federal logo, the text 'Polícia Federal Sistema de Agendamento', and a language dropdown menu set to 'Português'. Below the header, the title 'Sistema de Agendamento da Polícia Federal' is displayed, followed by instructions: 'Para **agendar**, **reagendar**, **consultar** ou **cancelar** atendimento, preencha os campos abaixo:'. The form contains three input fields: a dropdown menu for 'Selecione o serviço desejado', a text box for 'Código de solicitação ou Requerimento', and a text box for 'Data de nascimento'. Below these fields is a reCAPTCHA verification area with a checkbox labeled 'Não sou um robô' and the reCAPTCHA logo. At the bottom of the form is a blue button labeled 'Prosseguir'.

#### IN PERSON:

The applicant should go to the nearest PF unit with immigration services.

**Estimated wait time:** 30 minutes or less

## HOW TO FOLLOW UP REQUEST STATUS:

### HOW TO FOLLOW UP REQUEST STATUS:

#### WHEN REQUESTED IN PERSON

- Check online (on the link below) for the availability of your approval document. The website will inform that your document is ready and available (“Seu documento foi confeccionado e está pronto para ser retirado”) and there will be a link for scheduling a date and time for pickup.
- Confirme the location where your documents will be delivered, fill in the form and set up your appointment. Some PF units do not require scheduling, which will also be informed on the website: “não há agenda para o serviço escolhido”.

**Estimated wait time:** 30 minutes or less

**LINK:** <https://servicos.dpf.gov.br/sismigra-internet/faces/restrito/atendimento/pesquisarRequerimento.seam>



The screenshot shows the SISMIGRA web application interface. At the top, it displays "Polícia Federal" and "DTI - Diretoria de Tecnologia da Informação e Inovação". Below this, it identifies the system as "SISMIGRA - Sistema de Registro Nacional Migratório" with version "Versão 1.72.3 - 04/09/2022 14:43". The main content area is titled "Andamento de processos" and includes a language dropdown set to "português (Brasil)" with a "Mudar idioma" button. The search section contains a "Campos de pesquisa" area with a "Data de Nascimento" field and a "Nome" field. Below these is a "Nº do requerimento" field. A CAPTCHA section asks "Caso não consiga visualizar o ReCaptcha (clique aqui)" and includes a checkbox for "Não sou um robô" and a ReCaptcha logo. At the bottom of the search area are "Limpar" and "Pesquisar" buttons. The footer of the page reads "Copyright Polícia Federal - PF, Diretoria de Tecnologia da Informação e Inovação - DTI".

### 3. HOW TO GET A CPF

CPF is issued by Receita Federal. Use the link below to start the process:

<https://servicos.receita.fazenda.gov.br/servico/cpf/inscricapcpfestrangeiro/default.asp>




**THE DOCUMENTS REQUIRED MAY VARY ACCORDING TO THE PERSON'S AGE, AS FOLLOWS:**

#### **For applicants 16 and above:**

- Some form of personal ID containing name, place and country of birth, parents' names and birth date;
- For Brazilians with ages between 18 and 70, voting documentation or legal dispensation thereof. Any doubts may be clarified with Tribunal Superior Eleitoral.

#### **For applicants under 16:**

- Some form of personal ID containing name, place and country of birth, parents' names and birth date;
- Parents' or guardians' (at least one) ID. Applicable proof of legal guardianship is also mandatory when applicable.

## **4. HOW TO GET A BRAZILIAN DRIVING LICENSE**

### **CITIZENS OF COUNTRIES THAT ARE PART OF THE VIENNA CONVENTION**

Citizens from countries that are part of this international agreement, have other specific agreements with Brazil or have a recognized international driving license, may use these, along with their passport or other personal ID, for up to 180 days after entering Brazil, provided their license remains valid during that period. After that, they must either convert their original license into a Brazilian one or get a Brazilian license the conventional way.

### **CITIZENS OF OTHER COUNTRIES OR ANYONE WITHOUT A PREVIOUS DRIVING LICENSE**

These foreign nationals, in order to be able to drive in Brazil for any length of time, should convert their original license or get a conventional Brazilian license.

THIS IS THE CASE FOR AFGHAN NATIONALS.

**OTHER THAN THE PROVISIONS LISTED ABOVE, THE SAME RULE APPLY FOR BRAZILIANS OR FOREIGN NATIONALS.**

## HOW TO CONVERT YOUR FOREIGN LICENSE INTO A BRAZILIAN ONE

- Your foreign license must be within its expiry date
- You should have had your license for more than one year
- You must be legally responsible (be above age 18 and be legally responsible for your own actions)
- You need a Registro Nacional de Estrangeiro (RNE), Carteira de Registro Nacional Migratório (CRNM) ou Documento Provisório de Registro Nacional Migratório (DPRNM)
- For professional licenses (C, D or E categories) you will also need to go through a tox screen.

### **WHERE YOU SHOULD APPLY?**

*At the Detran or similar service in your city of residence.*

## **THERE MAY BE AN ONLINE OPTION AVAILABLE IN SOME BRAZILIAN STATES, SUCH AS:**

### **BAHIA:**

<https://sacdigital.ba.gov.br/servico/2436>

### **GOIÁS:**

<https://www.go.gov.br/servicos-digitais/vapt-vupt/agendamento-atendimento-presencial/novo>

### **MINAS GERAIS:**

<https://cidadao.mg.gov.br/#/egov/servicos/agendamento/servico>

### **PARANÁ:**

<https://www.agendamento.detran.pr.gov.br/detran-agendamento/portal#dashboard>

### **RIO DE JANEIRO:**

[https://www.detran.rj.gov.br/\\_agendamento.eletronico/renach/tela1.asp](https://www.detran.rj.gov.br/_agendamento.eletronico/renach/tela1.asp)

### **SÃO PAULO:**

<https://www.poupatempo.sp.gov.br/wps/portal/poupatempoTaOn/servicos/intermediarias/cnh/outros-servicos-de-cnh>



## WHO SHOULD APPLY

The applicant him or herself must apply. Forms and documents required:

- Appointment number
- Registro Nacional de Estrangeiro (RNE), Cédula de Identidade de Estrangeiro (CIE)\*, Carteira de Registro Nacional Migratório (CRNM)\*, Documento Provisório de Registro Nacional Migratório (DPRNM)
- Cadastro de Pessoas Físicas (CPF) - original
- Proof of address in the applicant's name, issued no more than six months prior to the application;
- Original oreign license for the same category as the application
- Original sworn translation of the original license (other countries with Portuguese as their official language are exempt from this)
- Original passport
- Proof of payment for the fees may be requested at the discretion of DETRAN
- Additional documents may be requested to clarify eventual doubts as to the similarities between the original license and the Brazilian application

## FEES | STATE OF SÃO PAULO:

1. Medical exams: **R\$ 105,50.**
2. Psychological evaluation: **R\$ 123,08.**
3. Detran.SP fees for the driving test: **R\$ 43,96**  
Driving tests are required only for first Brazilian license, applicants without Vienna convention benefits or applicants with medical restrictions.
4. Detran.SP transfer / post office fees: **R\$ 116,50**

**ALL DETRAN.SP FEES MUST INFORM THE APPLICANT'S CPF.**

**Tox screen:** for professional drivers only (C, D or E categories) – check the licensed laboratories list with DETRAN

## GETTING YOUR CNH

**PAPER:** should arrive in the mail up to 26 working days after all the procedures are completed

**ELECTRONIC:** should be available on the app CDT – Carteira Digital de Trânsito – up to 15 working days after the process is completed.

## 5. HOW TO OPEN A BANK ACCOUNT IN BRAZIL

### 1. WHAT KIND SHOULD I PICK?

#### **There are deposit accounts, salary accounts and payment accounts**

Deposit accounts (normal or savings) are the most common. Unless there is a specific reason to go another way, this is what you should get. A deposit account is the kind where you can keep your money and pay bills, withdraw cash etc. A savings account is a safe and low-yield investment where the funds are also available anytime, but do not process payments nor withdrawals. Therefore, it is not recommended for day-to-day transactions.

A deposit account can be opened in person at a bank branch or by downloading the bank's app and sending the documents online.

A salary account is opened exclusively by the employer's initiative in order to make salary payments. There are no fees associated with a salary account, but in order to use it as a deposit account it is necessary to make sure it will work as such, otherwise it cannot be used for transiting funds other than those originated from salaries.

**ATTENTION:** it is NOT mandatory to have a salary account in order for salaries to be paid, this is per agreement only between the parties. The employer can also pay salaries to a deposit account and that does NOT automatically turn the account into a deposit account.

In summary, it is highly recommended that you get a deposit account unless you need another kind for a specific reason. It is nowadays possible to open deposit accounts using a mobile phone. Just pick an online bank, download the app, fill in your information, upload your documents and you can start using the account after you send in the initial funds (there usually isn't a minimum initial deposit).

## 1.1. Necessary documents

There are no specific documents for a refugee or refuge applicant. The Central Bank stipulates that all Brazilian ID documents are acceptable, and it is up to each bank to request whatever documents they deem to be necessary. The most common ones are listed below:

- a) Carteira de Registro Nacional Migratório (CRNM);
- b) Documento Provisório de Registro Nacional Migratório (DPRNM);
- c) Protocolo de Refúgio.
- d) Other ID recognized in Brazil
- e) CPF
- f) Income statement
- g) Proof of address (power bill or similar)

### Useful information:

- Usually a personal document with photo and a CPF number are enough for personal identification purposes;
- If you don't have any kind of proof of address, your landlord can issue a statement to that effect;
- Using an online-only bank, such as Nubank, Banco Original, C6 Bank or several others may facilitate the account opening process.
- THIS IS NOT A RECOMMENDATION OF ANY FINANCIAL INSTITUTIONS, use at your own discretion or as a guideline to start a search!!!
- Please be aware that banks may at their discretion request additional information whenever the amounts involved exceed R\$ 5.000,00.
- Banks may, also at their discretion, refuse to open an account, whether the applicant is a Brazilian citizen or not. If this happens, try some other bank.
- Refugee or foreign resident status have no bearing on this process or on the necessary documentation.
- If you already have a bank account when your refuge applicant status is recognized, please contact your bank to update your documentation, sending them a copy of your Carteira de Registro Nacional Migratório (CRNM).

## **1.2. Are immigrants allowed to open a small business account (MEI) ?**

Yes. In this case, the MEI opening process must be completed prior to opening the account, and your CNPJ must be used instead of the CPF. Check with your bank what documentation would be required in this case.

## **6. HOW TO SEND AND RECEIVE FUNDS FROM ABROAD**

### **2. How to send funds abroad?**

It is necessary to use a financial institution with an FX license (most of them are licensed) and there are several banks that offer this as an online service. If this is your case, it is recommended that you check which banks will be better for your specific situation and what are their procedures prior to opening an account. Alternatively, you can use the post office to send money. The list of available countries may be consulted online on their website. Afghanistan is NOT one of these countries.

#### **2.1. How to receive funds from abroad?**

It is also necessary to use an FX licensed financial institution, and this can also be operated as an online service. Check the necessary information and required documents with your bank prior to receiving the funds. Although the post office can also be used, Afghanistan is not a correspondent country for this service.

#### **2.2 What are the amount limits for sending or receiving funds?**

There are no specific limits, but it is highly recommended that you check with your bank on a case-by-case basis, as there may be internal compliance issues or taxes associated with your specific transaction.

#### **2.3. Which currencies are accepted?**

There is no legal restriction on any currencies, but payment orders will always be exchanged into Brazilian Reais and paid into your bank account. The FX rate will be negotiated for payment once all legal or compliance requirements are fulfilled. US Dollars and Euros are the most common, but you should check with your bank which currencies they are prepared to accept.

#### **2.4 Are there any fees, either abroad or in Brazil?**

Once again, there is no legal provision about fees, therefore there may or may not be fees associated with this process. Local fees should be checked with your bank and fees abroad should be checked by the paying party abroad with their own bank.

## **7. CARTEIRA DE TRABALHO E PREVIDÊNCIA SOCIAL (CTPS DIGITAL) – GENERAL INFO AND GUIDELINES**

### **1 – What is it?**

Carteira de Trabalho Digital is the most common form of keeping someone’s work records. It is a legal requirement for anyone, Brazilian or not, who wants a regular job.

### **2 – Who should get it?**

All workers, Brazilian or foreign, must have a CTPS digital, and the only legal requirement to get one is having a CPF number (see “How to get a CPF”).

### **3 – How does it work?**

CTPS digital must be requested on the Web (<https://www. acesso. gov. br>) or by downloading the app “Carteira de Trabalho Digital” for iOS or Android. The applicant should then click on “Obter” and then “Solicitar”, filling in the required personal information and authentication. Third-party requests are not accepted – application is an individual process.

### **4 – What are the next steps after application? Is it necessary to pick up a document or anything else?**

No. The CTPS is a full-digital document and no paperwork or in-person application is necessary.

### **5 – Are there any fees?**

No. This is a free public service for all workers.

### **6 – Do I have a Carteira de Trabalho Digital number?**

No. Your CTPS digital number is your CPF number.

For any further clarifications, please look up the FAQ on:  
<https://empregabrasil.mte.gov.br/wpcontent/uploads/2019/09/Passo-a-PassoCTPS-DIGITAL-APP-e-WEB.pdf>.