



Case Assessment & Onboarding Questionnaire

Compliance with the General Data Protection Law:

The personal data collected here will be used, processed, and shared to enable the execution of a contract or preliminary procedures related to a contract to which the data subject is a party, at the request of the data subject or their employer, in accordance with Article 7, item V, of Law No. 13.709/2018 – LGPD, and in compliance with the USER's consent for the processing carried out.

The personal data collected will be stored and shared nationally and internationally (when necessary), and eventually also in partner systems specifically designated for the faithful fulfillment of activities related to the contracted services; as well as with public authorities, such as Foreign or Brazilian Embassies and Consulates, the Ministry of Justice or any of its competent bodies, the Foreigners' Residence Division, the General Coordination of Immigration, the Ministry of Foreign Affairs – Immigration Division, the Federal, Air and Border Police Department, the Ministry of Labor, the Ministry of Economy, the National Press (Official Gazette of the Union), the Federal Revenue Service of Brazil, the Department of Transit, the National Institute of Social Security (INSS), SERASA, Poupatempos, or other entities whose provision, action or information is necessary for the completion of the service contracted between the parties.

<u>Personal data</u> (Required field)	
1- Full name (as written on passport)	
2- Nationality (please indicate if you hold more than one passport with different nationalities)	
3- Passport number to be used in the visa application.	
4- Passport validity	
5- Date of birth (day/month/year)	
6- Place of birth (city/state and country)	

7- E-mail	
8- Full address (including postal code)	
9- Mobile phone number (specify city and country code)	
10- Home/alternative phone number (please specify city and country code)	
11- Marital status	
12- RNM/RNE and validity (if applicable)	
13-CPF (if applicable)	
14- Brazilian consulate chosen to collect the visa (indicate city, state, country). If applicable (not applicable for applications within Brazil).	
15- Have you ever lost your passport? (or had your passport stolen?)	
16- Have you ever had a visa or entry request denied to any country? Have you ever been deported? Please explain.	
17- Do you have relatives in the destination country? (parents or other family members). Explain.	
18- Are you currently outside your country of origin? If so, what is your immigration status? (Please explain your visa type, when you entered this country, and the period you are authorized to remain in this country according to your current visa/immigration status).	
19- Do you have a criminal record? NOTE: If you have a criminal record, please indicate this here to receive further guidance.	

20- Languages in which you can communicate (speak and listen, understanding what is being said).	
<u>Data for the process</u> <i>(Required field)</i>	
21- Please state the position and provide a detailed description of the activities you intend to perform in Brazil.	
22- Entry city into Brazil	
23- Desired arrival date	
24 - Desired return date (if applicable)	
25- Intended length of stay in Brazil	
26- Address in Brazil	
27- Will there be other people traveling with you? Specify full name and relationship, if applicable.	
28- Do you have a contact in the destination country? If yes, provide full name, phone number, address, and email. Otherwise, provide full hotel address, phone number, and email.	
29- Have you visited Brazil before? When? What was the purpose of your trip? What type of visa did you have?	
<u>Current job data</u> <i>(Required field)</i>	
30- Profession	
31- Full name of the company where you currently work.	
32- Position	
33- Start of work (dd/mm/yyyy)	

34- Full company address	
35- Company phone number (please include city and country code)	
36- Gross monthly salary (indicate the currency of the country where you receive your salary)	
37- Description of activities performed at the company (please indicate at least 5-8 activities performed and do not include abbreviations)	

Previous professional history
(Required field)

38- Company name 2	
39- Position	
40- Period (from: mm/yyyy - to: mm/yyyy)	
41- Company address (city, state, country)	
42- Description of activities performed at the company (please indicate at least 5-8 activities performed and do not include abbreviations)	
43- Company name 3	
44- Position	
45- Period (from: mm/yyyy - to: mm/yyyy)	
46- Company address (city, state, country)	

47- Description of activities performed at the company (please indicate at least 5-8 activities performed and do not include abbreviations)	
48- Company name 4	
49- Position	
50- Period (from: mm/yyyy – to: mm/yyyy)	
51- Company address (city, state, country)	
52- Description of activities performed at the company (please indicate at least 5-8 activities performed and do not include abbreviations)	

Academic background
(Required field)

NOTE: Please provide information on all applicable educational levels, including technical, undergraduate, postgraduate, master's, and doctoral degrees, if applicable.

53- Name of university/school 1	
54- Address (city, state, country)	
55- Course	
56- Graduation level	
57- Period (from: mm/yyyy – to: mm/yyyy)	
58- Name of university/school 2	

59-Address (city, state, country)	
60-Course	
61- Graduation level	
62-Period (from: mm/yyyy – to: mm/yyyy)	

Family data
(Required field)

Father
(Required field)

63-Full name (no abbreviations)	
64- Date of birth (day, month, year)	
65- Country of birth	
66- Nationality(ies)	
67- Address	
68- Occupation	

Mother
(Required field)

69- Full name (no abbreviations)	
70- Date of birth	
71- Country of birth	
72-Nationality(ies)	
73-Address	
74- Occupation	

Spouse
(if applicable)

75-Full name (no abbreviations)	
76-Date of birth (day, month, year)	
77-Place of birth	
78- Nationality (please indicate if you hold more than one passport with different nationalities)	

79- Address	
80-Occupation	
81- Are you in Brazil? (if not, please specify the country)	
82-Will he/she come/stay in Brazil with you?	
83-Passport number	
84- Passport validity	
85- CPF (if applicable)	
86- RNM – RNE (if applicable)	
<u>Child 1</u> <i>(if applicable)</i>	
87- Full name (no abbreviations)	
88- Date of birth (day, month, year)	
89- Place of birth	
90- Nationality (please indicate if you hold more than one passport with different nationalities)	
91- Address	
92-Occupation	
93-Are you in Brazil? (if not, please specify the country)	
94- Will he/she come/stay in Brazil with you?	
95-Passport number	
96- Passport validity	
97- CPF (if applicable)	
98- RNM – RNE (if applicable)	
<u>Child 2</u> <i>(if applicable)</i>	
99- Full name (no abbreviations)	
100- Date of birth (day, month, year)	
101- Place of birth	
102- Nationality (please indicate if you hold more	

than one passport with different nationalities)	
103- Address	
104- Occupation	
105- Are you in Brazil? (if not, please specify the country)	
106- Will he/she come/stay in Brazil with you?	
107- Passport number	
108- Passport validity	
109- CPF (if applicable)	
110- RNM – RNE (if applicable)	
Child 3 <i>(if applicable)</i>	
111- Full name (no abbreviations)	
112 - Date of birth (day, month, year)	
113 - Place of birth	
114- Nationality (please indicate if you hold more than one passport with different nationalities)	
115 - Address	
116- Occupation	
117- Are you in Brazil? (if not, please specify the country)	
118- Will he/she come/stay in Brazil with you?	
119- Passport number	
120- Passport validity	
121- CPF (if applicable)	
122- RNM – RNE (if applicable)	
Child 4 <i>(if applicable)</i>	
123- Full name (no abbreviations)	
124- Date of birth (day, month, year)	
125- Place of birth	

126- Nationality (please indicate if you hold more than one passport with different nationalities)	
127- Address	
128- Occupation	
129- Are you in Brazil? (if not, please specify the country)	
130- Will he/she come/stay in Brazil with you?	
131- Passport number	
132- Passport validity	
133- CPF (if applicable)	
134- RNM – RNE (if applicable)	