



Registering with the Federal Police (RNE/ RNM)

All foreigners staying in Brazil for more than 90 days must register with the Federal Police. This guide will help you understand all the steps you need to follow to get your RNE/RNM (“registro nacional migratório”).

There are two types of registration:

1. “Registro com base no **visto consular**”: if you have just arrived in Brazil with one of the following visas: VITEM I or VITEM IV.

Registration deadline: within **90 days** from the date you arrived in Brazil.

Important:

- You can start the application process as soon as you know your arrival date and your complete address in Brazil.
- Bring all the copies of your documents and photos from your country. This may speed up the initial arrangements.

(<http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro/visto-consular>)

2. “Registro com base na **publicação do DOU**”: if you are in Brazil and have just been granted a residence permit (MigranteWeb).

Registration deadline: within **30 days** from the date your residence permit approval has been published in the DOU.

(<http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro/documentos-necessarios-para-registro/com-base-em-dou/com-base-em-dou>)

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1. Checklist of required documents

REQUIRED DOCUMENTS					
	Portuguese	English	Instructions	Type of Registration	
				Visto Consular	Publicação do DOU
1	Requerimento próprio, por meio de formulário devidamente preenchido e assinado	Registration form completely filled out online and signed	2. Fill out the online registration form	x	x
2	Agendamento pelo site da PF	Receipt of the appointment at the Federal Police	3. Schedule an appointment at the Federal Police in Brazil	x	x
3	Comprovante de pagamento da taxa, quando aplicável: de emissão da Carteira de Registro Nacional Migratório (R\$ 204,77 - Código 140120)	Proof of payment of the fee	4. Issue and pay the fee	x	x
4	Declaração de endereço eletrônico e demais meios de contato (anexo XIX da Portaria Interministerial nº 3/2018)	Contact information form + proof of residence in Brazil (simple copy)	5. Fill out the contact information form	x	x
5	Documento de viagem válido ou outro documento que comprove a identidade e a nacionalidade, nos termos dos tratados de que o País seja parte	Your passport	Original and simple copy of all the pages, including the blank ones	x	x
6	Duas fotos 3x4, recentes, coloridas e com fundo branco	Two recent standard 3x4 cm color photos, taken on a white background and undated		x	x



7	Formulário original do visto/consulta ao visto no STI, conforme o caso	Original visa application form		x	
8	Certidão de nascimento ou casamento ou certidão consular ou formulário do visto, quando o documento de viagem ou documento oficial de identidade não trazer dados sobre filiação	You only need to present one of these documents if your passport does not include your parents names: birth or marriage certificate, consular certificate, or visa application form	In case you do not have any of those documents, the Federal Police also accepts a copy of your RNE/RNM card		x
9	Página do Diário Oficial da União em que conste o deferimento	Copy of the approval of the Ministry of Labor published in the Diário Oficial da União (DOU)			x

Important

- Please note that you will not be able to register if any of the documents is missing.
- The required documents and the amount of fees may have sudden changes, so it is always important to be aware. All the updated information about registering with the Federal Police can be found at the following links (in Portuguese):
 1. <http://www.pf.gov.br/servicos-pf/imigracao/registro-de-autorizacao-de-residencia-1/registro-de-autorizacao/registro-de-autorizacao-de-residencia>
 2. <http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-d-e-estrangeiro>
 3. <http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-d-e-estrangeiro/formularios-e-modelos>



2. Fill out the online registration form

Open this link:

<https://servicos.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam?cid=27077>

- You can change the language settings in the box at the top right.
- Mandatory fields are marked in red, you can ignore the other fields.

Type of registration	<ul style="list-style-type: none">• Registro de visto consular• Registro após publicação no Diário Oficial da União
Full name	First + middle names
Surname	Last name(s)
Marital Status	“solteiro” (single), “casado” (married), “viúvo” (widowed), “divorciado” (divorced), “other” (outro)
Ocupação principal	Occupation. Select: <ul style="list-style-type: none">• “930 - Estudante” (student) by typing 930• “27 - Químico, físico, geólogo, ou outro especialista, em ciências físicas” by typing 27• “78 - Professor, ou assemelhado” by typing 78



Personal data Registry Data Address Declaration

Type of Registration ■

Full Name ■ No abbreviations

■ surname ■ No abbreviations

Nome completo:

Previous Full Name

I want to include a social name ?

Sex ■ Male Female Not Declared

Physically Disabled Person: Yes No

Date of Birth ■

Marital Status ■

City of Birth ■

Country of Birth ■

Country of Nationality ■

Email ■

Main Occupation ■

Individual Taxpayer's Register (CPF):

Filiation 1

Full Name ■ Not Declared

Sex ■ Male Female Not Declared

Filiation 2

Full Name ■ Not Declared

Sex ■ Male Female Not Declared

■ Required Field

Then, click “next” and move to the next screen.



Personal data Registry Data Address Declaration

RNM Data:

Holder Dependent ↻

Brazilian Register of Foreign Nationals Enrollment Number (RNM)

Dependent's Brazilian Register of Foreign Nationals Enrollment Number (RNM)

	Visto consular	Publicação no DOU
“RNM Data” box	You can ignore this box, just leave it blank	Select “holder”
Brazilian Register of Foreign Nationals Enrollment Number (RNM)	Just leave it blank	your RNM/ RNE number

“Visto consular” screen:

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

(*) Required Field



“Publicação no DOU” screen:

DOCUMENT DE VOYAGE			
Type of Travel Document	Passaporte ▼	Travel Document Number	<input type="text"/>
Travel Document Country of Issuance	-- Select -- ▼		
INPUT DATA			
State (Federation Unit) *	-- Select -- ▼	Place of Entry *	-- Select -- ▼
Mean of Transportation Used *	-- Select -- ▼	Date of Entry *	<input type="text"/>
DATA OF PUBLICATION IN D.O.U			
Date of Publication *	<input type="text"/>	Page of Publication *	<input type="text"/>
Issuing Authority *	Ministry of Labour ▼		

(*) Required Field

Then, click “next” and move to the next screen. The following is your address in Brazil:



Personal data	Registry Data	Address	Declaration
---------------	---------------	---------	-------------

HOME ADDRESS			
Zip Code	<input type="text"/>	Address	<input type="text"/>
Additional Details	<input type="text"/>	District/ Neighborhood	<input type="text"/>
City	São Paulo ▼	State	SP ▼
Telephone Number	<input type="text"/>	Mobile Phone Number	<input type="text"/>

BUSINESS ADDRESS/SCHOOL ADDRESS			
<input type="checkbox"/> Unemployed, retired or no business/school address Name of the Company/School			
Name of the Company/School			
INSTITUTO DE FISICA DA UNIVERSIDADE DE SÃO PAULO			
Zip Code	05508-090	Address	RUA DO MATÃO
Additional Details	1371	District/ Neighborhood	BUTANTÁ
City	São Paulo ▼	State	SP ▼
Work Phone Number	<input type="text"/>		

INDICATE SOMEONE TO CONTACT			
Name of Contact Person	<input type="text"/>	Phone Number	<input type="text"/>
Relationship	<input type="text"/>	Country	-- Select -- ▼

BUSINESS ADDRESS/ SCHOOL ADDRESS

Name of the Company/ School: Instituto de Física da Universidade de São Paulo

Zip code: 05508-090

Additional Details: 1371

Work Phone Number: your phone number at IFUSP (“ramal”). If you don’t have one, you can use the number from the International Office: 30916743.

Then, click “Próxima” (next) and move to the next screen. Fill in accordingly, and press the button “save” to terminate:



Personal data Registry Data Address Declaration

I hereby acknowledge my liability, at any time, for the authenticity of any information provided by me and reproduced in this form.

Please type the characters of the Image on the right **q02gan**

If you can not see the image [click here](#)

Required Field

Back Cancel Delete Save

Once you finish this process, it will generate a form. Make sure to print it. If you cannot print it immediately, save it in pdf to print it later.



3. Schedule your appointment at the Federal Police

The scheduling page offers you options of dates and time slots. Click here to go to the scheduling page:

<https://servicos.dpf.gov.br/cadastro-estrangeiro/faces/restrito/manterAgendamentoExterno/agendamento.seam?cid=1588>

Change your language as you did before.

Agendamento Inglês ▼

Required information

Solicitation: Schedule Reschedule
 Consult Cancel

Application Code:

Date of Birth: (DD/MM/YYYY)

Telephone:

Name:

State: SP ▼ São Paulo ▼

Office: DELEMIG/DREX/SR/PF/SP ▼

Enter the text from the image below:
854297

[Update](#)

On this page, you have to inform the “application code”, which you can find on the top of the registration form you filled out in the previous step.

Print out the form and take it with you to the Federal Police. To cancel or reschedule your appointment, just go back to the same link for scheduling.



Are no appointment slots available?

If the message “Não existe data disponível” appears (there are no appointment slots available), it is possible that all the appointment slots are booked up:

1. Please just try again at a later date.
 - **Visto consular:** You can register within **90 days** from the date you arrived in Brazil.
 - **Publicação no DOU:** You can register within **30 days** from the date your residence permit approval has been published in the DOU.

2. If your deadline is about to expire and you are unable to get an appointment online or you are in a hurry and wish to register as soon as possible, you can apply through the **Visa Service**.

Our Visa Service is available to all international students/ researchers. Through the Visa Service, you can both apply for and extend your residence permit, receive tips and check whether your documents are complete. See below how to apply:

 - a. Submit all the application documents to the International Office **by Tuesday at 12 pm (noon)**. Please help us by preparing your documents and filling out the application forms as well as possible!

IFUSP International Office:
Rua do Matão, 1371, room 3127, 05508-090, São Paulo, SP
Opening hours: Monday - Friday, 9:00-12:00 and 14:00-16:00

 - b. **By Thursday** you will receive a confirmation email with your appointment information.

 - c. Interviews usually take place at the Federal Police **on Fridays at 8 am**.
 - When you arrive at the Federal Police, please identify yourself as a student/ researcher from the University of São Paulo.
 - Your original passport must be presented during the appointment.

 - d. Please note that the Federal Police only opens 20 slots/week for international students/researchers from the University of São Paulo. Priority is given to those applicants whose deadline is about to expire.



UNIVERSIDADE DE SÃO PAULO

*Faculdade de Ciências Farmacêuticas
Assistência Técnica Acadêmica*

Comissão de Relações Internacionais



4. Issue and pay the fee

One of the documents you must take with you for the interview is the receipt of one fee. But first, you have to fill out the GRU form. Open this link: <https://servicos.dpf.gov.br/gru2/gru?nac=1&rec=2>.

You will see the following screen:

Dados do Recolhimento

Nome *

CEP * Telefone

Endereço *

Complemento

Bairro *

Cidade * UF

País de Nacionalidade *

Email

Nome da Mãe *

Nome do Pai

Unidade Arrecadadora *

Código Receita STN *
0124 - EMISSAO DE CARTEIRA DE REGISTRO NACIONAL MIGRATÓRIO

Valor Total * R\$

1. Mandatory fields are marked in red, you can ignore the other fields:

- Nome: Your full name
- CEP: Zip code (in Brazil)
- Endereço: Address (in Brazil)
- Bairro: District (in Brazil)
- Cidade: City (in Brazil)



País de Nacionalidade: Your country
Nome da mãe: Your mother's name

2. In the "Unidade Arrecadadora" line, select "SP (0272) Superintendencia Regional no Estado de São Paulo"
3. In the "Código Receita STN" line, select "140120" (0124 - EMISSAO DE CARTEIRA DE REGISTRO NACIONAL MIGRATÓRIO)
4. Click the button "Gerar Guia" and print.

- You must pay the bill in any Brazilian bank agency (stay tuned to the payment deadline!).
- It must be paid prior to your appointment at the Federal Police.
- Make sure to keep the payment slip.



5. Fill out the contact information form

Print the form and fill it out:

<http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro/Declaracaodeendereoeletrnicoedemaismeiosdecontato.pdf>

Please write clearly and in capital letters!

1. Identificação	1. Personal information
Nome	Your full name
Filiação	Your father's full name and your mother's full name
CPF (quando disponível)	CPF number (not mandatory)
Data de nascimento	Date of birth
Documento de Identidade	Passport number
Nacionalidade	Nationality (in Portuguese)
2. Dados de contato	2. Contact information
Telefones	Phone numbers
Endereço eletrônico/E-mail	Email
Endereço residencial	Home address in Brazil
Endereço do trabalho	Business address in Brazil
3. Declaração	3. Declaration
Cidade/ UF	São Paulo/ SP
Data	Date (dd/mm/yyyy)
Assinatura do declarante	Your signature



6. Attend the interview at the Federal Police

All the documents must be presented during your appointment at the following address:

Superintendência da Polícia Federal (Federal Police Office)
Rua Hugo d'Antola, 95 - Lapa de Baixo (near Ponte do Piqueri)
CEP 05038-090 São Paulo - SP

Google maps: <https://goo.gl/maps/vMfc5Yt16TB2>

How to get there? Taxi, bus or Uber

7. Receive your receipt (protocolo)

At the end of your appointment you'll receive a receipt which proves your legal status in Brazil (protocolo). DO NOT LOSE THIS. It will take up to 180 days to receive your ID card, which will also contain your registration number. Wait for your ID card and then pick it up at the Federal Police when it is ready. Use the protocolo in the meantime as your Brazilian ID.

Check here if your RNE/RNM card is ready:

<http://www.pf.gov.br/servicos-pf/imigracao/consulta-andamento-de-processo>
> consultar andamento de requerimento