**附件一：在职证明**

**公司在职证明**

兹证明申请人 姓名 先生/女士，出生于 XXXX 年 XX 月 XX 日，性别 X ，护照号 XXXX 。在我公司任 XXXX 职务，从 XXXX 年 XX 月起在我 XXX 公司工作，工资为 XXXX 元/月。我公司同意申请人X月赴巴西旅游，为期 XX 天，并且在其回国后保留其原职位。我公司担保其本人在巴西旅游期间遵守当地法律，按期归国。此次旅行所有费用由申请人本人承担。

 领导签名：

 领导职位：

 联系方式：

 XXXX公司

 XXXX年 XX 月 XX 日

**Certificate**

This is to certify that the applicant, 姓名 , born on 出生日期, Passport No.: 护照号, is an employee of our company. She/He has been working at our company since 日期 and is a 职位. The salary of the applicant is RMB XXXX per month. Our company agrees XXX to use her/his individual holidays to travel to Brazil in 日期 for the period of XX days. There is no business aim. The travel is her/his individual act and has no relation with our company. She/He will bear all the expenses herself/himeself and our company will urge her/he to return to china on time.

 Unit:

 Person in charge:

 Tel:

 Seal:

 Date:

**附件二：在读证明**

请用学校空白彩色抬头纸打印，并加盖公章

**在读证明**

兹证明XXX为XXXX学校XX年级学生，出生日期是XXXX年XX月XX日，护照号为XXXXXXX，他将于XXXX年XX月随父母，父亲名：XXX，护照号为 XXXXXXX，母亲名：XXX,护照号为XXXXXXX，我校同意XX随父母前往国家名称XX国进行为期XX天的旅行游览，并且在其按期回国并继续学习。此次出行费用均由其父母承担。

 学校领导人姓名：

 学校领导人职务：

 学校领导人签名：

 加盖公章，原件

 学校电话：

 学校地址：

 学校名称：

学校页脚（标注具体电话地址等信息）

Request headed paper of school printing with seal

**STUDYING CERTIFICATION**

This is to certify that 学生姓名 (Male / Female , Birth Date: XXXX/XX/XX, Passport No.XXXXXXX)is the 年级 student in 学校名称School, our school agrees 学生姓名to travel to 国家名称 for XX days during 出发日期 with his father Mr XXX (Passport No.XXXXXXX) and his mother Ms XXX (Passport No.XXXXXXX). We guarantee that 学生姓名 will keep on studying after this trip. All the travelling expenses will be borne by his parents.

 Leader’s Name:

 Title:

 Signature:

 Original document with seal

 Telephone:

 Address:

 School Name:

**附件三：父母一方同意委托书**

**父母一方同意委托书**

委托人：XXX , 男 XXXX年X月X日出生，公民身份号码为：

受托人：XXX， 女 XXXX年X月X日出生，公民身份号码为：

委托内容：

委托人父亲名字或母亲名字 是孩子名字（男/女, XXXX年X月X日出生，出生地XXX， 所持护照号码XXXXXXX;)的父母。我声明同意我们的孩子出XX国旅游，出国时间自出发时间XX月XX日到XX月XX日，我们的孩子XXX交由孩子父亲XXX或母亲XXX陪同出国。在这期间由其父亲/母亲行使监护权，所有费用由我们支付。

委托期限：XXXX年XX月（出国时间）至XXXX年XX月 (回国时间) ,委托人无转委托权。

父亲：XXX

母亲：XXX

日期：

（此为参考模板，以当地公证处要求为准）

**附件四：未成年人签发巴西签证授权书**

AUTHORIZATION FOR BRAZILIAN VISA ISSUANCE FOR MINORS (under 18 years of age).

( The following content is mandatory)

We hereby authorize the issuance of a Brazilian Visa (签证种类) , for a stay in Brazil of (total of days, months or years) from (day/month/year)….to…(day/month/year)….for the following minor:

I - MINOR’S INFORMATION

Full Name……………………….………………..

Passport Number………………………………………………..

Date of Birth: Day/Month/Year…………………………………

Place of Birth (City, State, Country)…….……………………….

II - PARENT’S INFORMATION \* (or legal guardian (s)) \*\*

1) Father’s Full Name………………………………………………………..…………..

Passport or ID Number …………………………………Issued on ……………………

Issued by: ……………………………………………………………

2) Mother’s Full Name……………………………………….

Passport or ID Number: ……………………….Issued on :……………………………….

Issued by: ……………………………………………………………………………………

III - FORMAL STATEMENT

We declare that the above information is true and accurate.

|  |  |
| --- | --- |
| 1) Place Date (Day/Month/Year): | 2) Place Date (Day/Month/Year):  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Father’s Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mother’s Signature  |

IV - NOTARY’S CERTIFICATION \*

|  |  |
| --- | --- |
|  NOTARY’S CERTIFICATION FOR FATHER’S SIGNATURE  | NOTARY’S CERTIFICATION FOR MOTHER’S SIGNATURE  |
| Notary: Please validate signees using ONE STAMP PER SIGNATURE. | Notary: Please validate signees using ONE STAMP PER SIGNATURE. |

\* If one parent has died, a legalized copy of the Death Certificate is required along with this authorization signed by the other parent;.

\*\* A legalized copy of the document indicating the guardianship is mandatory