



SERVIÇO PÚBLICO FEDERAL
UNIVERSIDADE FEDERAL DE SANTA CATARINA
SECRETARIA DE RELAÇÕES INTERNACIONAIS
AVENIDA DESEMBARGADOR VITOR LIMA, N.º 222 – TRINDADE
CEP: 88.040-400 - FLORIANÓPOLIS - SC
TELEFONE:(048) 3721-6406

INSTRUCTIONS ON HOW TO COMPLETE THE 1st REGISTRO **MIGRATÓRIO FOR VISITING PROFESSORS**

This document aims to instruct Foreign Visiting Professors on how to complete the *Registro Nacional Migratório* (National Migration Registration - RNM). The information provided here was gathered from the Federal Police website [<https://www.gov.br/pt-br/servicos/registrar-se-como-estrangeiro-no-brasil>] on 25 November 2020.

The Federal Police may alter, include or exclude any documents or procedures at any time. In case of doubts, please refer to the Police's service channels.

Registro Nacional Migratório (RNM) – Federal Police

The Foreign Visiting Professor that enters the country with a temporary work visa must apply for registration with the Federal Police within ninety days, counted from the date of arrival in the national territory, under penalty of having the sanction provided for in art. 307, item III, of [Decree no. 9.199/2017](#) applied.

The registration consists in a civil identification, by biographic and biometric data, that will allow you to obtain an RNM number and a resident immigrant identification document.



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Steps to complete the 1st *Registro Nacional Migratório (RNM)*

Step 1:

Click on the bar below to access the Federal Police website and fill in the Electronic Form with your personal data:

[CLICK HERE TO ACCESS THE ELECTRONIC FORM](#)

Polícia Federal
DTI - Diretoria de Tecnologia da Informação e Inovação
SISMIGRA - Sistema de Registro Nacional Migratório
Versão 1.60.9 - 24/09/2020 13:05

Registro English
[Change Language](#)

Personal data Registry Data Address Declaration

Type of Registration * Registro após publicação no Diário Oficial da União

Full Name * No abbreviations

surname * No abbreviations without surname

Nome completo:
Previous Full Name

I want to include a social name ?

Sex * Male Female Not Declared

mrg366: * -- Seleccione --

Date of Birth *

Marital Status * -- Select --

City of Birth *

Country of Birth * -- Select --

Country of Nationality * -- Select --

Email *

Main Occupation *

In the **Type of Registration** field, select: Registro após publicação no Diário Oficial de União (registration after publication in the Federal Official Gazzette).

Step 2:

To obtain the RNM, you will be required to pay an issuance fee collected through the “Guia de Recolhimento da União” (GRU). To fill in the GRU, click on the bar below:



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[CLICK HERE TO FILL IN THE “GUIA DE RECOLHIMENTO DA UNIÃO”](#)

Emissão da Guia de Recolhimento da União - GRU

Informações Importantes

- [Receitas de Passaporte clique aqui.](#)

Observações

- Os campos marcados com * são de preenchimento obrigatório.
- Em caso de dúvidas sobre o preenchimento dos campos, [clique aqui.](#)
- Escolha corretamente a Unidade Arrecadadora onde entregará a guia.
- Não tire cópias da guia.
- As informações impressas na guia não podem ser adulteradas.

Dados do Recolhimento

Nome *
CEP *
Endereço *
Complemento
Bairro *
Cidade * UF
País de Nacionalidade *
Email
Nome da Mãe *
Nome do Pai
Unidade Arrecadadora * SC (0264) SUPERINTENDENCIA REGIONAL NO ESTADO DE SANTA CAT.
Codigo Receita STN * 140120
0124 - EMISSAO DE CARTEIRA DE REGISTRO NACIONAL MIGRATORIO
Valor Total * RS 204,77
[Consultar](#)

- ✓ In the **Endereço** field, fill in your current address in Brazil.
- ✓ In the **Unidade Arrecadadora** field, select: SC (0264) Superintendência Regional no Estado de Santa Catarina.
- ✓ In the **Código da Receita STN** field, type: 140120 - Emissões da Carteira de Registro Nacional Migratório - R\$204,77

The payment should be made preferably at the Banco do Brasil.

Step 3:

After filling in the request form and paying the issuance fee (GRU), you will need to gather the documentation required by the Federal Police. Click on the bar below to view the required document checklist.

[CLICK HERE TO ACCESS THE REQUIRED DOCUMENT CHECKLIST](#)



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These are the documents you should provide:

- ✓ Electronic Form filled in according to **Step 1**;
- ✓ One recent 3x4cm photo (colored, white background, smooth paper, front facing);
- ✓ Statement of Electronic Address and other means of contact (annex XIX to the Inter-ministerial Ordinance no. 3/2018);
- ✓ Passport or a valid travel document or another document proving your identity and nationality, according to the terms of the treaties to which the country is a party;
- ✓ Visa Application Form (document received at the moment of arrival in the country), Birth or Marriage Certificate or Consular Certificate (with filiation information), when the travel document does not bring filiation information (original and copy);
- ✓ Page of the Federal Official Gazette containing the residence permit approval;
- ✓ Proof of GRU payment related to the issuance of the *Carteira de Registro Nacional Migratório* (National Migration Registration Card - CRNM), amounting to R\$204.77.

Step 4:

Once you have gathered all the required documents listed above, you should request an appointment at the Federal Police website by clicking on the bar below:



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CLICK HERE TO REQUEST AN APPOINTMENT WITH THE POLICE

A screenshot of the 'Sistema de Agendamento da Polícia Federal' website. The header shows the 'Polícia Federal' logo and 'Sistema de Agendamento' text, with a language dropdown menu set to 'Português'. Below the header, the title 'Sistema de Agendamento da Polícia Federal' is followed by the instruction 'Para agendar, reagendar, consultar ou cancelar atendimento, preencha os campos abaixo:'. There are 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 CAPTCHA section with a checkbox labeled 'Não sou um robô' and the reCAPTCHA logo. At the bottom of the form is a blue button labeled 'Prosseguir'.

After completing the request, go to the Federal Police Office at the scheduled date and time for your appointment. At the end of the process, you will receive a RNM issuance protocol, which already contains your registration number. The CRNM will be delivered at the Federal Police Office where you were registered. The delivery deadline will be defined at the time of your appointment.

Please be aware that it is your entire responsibility to fill in the electronic form correctly, to issue and pay the GRU, and to schedule your appointment at the Federal Police website. We also highlight that the faculty member in charge of your visit at UFSC is the person responsible for assisting you in the process. You may contact the Office of International Relations (SINTER) and/or the Prorectorate for People Management (PRODEGESP) if you have specific doubts not covered in this document.

Sources:

ELECTRONIC FORM - FEDERAL POLICE (PF):

https://servicos.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam?cid=12121&_q a=2.266132170.439161574.1606305965-1586970410.1598277076



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GUIA DE RECOLHIMENTO DA UNIÃO (GRU):

https://servicos.dpf.gov.br/gru2/gru?nac=1&rec=2&_ga=2.68481748.439161574.1606305965-1586970410.1598277076

STATEMENT OF ELECTRONIC ADDRESS AND OTHER MEANS OF CONTACT:

<http://www.pf.gov.br/servicos-pf/imigracao/cedula-de-identidade-de-estrangeiro/formularios-e-modelos-1/DeclaracaodeEnderecoEletronicoedeMaisMeiosdeContato.pdf>

APPOINTMENT SCHEDULING - FEDERAL POLICE (PF):

https://servicos.dpf.gov.br/agenda-web/acessar?_ga=2.1768820.439161574.1606305965-1586970410.1598277076

GENERAL INFORMATION:

<https://www.gov.br/pt-br/servicos/registrarsecomoestrangeiro-no-brasil>