



SERVIÇO PÚBLICO FEDERAL  
**UNIVERSIDADE FEDERAL DE SANTA CATARINA**  
**SECRETARIA DE RELAÇÕES INTERNACIONAIS**  
AVENIDA DESEMBARGADOR VITOR LIMA, N.º 222 – TRINDADE  
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## **INSTRUCTIONS ON HOW TO RENEW THE *REGISTRO MIGRATÓRIO* FOR VISITING PROFESSORS**

This document aims to instruct Foreign Visiting Professors on how to renew 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 who had their contract with UFSC renewed and their request for residence permit approved and published in the [Federal Official Gazette \(DOU\)](#) shall apply for registration renewal at the Federal Police within ninety days, counted from the date the approval was published, under penalty of having the sanction provided for in art. 307, item IV, 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 renew the *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](#)

The screenshot shows the SISMIGRA web interface. At the top, it identifies the user as 'Polícia Federal' and the system as 'DTI - Diretoria de Tecnologia da Informação e Inovação' and 'SISMIGRA - Sistema de Registro Nacional Migratório'. The page title is 'Registro'. There are tabs for 'Personal data', 'Registry Data', 'Address', and 'Declaration'. The 'Registry Data' tab is active. The form fields include: 'Type of Registration' (dropdown menu with 'Registro após publicação no Diário Oficial da União' selected), 'Full Name' (text input with 'No abbreviations' note), 'surname' (text input with 'No abbreviations' and 'without surname' options), 'Nome completo:' (text input), 'Previous Full Name' (text input), 'I want to include a social name' (checkbox with help icon), 'Sex' (radio buttons for Male, Female, Not Declared), 'msg266:' (dropdown menu with 'Selecione --'), 'Date of Birth' (text input with calendar icon), 'Marital Status' (dropdown menu with 'Selecione --'), 'City of Birth' (text input), 'Country of Birth' (dropdown menu with 'Selecione --'), 'Country of Nationality' (dropdown menu with 'Selecione --'), 'Email' (text input), and 'Main Occupation' (text input). A language dropdown menu is set to 'English' with a 'Change Language' link.

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”](#)

**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 \*   Telefone

Endereço \*

Complemento

Bairro \*

Cidade \*  UF

País de Nacionalidade \*

Email

Nome da Mãe \*

Nome do Pai

Unidade Arrecadadora \*

Código Receita STN \*

0124 - EMISSÃO DE CARTEIRA DE REGISTRO NACIONAL MIGRATÓRIO

Valor Total \* R\$

- ✓ 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;
- ✓ RNM;
- ✓ 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 includes the 'Polícia Federal' logo and 'Sistema de Agendamento' text, with a language dropdown set to 'Português'. Below the header, the title 'Sistema de Agendamento da Polícia Federal' is followed by instructions: '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'. A CAPTCHA section contains a checkbox labeled 'Não sou um robô' and the CAPTCHA logo. A blue 'Prosseguir' button is located at the bottom of the form.

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. The new 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 visa renewal 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):**



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[https://servicos.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam?cid=12121&\\_ga=2.266132170.439161574.1606305965-1586970410.1598277076](https://servicos.dpf.gov.br/sismigra-internet/faces/publico/tipoSolicitacao/solicitarRegistroEmissaoCie.seam?cid=12121&_ga=2.266132170.439161574.1606305965-1586970410.1598277076)

**GUIA DE RECOLHIMENTO DA UNIÃO (GRU):**

[https://servicos.dpf.gov.br/gru2/gru?nac=1&rec=2&\\_ga=2.68481748.439161574.1606305965-1586970410.1598277076](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](https://servicos.dpf.gov.br/agenda-web/acessar?_ga=2.1768820.439161574.1606305965-1586970410.1598277076)

**GENERAL INFORMATION:**

<https://www.gov.br/pt-br/servicos/registrar-se-como-estrangeiro-no-brasil>