At most 30 days after his/her arrival in Brazil the foreign student/scholar must go to a Brazilian Federal Police office to register him/herself and to apply for a foreign person ID card. The registration system is the National Registry of Foreigners or, simply, the RNE. This is why people refer to the ID card for foreigners as the RNE document. This document is needed e.g. to open a bank account and to perform any other activity that requires a confirmation of your stay in Brazil.

If you have Temporary Visa of Type IV (Scholars), which is obtained at a Brazilian Consulate in his/her home country, to renew your RNE, please take the following steps;

1. Access the Federal Police web site (https://servicos.dpf.gov.br/sincreWeb/) and fill out the formulary with your personal data: full name, address in Brazil (may be the address of the ICMC-CRInt), district, city, country, e-mail address, names of mother and father. (After filling out the formulary, please, print it).

   2.2. In the “Unidade Arrecadadora” select “SP(102-3) Delegacia Federal de Araraquara/SP”
   2.3. In the “Código de Receita STN” select “140090 – Pedido de Prorrogação de Prazo de Estada”.
   2.4. Then click “Gerar Guia” and print.

3. Then you must fill in again the same GRU (you can click in the same link of item 2) with following modifications:
   3.1. In the “Unidade Arrecadadora” select “SP(102-3) Delegacia Federal de Araraquara/SP”
   3.2. In the “Código da Receita” select “140120 – Carteira de Estrangeiro de Primeira Via”

4. Pay the two tabs at any branch of any bank (be aware of the payment deadline!). You can use the banks in our campus if you want.

5. With the two paid guides from the Federal Police, you must go to the address below from 08:00 – 11:30am. It is recommended not to wear shorts and t-shirt dug, as this may prevent your attendance at the Federal Police.

Federal Police São Carlos,
Address: Casa do Trabalhador, Avenida São Carlos nº 1.800, próximo à Catedral
Fone: (0xx-16) 3374-1750: Ramais 223 e 224

6. On this site, you must submit the following documents:
   - Application of DPF form (site Federal Police);
     - Passport (or pass) valid and notarized copy (including the blank pages). Make sure that your personal data, the passport number and expiration date, and your photo and the Brazilian Visa page (with the stamp and the date of entry into Brazil) have been photocopied and certified!
   - 2 recent standard 3x4 color photos, with white background and undated;
   - Proof of RNE
   - Guaranty of matriculation (unless the course of study is done and the foreign is soliciting the renewal to wait for the degree)
   - Declaration of the educational institution with the predicted time of the respective course of study (unless the course of study is done and the foreign is soliciting the renewal to wait for the degree)
   - Receipt of payment of the respective two guide below:
     - 140090 – Pedido de Prorrogação de Prazo de Estada”.
     - 140120 – Carteira de Estrangeiro de Primeira Via”
7. After having the documents checked, you should wait to take fingerprints. You will receive a protocol that will serve as a proof of your legal status in our country. The official RNE card takes up to six months to get ready, but meanwhile you can use the protocol.

To certify your photocopies, the following Notaries are available in São Carlos:

1º Cartório de Notas e de Protestos de São Carlos – SP - PORTO
Rua Major José Inácio, 2186 - Centro - São Carlos - SP - Brasil –
Telefone/Fax: (16) 3373-9000 –
Atendimento: de segunda a sexta-feira das 9h às 17h.
http://www.1cartoriosaocarlos.not.br/home.faces

2º Tabelião de Notas e de Protesto de Letras e Títulos de São Carlos - TOMBI
Rua Marechal Deodoro, 2318, Centro, CEP 13560-201 – São Carlos-SP
Telefone: 55 (16) 2107-4000

See map below with the following addresses:

A- Universidade de São Paulo - Avenida Doutor Carlos Botelho, São Carlos - São Paulo (You are here)
B- Rua Major José Inácio, 2186, São Carlos - São Paulo (Option Registry No. 1)
C- Rua Marechal Deodoro, 2318, Centro, São Carlos - São Paulo (Option Registry No. 2)
D- Avenida São Carlos, 1.800 - São Carlos (Casa do trabalhador - RNE)
E- Avenida São Carlos, 991, São Carlos (Receita Federal - CPF)