

INSTRUCTIONS FOR FOREIGNERS FOR OBTAINING THE FEDERAL POLICE REGISTRATION *RNE*

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.

To get your RNE, the scholar/student will need a Brazilian Temporary Visa of Type 1 (scholars) or Type 4 (student) which is obtained at a Brazilian Consulate in his/her home country. With this Visa, the student/scholar must come in person to the CRInt-ICMC to get his/her Certificate of Registration. After this, the following steps must be undertaken:

1. Access the Federal Police web site and fill out the payment form GRU
<https://www2.dpf.gov.br/gru/gru?nac=1>
 - 1.1. Enter your personal data: full name, address in Brazil (may be the address of the local USP CRInt), district, city, country, e-mail address, names of the mother and father.
 - 1.2. In the "**Unidade Arrecadadora**", select "**SP (080-9) Delegacia Federal em Ribeirão Preto**"
 - 1.3. In the "**Código da Receita STN**" select "**140082 – Registro de Estrangeiro.**"
 - 1.4. Then click "**Gerar Guia**" and print.
2. Then you must fill in again the same GRU of Item 1 with the following modifications:
 - 2.1. In the "**Código da Receita**" select "**140120 – Carteira de Estrangeiro de 1ª Via**".
 - 2.2. Then click "Generate Guide" and print this other guide.
3. Pay the two tabs at any branch of any bank (be aware of the payment deadline!). You can use the bank branches in your campus if you want.
4. With the two paid guides from the Federal Police, you must go to the address below, from **9.00-11.30 a.m.** It is recommended to wear discrete cloths (do not to wear shorts and t-shirts without sleeves), as this may prevent you to be received at the Federal Police office.

Brazilian Federal Police – Ribeirão Preto SP

Endereço: Av. Presidente Kennedy, nº 2634 – Parque Industrial Lagoinha

Fone: (0xx-16) 3965-3616

Fax: (0xx-16) 3965-3227

E-Mail: dpf.cm.rpo.srsp@dpf.gov.br

- 4.1. Once at this site, you must show the following documents:
 - Application of DPF form (only in the area in red, just signed on the back) you must withdraw such a form at the Federal Police office;
 - 2 recent standard 3x4 color photos, with white background and undated;
 - Passport (or pass) valid and a notarized copy (except blank pages) of it. **Make sure that you personal data, the passport number and expiration date, and your photo and the Brazilian Visa page (with the stamp and the date of entry in Brazil) have been photocopied and certified!**
 - The original sheet of the application for the consular Visa (Visa application form) obtained in your home country.
- 4.2. After having these documents checked, you should wait to have your fingerprints taken. You will receive a protocol which 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 should always keep the protocol with you.

To certify your photocopies, the following Notaries are available in Ribeirão Preto*:

1º CARTORIO DE REGISTRO CIVIL

R Visconde Inhaúma 1315 – Centro

Ribeirão Preto, SP CEP: 14010-100

*Note: This is just a suggestion, there are other Notaries in Ribeirão Preto-SP.