

# ifriends

## What is RNE?

RNE (Registro Nacional de Estrangeiro) is a mandatory document for the temporary resident in Brazil, once it legitimates your stay in the country. The exchange student must register at a Brazilian Federal Police office within 30 days upon his arrival and apply for a foreign person ID Card (CIE = Carteira de Identidade do Estrangeiro). In the first months, until the definitive card is issued, a receipt (protocol) will be issued. This protocol is needed to obtain the CPF Number, to open a bank account, and to the execution of other activities.

## How do I apply for it?

The first steps are online. But the Federal Police website is completely in Portuguese, so you may ask your USP iFriend to help you out. Even though, in order to make your life easier, we created a simple guide for you:

### 1. Online Application

1.1. Access the Federal Police website ([www.dpf.gov.br](http://www.dpf.gov.br)). In the column on the left you will find the item “**Serviços**”. Access the item “**Estrangeiro**” and then click on option 2: “**2. Requerer registro e emissão/renovação de Cédula de Identidade de Estrangeiro.**” Fill in with your personal data and print the form. You will need this document in order to schedule your interview at the Federal Police office.

The screenshot shows the official website of the Federal Police of Brazil. At the top, there's a banner with the text "ALERTA! PF NAS REDES SOCIAIS". Below the banner, there's a search bar and a dropdown menu labeled "EU QUERO : --- Selecione uma opção ---". The main content area features several news articles. On the left sidebar, under the "Serviços" section, the "Estrangeiro" link is circled in red. Other links in this section include "Passaporte", "Antecedentes Criminais", and "Armas".

This screenshot shows a specific service page for foreigners. It has a sidebar with links like "Institucional", "Serviços", and "Estrangeiro". The main content area is titled "Requerer registro e emissão/renovação de cédula de identidade de estrangeiro". A large red circle highlights the first step of a numbered process: "1. Preenchimento do formulário para solicitação de registro, emissão de carteira de identidade de estrangeiro (1ª e 2ª via), renovação e Acordo de Residência do Mercosul clique aqui".

This screenshot shows another service page for foreigners. It has a sidebar with links like "Institucional", "Serviços", and "Estrangeiro". The main content area is titled "Requerer Registro / Renovação e Anistia". A large red circle highlights the first step of a numbered process: "1. Preenchimento do formulário para solicitação de registro, emissão de carteira de identidade de estrangeiro (1ª e 2ª via), renovação e Acordo de Residência do Mercosul clique aqui".

## 2. Schedule your interview

2.1. Still on option 2, “Requerer registro e emissão/renovação de Cédula de Identidade de Estrangeiros”, check the number 2 in order to schedule your interview. You will need the application code, which you can find on the top of your filled Application Form.

The screenshot shows the official website of the Federal Police of Brazil (Polícia Federal). The main menu includes links for 'Institucional' (Information), 'Servicos' (Services), and 'Estrangeiro' (Foreigner). The 'Estrangeiro' section is currently selected. A sidebar on the left provides links to various internal pages like 'Acesso à Informação', 'Assessoria', and 'Carta de Serviços'. The main content area displays a step-by-step guide for 'Requerer Registro / Renovação e Anistia'. Step 1: 'Preenchimento do formulário para solicitação de registro, emissão de carteira de identidade de estrangeiro (1ª e 2ª via), renovação e Acordo de Residência do Mercosul clique aqui.' Step 2: 'Comparecça a Unidade do DPF mundo da documentação exigida, GRU paga, formulário preenchido e o protocolo da solicitação de agendamento. Caso não encontre data disponível ou as datas estejam fora do seu prazo, dirija-se a a Unidade do DPF. Verifique aqui se existe agenda disponível. Informe o código de solicitação impresso no cabeçalho do seu formulário.' Step 3: 'Para reimprimir o formulário clique aqui.' Step 4: 'Reagendar seu atendimento ou excluir seu agendamento.' Step 5: 'Gerar a GRU' (Generate GRU). At the bottom right, there are links for 'Enviar para amigo' and 'Imprimir'.

## 3. Pay the taxes

Two of the documents you must take with you for the interview are the receipts of two federal taxes. But first, you have to fill the taxes' form (GRU).

3.1. Still on option 2, click on the step 5, “Gerar a GRU”, and then click on option 3: “Pessoas e entidades estrangeiras”, and fill in with your personal data.

This screenshot is identical to the one above, showing the 'Requerer Registro / Renovação e Anistia' section. Step 5, 'Gerar a GRU', is circled in red. The rest of the interface and steps are identical to the previous screenshot.

## Imigração / Estrangeiros

Guia utilizada para o recolhimento de taxas do Departamento referentes a Imigração e Estrangeiros.

Selecione uma das opções abaixo:

1. Pessoas e entidades brasileiras
2. Pessoas e entidades brasileiras – Complementar
3. Pessoas e entidades estrangeiras **(This option is circled in red)**
4. Pessoas e entidades estrangeiras – Complementar
5. Requerimento para Devolução de Taxa

3.2. In the "Unidade Arrecadadora" line, select "SP (027-2) Delegacia Federal de São Paulo/SP"

This screenshot shows the 'Informações Importantes' and 'Dados do Recolhimento' sections of the tax payment form. The 'Informações Importantes' section contains links for 'Receitas de Passaporte' and 'Observações'. The 'Observações' section includes instructions about mandatory fields and the importance of filling them correctly. The 'Dados do Recolhimento' section contains fields for 'Nome', 'Endereço', 'Cidade', 'Bairro', 'E-mail', 'Nome da Mãe', 'Nome do Pai', and 'Unidade Arrecadadora'. A red circle highlights the 'Unidade Arrecadadora' dropdown menu. Below it, there are fields for 'Código da Receita STN', 'Valor Total R\$', and a 'Gerar Guia' button.

### 3.3. In the "Código da Receita STN" line, select "140082 - Registro de Estrangeiro"

The screenshot shows a web-based form for foreign registration. On the left, there are two sections: 'Informações Importantes' (Important Information) and 'Observações' (Observations). The 'Observações' section contains several bullet points about filling out the form correctly. On the right, there's a large section titled 'Dados do Recolhimento' (Collection Data) which includes fields for Name, Address, City, State, Email, Mother's Name, Father's Name, Collection Unit, and a dropdown for 'Código da Receita STN'. Below these is a field for 'Valor Total R\$' (Total Value in Reais) and a 'Gerar Guia' (Generate Guide) button. A red circle is drawn around the 'Código da Receita STN' dropdown.

3.4. Then click "Gerar Guia" and print.

3.5. Then you must fill in again the same GRU with the following modifications:

In the "Código da Receita" line, select "140120 - Carteira de Estrangeiro de 1a Via".

Then click "Gerar Guia" and print this other guide.

3.6. You can pay the two taxes at any Brazilian bank agency.

## 4. Attend the interview

And don't forget to take with you the following documents:

- The application form that you printed online.
- 2 recent standard 3x4 color photos, taken on a white background, and undated.
- Valid passport and a notarized copy of it.
- The original sheet of your Visa application form, obtained in your home country.
- The receipt of the two taxes that we mentioned above.

You may be asked to present other documents, such as the USP letter of acceptance or invitation, the entry/exit form stamped by the immigration officer at the airport in Brazil, and a proof of residency. If you already have these documents, take them with you.

## 5. Receive your RNE

Finally, you are ready to go!