



## Getting a CPF (Tax File Number)

A **CPF (Brazilian Tax File Number)** is an important/mandatory document required by PUCPR for registration matters and many other things, such as paying taxes, opening a bank account, buying a cellphone card, or getting services. To have your CPF, follow the steps below:

1. Fill out the online form on the “Receita Federal” website, at the following link: <https://servicos.receita.fazenda.gov.br/Servicos/cpf/CpfEstrangeiro/fcpf.asp>
2. Before filling out the form, make sure your browser's pop-up blocker is disabled:

<b>Motivo Preenchimento</b>	
<input checked="" type="radio"/> Inscrição <input type="radio"/> Alteração <input type="radio"/> Cancelamento <input type="radio"/> Regularização	
<b>Nome completo (Sem abreviações)</b>	<b>CPF (Exceto Inscrição)</b>
FIRST, MIDDLE, LAST NAME	LEAVE BLANK
<b>Sexo</b>	<b>Data Nascimento (DD/MM/AAAA)</b>
<input checked="" type="radio"/> Masculino <input type="radio"/> Feminino	14/11/1990
<b>Nome da mãe (Sem abreviações)</b>	
MOTHER'S NAME - FIRST, MIDDLE, LAST NAME	
<b>Logradouro</b>	<b>Número   Complemento</b>
STREET NAME	Address in your home country
<b>Cidade</b>	<b>Nacionalidade</b>
CITY	FRANCA
<b>Título Eleitoral</b>	<b>Telefone</b>
OOLEAVE BLANK	
<b>Email</b>	<b>Data de saída do país (DD/MM/AAAA)</b>
	Leave blank
<b>Enviar</b>	

3. After clicking “SEND/ENVIAR”, the registration form will be generated containing the service code (protocol **FCPF**);
4. Search for the Brazilian Consular Unit in your region (<https://www.gov.br/mre/pt-br/assuntos/portal-consular/reparticoes-consulares-do-brasil>)
5. Request the CPF in person at the Brazilian Consular Unit of your region, you can ask the CPF together with your student visa application. Necessary documents for requesting your CPF:
  - Protocol FCPF completed, printed, and signed;
  - Identification document;
  - Birth or wedding certificate;

**IMPORTANT: AFTER RECEIVING YOUR CPF, SEND A COPY BY EMAIL – [exchange@pucpr.br](mailto:exchange@pucpr.br)**