



### STEP BY STEP FOR PRESS REGISTRATION

Professionals from the Press who possess a 2023 annual registration can log into the system using their CPF/ passport number and previously registered password in order to request participation in the event they wish to attend.

#### In case you have not been previously registered in the system:

1. Access the Registration System using the following link:  
<https://credimprensa.presidencia.gov.br/credimprensa/pt/login>
2. Click on “Register here”;
3. Fill out the pre-registration with your full name and **CPF** (or passport number, if you are a foreigner) and set up a password;
4. The system will send a pre-registration validation link to the email you informed.
5. Click on the link and log in using your CPF/passport number and the password you previously registered.
6. Click on “Edit my personal information”.
7. Edit your username (20 characters).
8. Add a profile picture in JPG format (maximum size: 1MB).
9. Fill out the “ADDRESS/CONTACT INFORMATION” section, informing the CEP/Postal Code, Address and Telephone Numbers for contact.
10. Move onto the “AFFILIATION” section and fill out the required information.
11. Complete the “COMPANY/AGENCY” section; and
13. Fill out the “DOCUMENTATION” section, adding **separate JPG or JPEG or PDF format copies** of the following documents:

#### **BRAZILIANS:**

- a. Registration request, dated and signed by either the agency/ company's legal representative, or your hierarchical supervisor, on letterhead paper;
- b. Identification Document;
- c. CPF;
- d. Work Contract (proof of employment); and
- e. Professional Registration or FENAJ Registration, should it be the case.

#### **FOREIGNERS:**

- a. Registration request, dated and signed by either the agency/ company's legal representative, or your hierarchical supervisor, on letterhead paper;
- b. Passport page containing the individual's identification and passport number; and
- c. Should it be the case, 2/6 Visa or National Migration Registration.

**Obs.: When saving the archives, do not use special characters ( \_ '% ! @ # \$ " & ( - + = )**

**14.** Access the system's homepage to choose the event in which you wish to participate and click on "Request Participation". Once the uploaded documents are approved, you will receive an email message confirming your registration.

**Should you need any clarifications, please revise the guidance below, which refers to each one of the mandatory documents:**

- Professional's registration request:

The request must be written on the agency/ company's letterhead paper; it must contain the legal representative's signature; it must have been issued no more than 90 (ninety) days before the registration request; and it must contain the street address, telephone contacts and emails addresses of the company responsible for the individual who wishes to be registered.

- Proof of employment can be provided via:

Colored copy of Work Registration and Social Security document (CTPS) containing the professional information of the individual, their photograph and the type of contract with the employing company; copy of Work Contract of Legal Entity (*Pessoa Jurídica* - PJ); should the individual be a partner in the company/ agency, copy of its Social Contract and Employer Identification Number (*Cadastro Nacional de Pessoa Jurídica* - CNPJ) listing the area of press and communication, according to the National Classification of Economic Activities (CNAE).

- Colored copy of the Identification Document, front and back, readable, according to Law 7.116, of 29 August, 1983, regulated by Decree 10.977, of 23 February, 2022;
- Colored copy of CPF, in case it is not listed in the Identification Document;
- Recent 3x4 photograph, facing forward, in color and with a white background; without any object that may make it difficult to identify the person; and
- Professional Registration (DRT, MTB or FENAJ), as requested in Ordinance 195, of 20 December 2016.
- Identification:

**For Brazilians:** Readable colored copy of Identification Document, front and back, according to Law 7.116, of 29 August 1983, regulated by Decree 10.977, of 23 February 2022; Readable colored copy of CPF, in case it is not listed in the Identification Document;

**For foreigners:** Copy of passport page showing the individual's identification, copy of a valid National Registration of Migrations Card (CRNM), Foreigner Identification Document (CIE) or Foreigner National Registration (RNE).

**More information:**

Press Registration Office: (+5561) 3411-1267 | 3411-1193 | 3411-1154 | 3411-1459