



STEP-BY-STEP GUIDE FOR PRESS ACCREDITATION

Press professionals who possess annual accreditation must log in using their CPF/passport number and previously registered password, and request participation in the desired event.

If you are not registered in the system:

1. Access the Accreditation System through the following link:
<https://credimprensa.presidencia.gov.br/credimprensa/en/login>
2. Click on “**Register**” [*Cadastre-se*];
3. Pre-register by entering your full name and **CPF** or passport (only for foreigners) and register your password;
4. The system will send a pre-registration validation link to the e-mail address provided;
5. Click on the link and log in, using the CPF/passport and the password previously registered;
6. Click on “Edit my data”;
7. Edit the short name (20 characters);
8. Include a profile photo in 1MB JPG format;
9. Fill in the “ADDRESS/CONTACT” tab, informing ZIP/Postal Code, address and contact telephone numbers;
10. Go to the “FILING” tab and fill in what is required;
11. Complete the “COMPANY/GROUP” tab; and
12. Fill in the “DOCUMENTS” tab and attach a copy of the separate documents in **JPG format**, as follows:

BRAZILIAN CITIZENS:

- a. Accreditation request letter on company letterhead stationery, dated and signed by the company’s legal representative or the professional’s hierarchical superior;
- b. Identity card;
- c. c.CPF (if not included in the identity document);
- d. Employment contract (proof of employment); and
- e. Professional Registration or FENAJ, when applicable.

FOREIGNERS:

- a. A letter requesting accreditation on the company's letterhead, dated and signed by the company's legal representative or the professional's superior;
- b. page of the passport with the holder's identification and number;
- c. and, when applicable, visa 2/6 or National Migration Registry [*Registro Nacional Migratório/CNRM*].

COMMUNITY RADIO PROFESSIONALS:

- a. Accreditation application form on RadCom letterhead, dated and signed by the head of the foundation or community association that maintains the Community Radio;
- b. Identity Card;
- c. CPF (if not included in the identity document);
- d. Copy of the granting certificate or legislative decree authorizing the Community Radio service or the provisional authorization order for the station to operate.
- e. Professional Registration or FENAJ, when applicable.

Note: Do not use special characters when saving files. (_ ' % ! @ # \$ % & (- + =)

13. Access the system’s home page to choose the desired Event and click on “Request participation”. Wait for analysis of the attached documents for approval of the accreditation request; the former will be sent to the registered email address.

If you have any doubts, here are the guidelines for each of the mandatory documents:

- **Professional accreditation request letter:**

The letter must be written on the company's letterhead stationery; signed by the person in charge; issued no more than 90 (ninety) days after the accreditation request; and include the physical address, telephone numbers and email of the company responsible for the press professional.

- **Proof of employment by means of:**

A legible color copy of the pages of the Employment and Social Security Card [*Carteira de Trabalho e Previdência Social/CTPS*] in which the professional's identification data, photo and relationship with the employer are registered; or the Digital Work Card app page containing the employee and employer data or appointment order if the employee is a public servant, and/or articles of association and CNPJ card if the employee is a partner or the owner of the company, including the National Classification of Economic Activities [*Classificação Nacional de Atividades Econômicas/CNAE*] in the field referring to press communication.

- Legible color copy of the identity document, front and back, in accordance with Law N. 7,116 of August 29, 1983, regulated by Decree N. 10,977 of February 23, 2022;

- Legible color copy of the Individual Taxpayer Registry [*Cadastro de Pessoa Física/CPF*] if it is not included in the identity document;

- Recent 3x4 photo, front-on, in color with a white background, without any object hindering identification; and

- Professional Registration (DRT, MTB or FENAJ);

- Identification:

For Brazilian citizens: Legible color copy of the front and back of the identity document, in accordance with Law No. 7,116 of August 29, 1983, regulated by Decree No. 10,977 of February 23, 2022; Legible color copy of the Individual Taxpayer Registry (CPF), if not included in the identity document;

For foreigners: Page of the passport with the holder's identification, the National Migration Registry Card (CRNM) or the Foreigner Identity Card [*Célula de identidade de Estrangeiro/CIE*] or National Foreigner Registry [*Registro Nacional de Estrangeiro/RNE*] within the expiry date.

For more information:

Accreditation Coordination (Press): +55 (61) 3411-1267 | 3411-1236 | 3411-1269 | 3411-1292