



Criação de Conta e Agendamento Consular

Consulado Geral da República da Lituânia em São Paulo

Este guia reúne todas as telas do sistema eletrônico de atendimento consular para que você possa acompanhar cada etapa e incluir suas próprias anotações.

1. Acesso à Página Inicial de Serviços Consulares

Na página inicial do Consulado, localize no menu à direita o bloco **"REGISTRATION FOR CONSULAR SERVICES"** (com ícone de bloco de notas e lápis).



2. Iniciar o Registro de Usuário

Na tela inicial do sistema de agendamento, clique em **"Register"** (ao lado de "Log in") para criar sua nova conta.

Regra do sistema: Contas sem login por 1 ano (365 dias corridos) são removidas automaticamente da base de dados.

Consular Information of MFA of Lithuania

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News About Lithuania Entry to Lithuania Residence in Lithuania Consular Issues

Registration for consular services

[→ Log in](#) [Register](#)

IMPORTANT: Confirm your visit reservation within 15 minutes using the link received by e-mail. Unconfirmed reservations are automatically canceled! Please come to the consular office only after you receive a registration confirmation letter by e-mail. If you will not be able to come, do not forget to cancel a visit (you can find the link for cancelation in the registration confirmation letter).

In accordance with the [Rules](#) for the use of registration services in the electronic system of the consular services at the diplomatic missions and consular offices of the Republic of Lithuania, in order to ensure the security of personal data in the electronic space, inactive accounts whose users have not been connected to the system for one year (365 calendar days) or longer are removed.

If you have not logged in to your account for a year or more and you are currently unable to log in, your account may have been deleted, therefore we recommend creating a new account.

If you cannot log in to your personal account for another reason, we recommend checking the e-mail you have entered and the security code, in case you have forgotten your password we recommend you use the password reminder function.

REGISTRATION FOR CONSULAR SERVICES

LEGALISATION OF DOCUMENTS

ONLINE VISA APPLICATION

FIND US ABROAD



3. Preenchimento dos Dados Cadastrais

Preencha os campos com os seus dados:

- **First name:** Primeiro nome
- **Surname:** Sobrenome
- **E-mail:** E-mail válido
- **Password / Repeat the password:** Senha de acesso
- **Security code:** Código de verificação captcha

The screenshot displays the 'User registration' form on the Lithuanian Consular Information MFA website. The form includes fields for First name, Surname, E-mail (pre-filled with 'info@pastas.lt'), Password, Repeat the password, and a Security code (captcha). A 'Change image' link is present below the captcha. The right sidebar features links to 'REGISTRATION FOR CONSULAR SERVICES', 'LEGALISATION OF DOCUMENTS', 'ONLINE VISA APPLICATION', 'FIND US ABROAD', and 'CONTACT'. The top navigation bar includes 'News', 'About Lithuania', 'Entry to Lithuania', 'Residence in Lithuania', and 'Consular Issues'.

Consular information of MFA of Lithuania

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News About Lithuania Entry to Lithuania Residence in Lithuania Consular Issues

User registration

First name *

Surname *

E-mail *

info@pastas.lt

Password *

Repeat the password *

Security code *

Change image

REGISTRATION FOR CONSULAR SERVICES

LEGALISATION OF DOCUMENTS

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FIND US ABROAD

CONTACT



4. E-mail de Confirmação e Ativação

Abra a mensagem recebida de no-reply-keliauk@urm.lt. Clique no link azul "here" no texto "To activate your account and sign up for the service, click here." para ativar a sua conta.

User registration



Ministry of Foreign Affairs of the Republic of Lithuania <no-reply-keliauk@urm.lt>
To: Gustavo De Oliveira

You don't often get email from no-reply-keliauk@urm.lt. [Learn why this is important](#)



Ministry of Foreign Affairs of
the Republic of Lithuania

USER REGISTRATION

Date: 2026-09-21

This is an automatic reply - please do not reply to this email.

Dear, Gustavo de Oliveira,

You have just created an account where you can register for consular services.

To activate your account and sign up for the service click [here](#).



5. Seleção do Tipo de Serviço

Após ativar a conta, selecione a categoria desejada e clique em **"Log in"**:

- **Registration for consular services:** Registro de nascimento, casamento, alteração de sobrenome, 1ª via/renovação de passaporte, etc.
- **Legalization of documents:** Legalização e apostilamento de documentos (para esta opção, caso não esteja seguro do procedimento, entre em contato conosco).

Consular information of
MFA of Lithuania

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News About Lithuania Entry to Lithuania Residence in Lithuania Consular Issues

Email confirmation

Select the required service:

Registration for consular services

Legalization of documents

Log in ->

Log in ->



6. Seleção da Representação Diplomática

Na etapa 1 Embassy:

- Selecione no menu suspenso: **CONSULATE GENERAL OF THE REPUBLIC OF LITHUANIA IN SAO PAULO.**
- Os dados e endereço do consulado em São Paulo serão exibidos na tela.
- Clique em **"Next"** no canto inferior direito.

The screenshot shows the website interface for the Lithuanian Consulate in São Paulo. At the top, there is a header with the consulate's name and a search bar. Below the header, there are navigation tabs: News, About Lithuania, Entry to Lithuania, Residence in Lithuania, and Consular Issues. The main content area is divided into five steps: 1 Embassy, 2 Participants, 3 Services, 4 Personal information, and 5 Visit date and time. Step 1 is currently active. In the center of the page, there is a dropdown menu showing the selected embassy: "CONSULATE GENERAL OF THE REPUBLIC OF LITHUANIA IN SAO PAULO". Below this, there is a box containing contact information: E-mail (atendimento@mfa.lt), Telephone number (+551126148665), Address (Avenida Iraj 438, cj. 34 Indianópolis, São Paulo-SP, 04082-001, Brasil), and Web address (www.br.mfa.lt). At the bottom left, there is a "Back" button. At the bottom right, there is a "Next" button, which is highlighted with a red box and a red arrow pointing to it.



7. Participantes da Visita

Na etapa **2 Participants**, defina quem comparecerá:

- **I will come in person:** Presencial individual.
- **I represent another person:** Representação de terceiro (deverá informar o número de representados).
- **I will come with my family:** Acompanhado da família (deverá informar o número de representados).

Selecione a opção e clique em **"Next"**.

The screenshot shows the 'Participants' step of a visa application process on the Lithuanian Consulate website. The page has a header with the Lithuanian coat of arms, the text 'Consular information of MFA of Lithuania', a search bar, and language/region selection buttons. Below the header is a navigation bar with five tabs: '1 Embassy', '2 Participants' (active), '3 Services', '4 Personal information', and '5 Visit date and time'. The main content area is titled 'Who is the participant of the visit?' and contains three selectable options, each with an icon and a radio button:

- I will come in person:** Represented by an icon of a single person. This option is selected, indicated by a blue checkmark in the top right corner of its box.
- I represent another person:** Represented by an icon of a person holding a document.
- I will come with my family:** Represented by an icon of a family (two adults and a child).

At the bottom of the form, there are two buttons: a '← Back' button on the left and a 'Next' button on the right.



8. Motivo da Visita (Serviços)

Na etapa **3 Services**, selecione a finalidade do atendimento (ex: documentos de identificação, cidadania lituana, certidões) e clique em **"Next"**.

The screenshot displays the website of the Lithuanian Consulate in São Paulo. At the top, there is a header with the consulate's name and logo, a search bar, and navigation links for 'News', 'About Lithuania', 'Entry to Lithuania', 'Residence in Lithuania', and 'Consular Issues'. Below the header, a progress bar indicates the current step: '3 Services'. The main content area is titled 'What is the purpose of your visit?' and contains a list of service options, each with an icon and a dropdown arrow:

- Other consular services
- In cases of: birth of a child, marriage, divorce, death of a citizen of the Republic of Lithuania
- Identity documents
- Consular mission
- Citizenship issues
- Issuance of a consular certificate
- Temporary travel document

At the bottom of the form, there are two buttons: 'Back' on the left and 'Next' on the right.



9. Dados de Contato e Observações

Na etapa 4 **Personal information**:

- Insira o número de telefone no padrão internacional: **+ 55 + DDD + número**.
Ex.: +55 11 961838869.
- Inclua notas no campo *Additional information*, se necessário.
- Clique em **"Next"**.

Consular information of MFA of Lithuania

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Gustavo d.

News About Lithuania Entry to Lithuania Residence in Lithuania Consular Issues

Provide data

1 Visitors contact details

First name * Gustavo

Surname * de Oliveira

E-mail * gustavo@urm.lt

Telephone number * +5511961838869

Additional information

Back Next



10. Seleção de Data e Horário

Na etapa 5 **Visit date and time**:

- As datas com horários abertos são exibidas em **verde**.
- Clique no dia verde para selecionar o horário desejado.
- Se não houver vagas abertas, clique na opção com sininho **"Order a reminder"** para receber um aviso por e-mail quando novas vagas surgirem.

The screenshot shows the 'Time of your visit' section of the Lithuanian Consulate website. The page has a header with the Lithuanian coat of arms, the text 'Consular information of MFA of Lithuania', a search bar, and user information 'EN' and 'Gustavo d.'. Below the header is a navigation bar with tabs: 'News', 'About Lithuania', 'Entry to Lithuania', 'Residence in Lithuania', and 'Consular Issues'. The main content area has a breadcrumb trail: '1 Embassy', '2 Participants', '3 Services', '4 Personal information', and '5 Visit date and time'. The title 'Time of your visit' is centered. Below it, a message states: 'The estimated duration of your visit is approximately: 60 min.' A date selection dropdown is set to '2026-09-25'. A calendar for September 2026 is displayed, with dates 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11. The dates 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 are all highlighted in green. A blue box on the right side of the calendar contains the text 'appointment, order a notification regarding newly created'. At the bottom of the calendar, there is a button labeled 'Order a reminder' with a bell icon.



11. Revisão dos Dados

Verifique atentamente o resumo dos seus dados e os detalhes da visita. Use **"Edit"** caso precise corrigir qualquer dado antes do envio.

EN

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Gustavo d.

News

About Lithuania

Entry to Lithuania

Residence in Lithuania

Consular Issues

Please, check and confirm your visit details

Citizenship of the Republic of Lithuania

Service recipient data

1 Gustavo de Oliveira

E-mail

gusta @urm.lt

Telephone number

+5511961838869

Edit



12. Envio e Código de Segurança

Insira o **Security code** (captcha) no rodapé e clique em **"Confirm"**.

Um aviso confirmará que os dados foram submetidos com sucesso.

The screenshot displays the 'Consular information of MFA of Lithuania' website. The navigation bar includes links for 'News', 'About Lithuania', 'Entry to Lithuania', 'Residence in Lithuania', and 'Consular Issues'. The user is logged in as 'Gustavo d.'. The main content area shows a 'Duration' of 60 minutes and a 'Web address' of 'www.br.mfa.lt'. A central modal box with a green header 'Registration data sent successfully' contains the text: 'A confirmation link has been sent to your email. If you do not confirm your reservation within 15 minutes, the reservation will be CANCELED.' Below this text is a green 'Got it' button. At the bottom of the page, there is a 'Back' button on the left and a 'Confirm' button on the right. A captcha image with the text 'E OF UH' is visible in the background.



13. Confirmação Obrigatória em até 15 Minutos

Acesse imediatamente seu e-mail e abra a mensagem "Confirm your reservation".

⚠️ ATENÇÃO: Clique no link azul "here" em até 15 minutos. Se não confirmar nesse prazo, a reserva é AUTOMATICAMENTE CANCELADA.

Confirm your reservation

 Diplomatic mission or consular post of the Republic of Lithuania <no-reply-keliauk@urm.lt>
To: Gustavo De Oliveira

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You don't often get email from no-reply-keliauk@urm.lt. [Learn why this is important](#)

 CONSULATE GENERAL OF THE REPUBLIC OF LITHUANIA IN SAO PAULO		CONFIRM YOUR RESERVATION
Dear, Gustavo de Oliveira,		
Your reservation for a visit will be confirmed by clicking here . If not confirmed, it will be CANCELED within 15 minutes after the receipt of this letter.		
Citizenship of the Republic of Lithuania		
Registration number:	1710003	
Date and time of the visit:	2026-09-25 10:20	
Preliminary duration of the visit (min):	60	
Necessary documents:		



14. Confirmação Final no Navegador

Na tela aberta pelo link com a mensagem *"Are you sure you want to confirm the visit?"*, clique em **"Yes"**.

The screenshot shows the website of the Consular information of MFA of Lithuania. The header includes the Lithuanian coat of arms and the text "Consular information of MFA of Lithuania". Below the header is a navigation bar with links: "News", "About Lithuania", "Entry to Lithuania", and "Residence in". The main content area displays a large green checkmark icon and the text "Are you sure you want to confirm the visit?". Below this text are two buttons: "X No" and "✓ Yes". The "Yes" button is highlighted with a red square, and a red arrow points to it from the right.



15. Cancelamento de Visita (se Necessário)

Se precisar desmarcar, localize no rodapé do mesmo e-mail a frase *"If you are unable to attend due to changed circumstances, please click here to cancel a visit."* e clique em **"here"**.

Confirm your reservation



Diplomatic mission or consular post of the Republic of Lithuania <no-reply-keliauk@urm.lt>
To Gustavo De Oliveira

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Registration number:	17 10003
Date and time of the visit:	2026-09-25 10:20
Preliminary duration of the visit (min):	60
Necessary documents:	
Registration status:	Waiting for client's confirmation
CONSULATE GENERAL OF THE REPUBLIC OF LITHUANIA IN SAO PAULO	
Address:	Avenida Irai 438, cj. 34 Indianópolis, São Paulo-SP, 04082-001, Brasil
Tel. number:	+551126148665
E-mail:	atendimento@mfa.lt
Website address:	www.br.mfa.lt

If you are unable to attend due to changed circumstances, please [click here](#) to cancel a visit.

This is an automatic reply - please do not reply to this email.



16. Confirmação de Cancelamento

Na página de cancelamento em lituano ("*Ar norite atšaukti vizitą?*"), clique em "**Taip**" (Sim).

Pirminė konsultacija skubios konsulinės pagalbos klausimais Lietuvos atstovybių užsienyje ne darbo laiku: ☎ +370 5 236 2444

URM konsulinė informacija

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LT 63 Gustavo d.

Naujienos Keliaujantiems Gyvenantiems užsienyje Atvykstantiems Kita informacija Kelionės registracija

Ar norite atšaukti vizitą

X Ne **✓ Taip**

NAUJOS KARTOS ASMENS TAPATYBĖS KORTELĖ TAVO RAKTAS | E-LIETUVA

SU TELEFONU KIŠENĖJE KELIAUK SAUGIAI