

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: www.vippassports.com Email: vipinfo@vippassports.com



WORK ORDER REQUEST FORM

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

APPLICATION PASSWORD

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$ _____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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RUSSIA BUSINESS VISA SINGLE//DOUBLE//MULTIPLE - ENTRY VISAS U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1-COLOR	TRAVEL ITINERARY:	1-COPY
INVITATION(SEE NEXT PAGES:	1		

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$95.00
CONSULATE FEE: (SEE NEXT PAGE)	_____
MONEY ORDER:	\$6.00
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 4 DAY PROCESS*)	_____
OTHER FEES: CONSULATE PROCESS/OUTSOURCING FEE	_____
"INSTITUTION FEE" (APPLICATION CORRECTION)	_____
RETURN SHIPPING FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	SEE NEXT PAGES
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 4 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING). RUSH SERVICE IS NOT AVAILABLE FOR THREE-YEAR VISA REQUESTS.	

COMMENTS: WHEN REQUESTING SPECIAL HANDLING, PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS EARLY MORNING DELIVERY BY 8:00 A.M.

REVISED 9-20-2018 JENN

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RUSSIA BUSINESS VISA

SINGLE, DOUBLE, MULTIPLE ENTRY VISA UP TO 3 YEARS

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **ONE (1) U.S. PASSPORT, SIGNED** –
 - REMAINING VALIDITY MUST BE AT LEAST 6 MONTHS BEYOND THE DURATION OF THE VISA AS INDICATED ON THE INVITATION OR TELEX
 - MINIMUM OF 2 SIDE-BY-SIDE BLANK VISA PAGES.
- 2.) **ONE (1) CURRENT PASSPORT-TYPE PHOTOGRAPH** (1 3/8" BY 1 3/4")
- 3.) **ONE (1) ORIGINAL APPLICATION FORM** THAT HAS BEEN SIGNED WITH APPLICANT'S ORIGINAL SIGNATURE.

PLEASE PRINT OUT AND CAREFULLY READ THE GUIDE TO COMPLETING THE ONLINE APPLICATION BY CLICKING ON THE FIRST LINK BELOW. A \$20.00 CORRECTION FEE WILL BE CHARGED FOR ALL APPLICATIONS NOT PROPERLY COMPLETED.

STEP 1: [CLICK HERE](#) TO PRINT OUT OR VIEW THE GUIDE FOR COMPLETING THE ONLINE APPLICATION

STEP 2: [CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION

TIPS FOR COMPLETING ONLINE APPLICATION:

- WHEN CHOOSING THE CITY TO WHERE THE APPLICATION WILL BE SUBMITTED BE SURE TO PICK THE LOCATION THAT HAS "ILS" IN FRONT OF THE CITY (I.E. "ILS HOUSTON" OR "ILS WASHINGTON" ETC.) **DO NOT SELECT "CONSULATE OF RUSSIA IN__"**.
- FOR SINGLE, DOUBLE, OR 1-YEAR MULTIPLE VISA REQUESTS, THE INVITATION OR TELEX REFERENCE NUMBER, ONCE OBTAINED, MUST BE LISTED IN THE APPROPRIATE SECTION WHEN COMPLETING THE ONLINE APPLICATION.
- THE CONSULATE WILL NOT ACCEPT WHITE-OUT OR ANY OTHER HAND-WRITTEN CORRECTIONS/NOTATION ON THE APPLICATION.

CONTINUED →

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4.) *** INVITATION OR TELEX REQUESTING A BUSINESS VISA BE ISSUED**- FOR **SINGLE, DOUBLE, OR 1-YEAR MULTIPLE ENTRY VISAS**, THIS LETTER (OR *TELEX*) FROM RUSSIA SHOULD BE ISSUED THROUGH THE RUSSIAN FEDERAL MIGRATION SERVICE, ITS LOCAL OFFICES, OR THE RUSSIAN MINISTRY OF FOREIGN AFFAIRS, ITS REGIONAL REPRESENTATIVES, OR ANY AUTHORIZED RUSSIAN AGENCY – THE LETTER MUST CONTAIN THE OFFICIAL SEAL, AND INCLUDE THE FOLLOWING CRITERIA:

- INVITATION NUMBER
- THE ENTRY DATE (*EARLIEST POSSIBLE ENTRY DATE*) AND EXIT DATE (*THE EXPIRATION DATE OF THE VISA ONCE ISSUED*)
- INDICATE IF THE VISA SHOULD BE ISSUED TO ALLOW A SINGLE, DOUBLE, OR MULTIPLE ENTRIES
- IF THE APPROVAL WAS SENT DIRECTLY TO THE EMBASSY/CONSULATE VIA TELEX, WE WILL NEED THE TELEX NUMBER AND LOCATION OF THE EMBASSY/CONSULATE FOR VISA COLLECTION
- IF THE INVITATION IS REQUESTING A WORK OR STUDENT VISA, PLEASE SEE THE IMPORTANT MEMO ON THE NEXT PAGE
- FOR MULTI-ENTRY REQUESTS, THE INVITATION MUST BE ORIGINAL OR A TELEX, NO COPIES

IF YOU WILL BE REQUESTING A 3-YEAR MULTIPLE ENTRY VISA, YOUR INVITATION MUST COME FROM THE HOST ORGANIZATION AND MEET THE FOLLOWING CRITERIA:

- HOST'S OFFICIAL ADDRESS
- FULL NAME OF PERSON SIGNING INVITATION
- TAX PAYER NUMBER (WHEN APPLICABLE)
- FULL NAME, DATE OF BIRTH, CITIZENSHIP, GENDER & PASSPORT NUMBR OF APPLICANT
- MULTIPLICITY OF VISA
- PURPOSE OF TRAVEL
- REQUESTED PERIOD OF ENTRY
- LOCATION OF INTENDED RESIDENCE OF APPLICANT IN RUSSIA
- CITIES TO BE VISITED

5.) **COPY OF MOST RECENT BANK STATEMENT (3 – YEAR REQUESTS ONLY)** – MUST SHOW A *MINIMUM* BALANCE OF \$3,000

6.) **COPY OF PROOF OF HEALTH INSURANCE**, VALID IN RUSSIA (**3 – YEAR REQUESTS ONLY**)

*** ONE-YEAR VISA REQUESTS ONLY - IF YOU DO NOT HAVE THE OFFICIAL INVITATION OR VISA SUPPORT LETTER AND YOU WANT VIP TO OBTAIN THIS ON THE APPLICANT'S BEHALF, [CLICK HERE](#)**

TO COMPLETE THE REQUIRED DOCUMENTS THAT WE WILL NEED YOU TO SEND TO US PRIOR TO COMPLETING THE ONLINE APPLICATION – WE WILL EMAIL THE VISA SUPPORT CONFIRMATION LISTING THE INVITATION NUMBER, THE NAME OF THE RUSSIAN RECEIVING ORGANIZATION AND THE CITY IN WHICH THEY ARE LOCATED- THIS INFORMATION WILL NEED TO BE LISTED ON THE RUSSIA VISA APPLICATION PRIOR TO PRINTING THE FINAL VERSION.

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PROCESSING FEES:

<u>SINGLE - ENTRY BUSINESS VISA</u>		
PROCESS SPEED	6 TO 8 BUSINESS DAYS	3 TO 4 BUSINESS DAYS
CONSULATE FEE	\$90.00	\$180.00
OUTSOURCING FEE	\$33.00	\$33.00
TOTAL FEE	\$123.00	\$213.00

<u>DOUBLE - ENTRY BUSINESS VISA</u>		
PROCESS SPEED	6 TO 8 BUSINESS DAYS	3 TO 4 BUSINESS DAYS
CONSULATE FEE	\$144.00	\$288.00
OUTSOURCING FEE	\$33.00	\$33.00
TOTAL FEE	\$177.00	\$321.00

<u>MULTIPLE ENTRY BUSINESS VISA</u>		
<u>ONE-YEAR VISAS</u>		
PROCESS SPEED	6 TO 8 BUSINESS DAYS	3 TO 4 BUSINESS DAYS
CONSULATE FEE	\$270.00	\$540.00
OUTSOURCING FEE	\$33.00	\$33.00
TOTAL FEE	\$303.00	\$573.00
<u>THREE-YEAR VISAS</u>		
PROCESS SPEED	10 TO 12 BUSINESS DAYS	NO RUSH SERVICE
CONSULATE FEE	\$270.00	IS AVAILABLE
OUTSOURCING FEE	\$33.00	FOR
TOTAL	\$303.00	<u>THREE YEAR VISAS</u>

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IMPORTANT MEMOS:

INVITATIONS FOR STUDENT OR WORK VISAS: IF THE INVITATION INDICATES THAT THE PURPOSE OF TRAVEL TO RUSSIA IS FOR WORK, YOU WILL NEED TO PROVIDE (*IN ADDITION TO THE DOCUMENTS LISTED ABOVE*) THE ORIGINAL INVITATION LETTER AS WELL AS A CURRENT H.I.V. LAB REPORT, COMPLETED WITHIN THE PAST (90) NINETY DAYS. THE CONSULATE RECOMMENDS THAT YOU DO NOT BUY AN AIRLINE TICKET UNTIL YOU SEE THE ENTRY DATE AS LISTED ON THE VISA.

SPECIAL NOTE: PLEASE BE ADVISED THAT A PERSON CANNOT HAVE 2 (TWO) VALID VISAS. IN THIS CASE, THE CURRENT VISA IS TO BE CANCELLED. THE CONSULATE HAS ADVISED THAT THE PROCESSING TIMES, REQUIREMENTS, AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. PLEASE DO NOT BUY NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN HAND.

PASSPORT VALIDITY: IF THE APPLICANT'S PASSPORT HAS A REMAINING VALIDITY LESS THAN 6 MONTHS BEYOND THE INDICATED VALIDITY OF THE INVITATION, THE CONSULATE WILL ISSUE THE VISA ONLY UP TO SIX MONTHS BEFORE THE PASSPORT EXPIRES.

VALIDITY: VISAS ARE VALID FOR THE EXACT DATES INDICATED ON YOUR OFFICIAL INVITATION OR VISA SUPPORT LETTER UNLESS REQUESTING AN "AIM" TOURIST VISA OR THREE-YEAR MULTIPLE-ENTRY VISA. FOR "AIM" VISAS, THE VISA WILL BE ISSUED FOR THE DATES AS INDICATED ON THE ITINERARY. FOR THE THREE-YEAR VISAS, THEY ARE ISSUED UP TO THREE YEARS, OR FOR THE REMAINING VALIDITY OF THE PASSPORT (*IF VALID FOR LESS THAN THREE YEARS*).

ADDITIONAL REQUIREMENTS:

- **IF YOU WILL BE REQUESTING A 3-YEAR VISA,** PLEASE NOTE THAT THE CONSULATE HAS BEEN KNOWN TO ASK FOR THE FOLLOWING ADDITIONAL DOCUMENTS:
 - LETTER/STATEMENT FROM EMPLOYER – MUST INDICATED WAGES FROM PRECEDING YEAR/HALF YEAR
 - CERTIFICATE OF FAMILY MAKE-UP
 - DOCUMENTS REGARDING PROPERTY OWNERSHIP – THIS CAN BE SHOWN BY SUBMITTING A DOCUMENT CONTAINING THE FOLLOWING:
 - APPLICANT'S NAME
 - ADDRESS OF PROPERTY
 - CONFIRMATION APPLICANT IS OWNER
- **FORMER CITIZENS OF THE U.S.S.R.** – WHEN APPLYING FOR A VISA, IT IS NECESSARY TO PROVIDE A WRITTEN STATEMENT OF EXPLANATION ([CLICK HERE](#) FOR STATEMENT) AS WELL AS DOCUMENTATION THAT YOU NO LONGER POSSESS RUSSIAN CITIZENSHIP, SUCH AS:
 - COPY OF USSR PASSPORT WITH STAMP STATING YOU LEFT FOR PERMANENT RESIDENCE ABROAD, DATED PRIOR TO FEBRUARY 6TH, 1992
 - COPY OF A "VISA TO ISRAEL" ISSUED PRIOR TO FEBRUARY 6TH, 1992
 - COPY OF CERTIFICATE OF NATURALIZATION ISSUED PRIOR TO 1996
 - DOCUMENT CONFIRMING RENUNCIATION OF RUSSIAN CITIZENSHIP
 - COPY OF MAIN PAGE OF PASSPORT OF FORMER USSR STATE, ISSUED AFTER FEBRUARY 1992

REVISED: 9-20-2018 JENN

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