



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: info@vippassports.com

WORK ORDER REQUEST FORM **(RETURN THIS FORM WITH EACH REQUEST)**

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

TRAVEL INFORMATION:

TRAVELERS NAME: _____
DATE OF BIRTH: _____

DATE OF USA DEPARTURE: _____
DATE YOU NEED PASSPORT: _____

RUSSIAN ONLINE APPLICATION DATA (REQUIRED):

APPLICATION I.D. NUMBER: _____

APPLICAION PASSWORD: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____



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

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1-SIGNED</u>	APPLICATION (S):	<u>1- ONLINE</u>
PASSPORT TYPE PHOTO (S):	<u>1</u>	TRAVEL ITINERARY:	<u>IF AVAILABLE</u>
INVITATION(<u>SEE NEXT PAGES</u>):	<u>1</u>	COVER LETTER:	<u>1</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

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

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 DAYS OR LESS PROCESS)	<u> </u>
OTHER FEES: <u>CONSULATE PROCESSING/OUTSOURCEING FEE</u>	<u> </u>
OTHER FEES: <u>APPLICATION CORRECTION/ "INSTITUTION FEE"</u>	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*** FEDEX FEES:**

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT LETTER	\$75.00

**** VISA PROCESSING TIME**

REGULAR PROCESSING TIME: 6-8 BUSINESS DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU WANT VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 4 TO 5 BUSINESS DAYS FROM THE TIME THAT WE SUBMIT YOUR APPLICATION TO THE CONSULATE/EMBASSY.
(*\$50.00 SPECIAL HANDLING FEE*)

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

REVISED: 9-22-2017 (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__"**.
- THE MARGINS ON EACH SIDE OF THE PRINTED APPLICATION MUST BE UNIFORM. TO CORRECTLY PRINT THE APPLICATION, BE SURE THE SETTINGS ON THE PRINTER FOR PAGE SCALING ARE SET TO "FIT TO PRINTABLE AREA" (*OR SYSTEM EQUIVALENT*) AND THE "AUTO-ROTATE AND CENTER" BOX SHOULD BE LEFT UNCHECKED
- 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. PLEASE DO NOT LEAVE ANY BLANK FIELDS OR IT WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION
- THE CONSULATE WILL NOT ACCEPT WHITE-OUT OR ANY OTHER HAND-WRITTEN CORRECTIONS/NOTATION ON THE APPLICATION.

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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 NUMBER 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)**

***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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7.) **IF YOU WILL BE REQUESTING A 3-YEAR VISA, PLEASE NOTE THAT THE CONSULATE HAS BEEN KNOWN TO ASK FOR THE FOLLOWING DOCUMENTS, IN ADDITION TO THE DOCUMENTS REQUESTED ABOVE:**

- LETTER/STATEMENT FROM EMPLOYER – MUST INDICATED WAGES FROM PRECEDING YEAR/HALF YEAR
- CERTIFICATE OF FAMILY MAKE-UP (SEE LAST PAGE)
- 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

8.) **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 (1 OR 3 YEAR)</u>		
PROCESS SPEED	6 TO 8 BUSINESS DAYS	3 TO 4 BUSINESS DAYS (<i>ONE YEAR VISAS ONLY</i>)
CONSULATE FEE	\$270.00	\$540.00
OUTSOURCING FEE	\$33.00	\$33.00
TOTAL FEE	\$303.00	\$573.00

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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.

REVISED: 9-22-2017 (JENN)

Consulate General of Russia In Houston

1333 West Loop South, Suite 1300, Houston TX 77027
Tel: (713)337-3300, Fax: (713) 337-3305

DATE: _____

Certificate on the Makeup of the Applicant's Family

<i>No.</i>	<i>Name</i>	<i>Date of Birth</i>	<i>Relationship</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

SIGNATURE OF APPLICANT: _____