



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/ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

CREDIT CARD INFORMATION:

CARD #: _____

EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

TRAVEL INFORMATION:

TRAVELERS NAME: _____ PURPOSE OF TRIP: _____

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

RUSSIAN ONLINE APPLICATION DATA (REQUIRED):

APPLICATION ID NUMBER: _____

APPLICATION PASSWORD: _____

RETURN DOCUMENTS TO:

CONTACT: _____

COMPANY: _____

ADDRESS: _____

CITY/ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

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

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER___ INTERNET___ REFERRED___ BY_____ WALK-IN___

Specializing in Visas, Passports, Document Legalization and Translations



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

RUSSIA BUSINESS VISA *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>
OFFICIAL INVITATION:	<u>1</u>	COVER LETTER:	<u>N/A</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: (3 DAY RUSH PROCESS)	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 TO 7 DAY PROCESS)	<u> </u>
OTHER FEES: <u>CONSULATE PROCESSING/OUTSOURCING 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: 8 DAYS OR MORE

PLEASE MARK THE APPROPRIATE BOX IF YOU WANT VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 3 BUSINESS DAYS (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED WITHIN 4 TO 7 BUSINESS DAYS (\$20.00 SPECIAL HANDLING FEE) FROM THE TIME THAT WE SUBMIT YOUR APPLICATION TO THE CONSULATE/EMBASSY.

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: 24/24/4239 (JENN/UFN)

Specializing in Visas, Passports, Document Legalization and Translations



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

RUSSIA BUSINESS VISA

(SINGLE OR DOUBLE, UP TO 90 DAY STAY)

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **ONE (1) U.S. PASSPORT, SIGNED** –
 - MINIMUM OF 6 MONTHS REMAINING VALIDITY BEYOND THE VALIDITY OF THE VISA
 - 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 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
- 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.

CONTINUED →

Specializing in Visas, Passports, Document Legalization and Translations



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

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

Website: www.vipassports.com Email: info@vipassports.com

4.) ***COPY OF THE OFFICIAL INVITATION OR TELEX REQUESTING A BUSINESS VISA BE ISSUED**- 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 WITH:

- * 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 OR DOUBLE ENTRY VISA
- * IF THE APPROVAL WAS SENT DIRECTLY TO THE EMBASSY OR CONSULATE VIA TELEX WE WILL NEED THE TELEX NUMBER AND THE LOCATION OF THE CONSULATE OR EMBASSY FOR VISA COLLECTION
- * IF THE INVITATION IS REQUESTING A WORK VISA OR STUDENT VISA, PLEASE SEE THE IMPORTANT MEMO ON THE NEXT PAGE

***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.**

5.) **PROCESSING FEES:**

PROCESSING FEES FOR CONSULATE AND OUTSOURCING COMPANY (SINGLE ENTRY)			
PROCESSING SPEED	CONSULATE FEE	OUTSOURCING FEE	TOTAL
8-10 BUSINESS DAYS	\$90.00	\$33.00	\$123.00
4-7 BUSINESS DAYS	\$180.00	\$33.00	\$213.00
3 BUSINESS DAYS	\$180.00	\$63.00	\$243.00

CONTINUED→



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

PROCESSING FEES FOR CONSULATE AND OUTSOURCING COMPANY (DOUBLE ENTRY)			
PROCESSING SPEED	CONSULATE FEE	OUTSOURCING FEE	TOTAL
8-10 BUSINESS DAYS	\$144.00	\$33.00	\$177.00
4-7 BUSINESS DAYS	\$288.00	\$33.00	\$321.00
3 BUSINESS DAYS	\$288.00	\$63.00	\$351.00

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.

VALIDITY: VISAS ARE VALID FOR THE EXACT DATES INDICATED ON YOUR OFFICIAL INVITATION OR VISA SUPPORT LETTER FOR UP TO TWO (2) ENTRIES. IF YOU WOULD LIKE TO APPLY FOR A MULTIPLE ENTRY VISA, PLEASE [CLICK HERE](#) FOR FURTHER INFORMATION.

REVISED: 02-02-2017 (JENN-SDL)

Specializing in Visas, Passports, Document Legalization and Translations