



VIP SERVICES

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: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

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

SIGNATURE OF CARD HOLDER REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY__ WALK-IN__



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: RUSSIA BUSINESS VISA

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>
COVER LETTER:	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
OFFICIAL INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS. PLEASE BE SURE TO LIST THE DECLARANT ID NUMBER HERE: () AND THE APPLICATION PASSWORD HERE: ()

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>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (5 TO 7 DAY PROCESS)	<u> </u>
OTHER FEES: <u>CONSULATE PROCESSING/OUTSOURCING FEE</u>	<u>\$30.00</u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS 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 5 TO 7 BUSINESS DAYS (\$20.00 SPECIAL HANDLING FEE) FROM THE TIME THAT WE SUBMIT YOUR APPLICATION TO THE VISA PROCESSING CENTER.

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

REVISED: 04-09-2012 (SDL)



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RUSSIA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) SIGNED U.S. PASSPORT (MUST HAVE AT LEAST 2 BLANK VISA PAGES AND BE VALID FOR NO LESS THAN 6 (SIX) MONTHS AFTER THE DATE OF DEPARTURE FROM RUSSIA)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (1 3/8" BY 1 3/4")
- 3.) (1) ONE ORIGINAL APPLICATION FORM THAT HAS BEEN PRINTED FRONT AND BACK ON 1 (ONE) PIECE OF PAPER AND SIGNED IN THE ORIGINAL - PRIOR TO COMPLETING THE ONLINE APPLICATION PLEASE PRINT OUT THE GUIDE TO COMPLETING THE ONLINE APPLICATION BY CLICKING ON THE LINK BELOW:

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

[CLICK HERE](#) TO COMPLETE THE 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 (ILS HOUSTON OR ILS WASHINGTON ETC)
- MUST BE PRINTED DOUBLE SIDED ON ONE PAGE (FRONT AND BACK) NOT ON 2 PAGES
- THE MARGINS ON EACH SIDE OF THE PRINTED APPLICATION MUST BE UNIFORM-TO CORRECTLY PRINT THE APPLICATION BE SURE YOUR SETTINGS ON THE PRINTER FOR PAGE SCALING ARE SET TO "NONE" AND THE AUTO-ROTATE AND CENTER BOX SHOULD BE LEFT UNCHECKED
- ALL QUESTIONS MUST BE ANSWERED, PLEASE DO NOT LEAVE ANY BLANKS OR IT WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION
- THE CONSULATE WILL NOT ACCEPT WHITE OUT ON THE APPLICATION
- THE INVITATION NUMBER MUST BE LISTED IN THE APPROPRIATE LOCATION WHEN COMPLETING THE ONLINE APPLICATION

CONTINUED...



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- THE NAME OF THE RUSSIAN RECEIVING ORGANIZATION MUST BE LISTED IN THE APPROPRIATE BOX WHEN COMPLETING THE ONLINE APPLICATION
- 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, IT'S LOCAL OFFICES OR THE RUSSIAN MINISTRY OF FOREIGN AFFAIRS, IT'S REGIONAL REPRESENTATIVES, OR ANY AUTHORIZED RUSSIAN AGENCY - THE LETTER MUST CONTAIN THE OFFICIAL SEAL ALONG WITH:
- INVITATION NUMBER
 - THE ENTRY DATE (EARLIEST ENTRY DATE) AND EXIT DATE (THE DATE THE VISA WILL BE VALID TILL)
 - 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 MEMOS ON THE NEXT PAGE
- *IF YOU DO NOT HAVE THE OFFICIAL INVITATION OR VISA SUPPORT LETTER AND YOU WANT VIP TO OBTAIN THIS FOR YOU - WE WILL NEED YOU TO [CLICK HERE](#) TO COMPLETE THE REQUIRED DOCUMENTS THAT WE WILL NEED YOU TO SEND TO US PRIOR TO COMPLETING THE ONLINE APPLICATION - YOU WILL RECEIVE A CONFIRMATION OF YOUR REQUEST LISTING THE INVITATION NUMBER AND THE NAME OF THE RUSSIAN RECEIVING ORGANIZATION AND THE CITY THEY ARE LOCATED IN - THIS INFORMATION WILL NEED TO BE LISTED ON YOUR RUSSIA VISA APPLICATION PRIOR TO PRINTING THE FINAL VERSION**
- 5.) A COMPLETED COVER LETTER LISTING ALL THE PERTINENT INFORMATION (SEE LAST PAGE)
- 6.) CONSULATE PROCESSING/OUTSOURCING FEE: \$30.00
- 7.) CONSULATE FEES:
- \$140.00 - ALLOW 8 WORKING DAYS OR MORE
 - \$250.00 - ALLOW 7 WORKING DAYS OR LESS

CONTINUED...



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IMPORTANT MEMOS :

WORK VISAS

IF YOUR INVITATION INDICATES THAT YOU WILL BE TRAVELING TO RUSSIA FOR WORK (IN ADDITION TO THE DOCUMENTS LISTED ABOVE) YOU WILL NEED TO PROVIDE THE ORIGINAL INVITATION LETTER AS WELL AS A CURRENT HIV LAB REPORT (COMPLETED WITHIN THE PAST (90) NINETY DAYS). **ONCE THE WORK VISA HAS BEEN ISSUED YOU WILL BE REQUIRED TO WAIT 5 DAYS BEFORE YOU CAN ENTER INTO RUSSIA.** THE CONSULATE RECOMMENDS THAT YOU DON'T BUY YOUR AIRLINE TICKET UNTIL YOU SEE THE ENTRY DATE AS LISTED ON THE VISA.

STUDENT VISAS

IF YOUR INVITATION INDICATES THAT YOU WILL BE TRAVELING TO RUSSIA AS A STUDENT (IN ADDITION TO THE DOCUMENTS LISTED ABOVE) YOU WILL NEED TO PROVIDE THE ORIGINAL INVITATION LETTER AS WELL AS A CURRENT HIV LAB REPORT (COMPLETED WITHIN THE PAST (90) NINETY DAYS). **ONCE THE STUDENT VISA HAS BEEN ISSUED YOU WILL BE REQUIRED TO WAIT 5 DAYS BEFORE YOU CAN ENTER INTO RUSSIA.** THE CONSULATE RECOMMENDS THAT YOU DON'T BUY YOUR AIRLINE TICKET UNTIL YOU SEE THE ENTRY DATE AS LISTED ON THE VISA.

VALIDITY: VISAS ARE VALID FOR THE EXACT DATES INDICATED ON YOUR OFFICIAL INVITATION OR VISA SUPPORT LETTER

SPECIAL NOTE: THE CONSULATE ADVISED THAT THE PROCESSING TIMES, REQUIREMENTS AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. PLEASE DON'T BUY NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN HAND.

REVISED: 04-12-2012 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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RUSSIA COVER LETTER

CONSULATE OF THE RUSSIAN FEDERATION
1333 WEST LOOP SOUTH, 13th FLOOR
HOUSTON, TX 77027

TODAY'S DATE: __/__/__

USA DEPARTURE DATE: __/__/__

DEAR SIRs,

WE SUBMIT HEREWITH ONE VISA APPLICATION FORM WITH ONE PHOTOGRAPH FOR THE CLIENT(S) MENTIONED BELOW WHO REQUEST A VISA(S) FOR TRAVEL TO THE RUSSIAN FEDERATION.

THE PURPOSE OF TRAVEL IS (CHECK WHERE APPLICABLE)

TOURISM [] INDIVIDUAL TRAVEL	[] GROUP (PACKAGE) TOUR	[] CRUISE
BUSINESS [] CULTURAL [] EXCHANGE	[] SCIENTIFIC [] (ECONOMIC) [] (EXCHANGE)	[] OTHER BUSINESS

NAME(S)	DATE OF BIRTH(S)	PASSPORT #(S)	EXPIRATION(S)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

POINT OF ENTRY _____ ON _____ BY _____

(ITINERARY INTO RUSSIA – INCLUDE ALL THE CITIES TO BE VISITED)

POINT OF EXIT _____ ON _____ BY _____

WE HEREBY CERTIFY THAT THE APPLICANTS WHOS NAMES ARE LISTED ABOVE WILL BE TRAVELING TO RUSSIA ACCORDING TO THE ITINERARY AND DATES INDICATED ABOVE.

IF THE APPROVAL WAS SENT TO THE CONSULATE VIA TELEX -PLEASE LIST THE REFERENCE NUMBER HERE: _____

SIGNATURE: _____