



# 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](http://www.vippassports.com) Email: [info@vippassports.com](mailto: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\_\_\_

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## RUSSIA PRIVATE HOME-STAY 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>1-COPY</u>
COVER LETTER:	<u>N/A</u>	EXPIRED PASSPORT:	<u>N/A</u>
INVITATION:	<u>1-ORIGINAL</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS. PLEASE BE SURE TO LIST THE APPLICATION 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>\$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>

#### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 <sup>ST</sup> OVERNIGHT DELIVERY	\$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 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 A.M. EARLY MORNING DELIVERY.

REVISED: 24/24/4239 (JENN/UFN)



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## **RUSSIA PRIVATE-STAY VISA**

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **ONE (1) U.S. PASSPORT, SIGNED** –
  - MINIMUM OF 6 MONTHS REMAINING VALIDITY FROM THE VISA EXPIRATION DATE
  - AT LEAST 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 \$10.00 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" PRECEDING THE CITY (*I.E. "ILS HOUSTON" OR "ILS WASHINGTON" ETC.*)
- THE MARGINS ON EACH PAGE 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 LOCATION 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.
- ALL VISA APPLICATIONS SHOULD LIST THE DATES OF ENTRY AND EXIT AS THE SAME DATES LISTED ON THEIR INVITATION. IF REQUESTING A 3-YEAR VISA, THE DATES ON THE APPLICATION MUST REFLECT THIS.

**CONTINUED →**



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**4.) ONE (1) NOTARIZED WRITTEN STATEMENT FROM THE HOSTING INDIVIDUAL. STATEMENT SHOULD INCLUDE THE FOLLOWING INFORMATION:**

- FIRST NAME
- LAST NAME (PATRONYMIC)
- DATE OF BIRTH
- PASSPORT NUMBER
- CITIZENSHIP
- GENDER
- MUNICIPALITY OF VISA
- PURPOSE OF TRAVEL
- EXACT DATES OF REQUESTED PERIOD OF ENTRY
- FULL NAME OF HOST
- LOCATION OF INTENDED RESIDENCE DURING STAY
- CITIES TO BE VISITED
- ADDRESS OF REGISTRATION
- ADDRESS OF RESIDENCE OF HOST
- DATE OF BIRTH OF HOST
- CITIZENSHIP OF HOST
- GENDER OF HOST

**5.) ADDITIONAL REQUIREMENTS FOR 3-YEAR VISA REQUESTS:**

- APPLICANT'S BANK STATEMENT
- LETTER OF EMPLOYMENT – FROM EMPLOYER REGARDING APPLICANT'S ANNUAL/MONTHLY WAGES
- COPY OF MEDICAL INSURANCE VALID IN RUSSIA, VALID FOR A PERIOD TO COVER AT LEAST THE FIRST VISIT
- ANY/ALL DOCUMENTS REGARDING LAND OWNERSHIP
- CERTIFICATE OF MAKEUP OF FAMILY (*SEE LAST PAGE*)

**6.) PROCESSING FEES:**

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

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

**CONTINUED →**

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PROCESSING FEES FOR CONSULATE AND OUTSOURCING COMPANY (MULTIPLE ENTRY)			
PROCESSING SPEED	CONSULATE FEE	OUTSOURCING FEE	TOTAL
10 - 15 BUSINESS DAYS	\$270.00	\$33.00	<b>\$303.00</b>

*\*RUSH SERVICE NOT AVAILABLE FOR 3-YEAR VISA REQUESTS*

## **IMPORTANT MEMOS:**

**SPECIAL NOTE:** PLEASE BE ADVISED THAT A PERSON CANNOT HAVE 2 (TWO) VALID VISAS. IN THIS CASE A FIRST 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 THE INVITATION. PLEASE BE SURE THAT THE DATES OF ENTRY AND EXIT ON THE APPLICATION MATCH YOUR INVITATION LETTER.

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