

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 PRIVATE/HOME-STAY VISA

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 |

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

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 REQUESTS. | |

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

REVISED 9-20-2018 JENN

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RUSSIA PRIVATE-STAY VISA

***** APPLICANTS APPLYING FOR A PRIVATE/HOME-STAY VISA TO VISIT THEIR PARENT(S) OR SPOUSE ARE REQUIRED TO APPLY IN PERSON DIRECTLY THROUGH THE I.L.S. VISA OFFICE*****

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 \$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" PRECEDING THE CITY (I.E. "ILS HOUSTON" OR "ILS WASHINGTON" ETC.)
- THE INVITATION OR TELEX REFERENCE NUMBER ONCE OBTAINED MUST BE LISTED IN THE APPROPRIATE LOCATION WHEN COMPLETING THE ONLINE 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.) **COPY OF MOST RECENT BANK STATEMENT** (3 – YEAR REQUESTS ONLY) – MUST SHOW A *MINIMUM* BALANCE OF \$3,000
- 5.) **COPY OF PROOF OF HEALTH INSURANCE**, VALID IN RUSSIA (3 – YEAR REQUESTS ONLY)
- 6.) **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

ADDITIONAL REQUIREMENTS

IF YOUR INVITATION WAS ISSUED FOR A **THREE-YEAR, MULTIPLE ENTRY VISA**, AND INDICATES THAT THE VISA IS TO BE PROCESSED IN HOUSTON, PLEASE NOTE THAT THE CONSULATE HAS BEEN KNOWN TO ASK FOR THE FOLLOWING DOCUMENTS, IN ADDITION TO THE DOCUMENTS REQUESTED ABOVE:

- LETTER OR STATEMENT FROM EMPLOYER – MUST INDICATE WAGES FROM PRECEDING YEAR, HALF YEAR
- CERTIFICATE OF FAMILY MAKE UP (SEE PAGE 6)
- DOCUMENTS REGARDING PROPERTY OWNERSHIP – THIS CAN BE SHOWN BY SUBMITTING A DOCUMENT CONTAINING THE FOLLOWING INFORMATION:
 - APPLICANT'S NAME
 - ADDRESS OF PROPERTY
 - CONFIRMATION APPLICATION 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

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PROCESSING FEES

| <u>SINGLE – ENTRY PRIVATE 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 PRIVATE 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 PRIVATE VISA (3 YEAR)</u> | | |
|---|------------------------|-------------------------|
| PROCESS SPEED | 10 to 12 BUSINESS DAYS | RUSH SERVICE |
| CONSULATE FEE | \$270.00 | IS <u>NOT</u> AVAILABLE |
| OUTSOURCING FEE | \$33.00 | FOR |
| TOTAL FEE | \$303.00 | THREE- YEAR VISAS |

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.

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 A THREE-YEAR MULTIPLE-ENTRY VISA. 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*).

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