



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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:** \_\_\_\_\_

<u>VISA PROCESSING</u>	<u>AND</u>
<u>LIST COUNTRIES</u>	<u>AND</u>
_____	-
_____	-
_____	-

<u>CONSULATE FEES:</u>
<u>CONSULATE FEES:</u>
\$ _____
\$ _____
\$ _____

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

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

#### \*\*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 HOME STAY - PRIVATE VISIT 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

- 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
- THE NAME AND ADDRESS OF THE PERSON WHO ARRANGED FOR THE VISA SUPPORT LETTER MUST BE LISTED IN THE APPROPRIATE BOX(S) WHEN COMPLETING THE ONLINE APPLICATION

CONTINUED...



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- 4.) OFFICIAL INVITATION (ORIGINAL) - THIS LETTER 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
  - HOW LONG THE VISA SHOULD BE ISSUED AND VALID FOR
- 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

**SPECIAL NOTE:**

TRAVELERS WILL SUBMIT THE ORIGINAL OFFICIAL INVITATION ARRANGED FOR BY THEIR FAMILY OR FRIEND AT THE LOCAL OFFICE OF THE RUSSIA INTERIOR MINISTRY IN RUSSIA-THIS TYPE OF VISA IS ISSUED TO APPLICANTS THAT WILL BE TRAVELING AND STAYING IN THEIR INVITING PERSONS HOME

VALIDITY: VISAS ARE VALID FOR A STAY FOR THE AMOUNT OF DAYS AS LISTED ON THE ORIGINAL VISA SUPPORT LETTER-BE SURE YOUR TRAVEL ITINERARY INDICATES THE SAME DATES AS LISTED ON THE APPLICATION-IF THE INVITATION IS ISSUED FOR A SINGLE ENTRY AND FOR SOME REASON YOU WILL NEED A DOUBLE ENTRY VISA YOU SHOULD SUBMIT A DETAILED COVER LETTER SHOWING SUCH A NECESSITY

**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: 04-09-2012 (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, 13<sup>th</sup> FLOOR  
HOUSTON, TX 77027

TODAY'S DATE: \_\_/\_\_/\_\_

USA DEPARTURE DATE: \_\_/\_\_/\_\_

DEAR SIRs,

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

### THE PURPOSE OF TRAVEL IS (CHECK WHERE APPLICABLE)

- |                        |                          |            |
|------------------------|--------------------------|------------|
| TOURISM [ ] INDIVIDUAL | [ ] GROUP (PACKAGE TOUR) | [ ] CRUISE |
| [ ] HOMESTAY           | [ ] TRANSIT              |            |
| BUSINESS [ ] CULTURAL  | [ ] SCIENTIFIC           | [ ] OTHER  |
| [ ] EXCHANGE           | [ ] (ECONOMIC)           | BUSINESS   |
|                        | [ ] (EXCHANGE)           |            |

NAME(S)	DATE OF BIRTH(S)	PASSPORT #(S)	EXPIRATION(S)
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POINT OF ENTRY \_\_\_\_\_ ON \_\_\_\_\_ BY \_\_\_\_\_

(ITINERARY IN THE RUSSIA – INCLUDE ALL THE PLACES TO BE VISITED BELOW)

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POINT OF EXIT \_\_\_\_\_ ON \_\_\_\_\_ BY \_\_\_\_\_

WE HEREBY CERTIFY THAT THE TOUR FOR THE ABOVE CLIENT(S) HAS BEEN BOOKED FOR JOURNEY TO AND FROM THE STAY IN THE RUSSIA THROUGH INTOURIST, MOSCOW, ACCORDING TO THE ITINERARY AND DATES INDICATED ABOVE.

THE INTOURIST TELEX REFERENCE NUMBER IS: \_\_\_\_\_

THE VOUCHER NUMBER IS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_