

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 NON-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	TRAVEL ITINERARY:	1-COPY
ORIGINAL INVITATION:	1		

ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

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
<input type="checkbox"/> SPECIAL HANDLING FEE: (LESS THAN 4 DAY PROCESS)	
OTHER FEES: CONSULATE PROCESSING/OUTSOURCING FEE	
"INSTITUTION FEE"/APPLICATION CORRECTION	
ADD 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:	9 DAYS OR MORE
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).	

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

REVISED 9-21-2018 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.) **SIGNED PASSPORT** – MUST BE VALID FOR AT LEAST 6 MONTHS BEYOND THE EXPIRATION DATE OF THE VISA TO BE ISSUED AND HAVE AT LEAST 2 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 VIEW THE GUIDE FOR COMPLETING THE ONLINE APPLICATION

STEP 2: [CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION

TIPS:

- 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.)
 - THE VOUCHER NUMBER MUST BE LISTED IN THE APPROPRIATE LOCATION WHEN COMPLETING THE ONLINE APPLICATION (WHEN APPLICABLE). THE HOST TOURIST COMPANY REFERENCE NUMBER MUST BE LISTED IN THE APPROPRIATE BOX WHEN COMPLETING THE ONLINE APPLICATION.
 - THE CONSULATE WILL NOT ACCEPT WHITE-OUT OR ANY OTHER CORRECTIONS/NOTATION HAND-WRITTEN ON THE APPLICATION.
- 4.) **OFFICIAL VISA SUPPORT LETTER (MUST BE ORIGINAL)** –THE AUTHORIZING ORGANIZATION SHOULD BE REGISTERED WITH THE UNIFORM FEDERAL REGISTER OF THE TOUR OPERATORS OF THE RUSSIAN FEDERAL TOURISM AGENCY. THE AGENCIES NAME AND REGISTRATION NUMBER MUST BE LISTED ON THE VOUCHER 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.
 - 5.) **EMPLOYER LETTER (INDIAN NATIONALS ONLY)**

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- 6.) **MEDICAL/HEALTH INSURANCE** (THE APPLICANT MUST SUBMIT A COPY OF THEIR INTERNATIONAL HEALTH/MEDICAL INSURANCE CARD.)
- 7.) **COPY OF FLIGHT ITINERARY**
- 8.) **ONE (1) PROOF OF U.S. STATUS:** (PLEASE SUBMIT ONE OF THE FOLLOWING)
 - COPY OF FRONT AND BACK FOR PERMANENT RESIDENT CARD
 - ORIGINAL U.S. VISA AND PRINTED I-94 (VISIT <https://i94.cbp.dhs.gov/>)
- 9.) **CONSULATE OUTSOURCING/PROCESSING FEE:**
 - REGULAR PROCESSING (8 – 12 BUSINESS DAYS) : \$33.00
 - RUSH PROCESS (4 BUSINESS DAYS OR LESS): \$63.00
- 10.) **CONSULATE FEE*** (FEES VARY DEPENDING ON NATIONALITY AND/OR U.S. DOLLAR EXCHANGE RATE. PLEASE CONTACT OUR OFFICE FOR FURTHER GUIDANCE ON THE CONSULATE FEE IF NATIONALITY NOT SHOWN ON THE LIST BELOW)

IMPORTANT MEMOS:

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.

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:

- o COPY OF USSR PASSPORT WITH STAMP STATING YOU LEFT FOR PERMANENT RESIDENCE ABROAD, DATED PRIOR TO FEBRUARY 6TH, 1992
- o COPY OF A "VISA TO ISRAEL" ISSUED PRIOR TO FEBRUARY 6TH, 1992
- o COPY OF CERTIFICATE OF NATURALIZATION ISSUED PRIOR TO 1996
- o DOCUMENT CONFIRMING RENUNCIATION OF RUSSIAN CITIZENSHIP
- o COPY OF MAIN PAGE OF PASSPORT OF FORMER USSR STATE, ISSUED AFTER FEBRUARY 1992

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COUNTRY-SPECIFIC PROCESSING INFORMATION:

CITIZENS OF THE FOLLOWING COUNTRIES CAN TRAVEL TO RUSSIA WITHOUT A VISA FOR BUSINESS AND TOURISM:

GROUP 1	GROUP 2	GROUP 3	GROUP 4
ABKHAZIA ARMENIA AZERBAIJAN BELORUSSIA KAZAKHSTAN KYRGYZSTAN MOLDOVIA TAJIKISTAN TURKMENISTAN UZBEKISTAN UKRAINE	ARGENTINA ISRAEL VENEZUELA COLOMBIA CHILE NICARAGUA BRAZIL PERU	CUBA SERBIA THAILAND MONTENEGRO MACAO S.A.R. *HONG KONG S.A.R.	BOSNIA AND HERZEGOVINA MACEDONIA
CONDITIONS OF ENTRY			
STAY IN RUSSIA MUST NOT EXCEED 90 DAYS	STAY IN RUSSIA MUST NOT EXCEED 90 DAYS DURING EACH 180-DAY PERIOD AND CAN NOT BE INVOLVED IN ANY COMMERCIAL OR WORK RELATED ACTIVITIES	STAY IN RUSSIA MUST NOT EXCEED 30 DAYS * (HONG KONG S.A.R. PPT HOLDERS CAN ONLY STAY UP TO 14 DAYS)	ONLY IN CASE OF PRESENTING: INVITATION MADE ACCORDING TO RUSSIAN LAW; TOURIST VOUCHER; PASSPORT W/ MARKS "ПОСЛОВНО" OR "РОДЕЛОВО"

INDIAN PASSPORT HOLDER - THE CONSULATE REQUIRES THAT THE APPLICANT SUBMIT A COPY OF THEIR CONFIRMED TRAVEL ITINERARY ALONG WITH THE REST OF THE SUPPORTING VISA DOCUMENTS. ONLY AN ORIGINAL TOURIST CONFIRMATION/VOUCHER WILL BE ACKNOWLEDGED.

CHINESE PASSPORT HOLDER - ONLY AN ORIGINAL TOURIST INFORMATION/VOUCHER WILL BE ACKNOWLEDGED.

AUSTRALIA PASSPORT HOLDER – THE CONSULATE/EMBASSY WILL REQUIRE A DETAILED PERSONAL HISTORY (*WRITTEN IN RUSSIAN*) BE SUBMITTED WITH THE OTHER REQUIRED DOCUMENTS

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EXAMPLE OF EMPLOYER LETTER

INDIA PASSPORT HOLDERS ONLY

(DATE)

EMBASSY/CONSULATE OF RUSSIA

TO WHOM IT MAY CONCERN:

MR./MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS (POSITION) FOR (COMPANY NAME). MR. /MRS. (TRAVELER) PLANS TO VISIT (CITY, COUNTRY) FOR THE PURPOSE OF (DETAILED EXPLANATION OF TRIP) WITH (COMPANY TO BE VISITED).

MR./MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON (DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY, (EMPLOYER), WILL GUARANTEE MR./MRS. (TRAVELER)'S MAINTENANCE AND WILL BE RESPONSIBLE FOR HIS/HER WELFARE WHILE IN YOUR COUNTRY. HE/SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS/HER STAY, AND HAS PRE-PAID TRANSPORTATION TO RETURN TO THE UNITED STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. /MRS. (TRAVELER) THE APPROPRIATE (SINGLE/DOUBLE/MULTIPLE) ENTRY VISA AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

SUPERVISOR'S SIGNATURE HERE

(SUPERVISOR'S NAME)

(SUPERVISOR'S TITLE)