



# 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/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### **RETURN DOCUMENTS TO:**

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### **CREDIT CARD INFORMATION:**

CARD#: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

### **BILLING INSTRUCTIONS:**

YOUR P.O. OR REF#: \_\_\_\_\_

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$** \_\_\_\_\_

### **TRAVEL INFORMATION:**

TRAVELERS NAME: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_  
DATE YOU NEED PASSPORT: \_\_\_\_\_

### **RUSSIAN ONLINE APPLICATION DATA (REQUIRED):**

APPLICATION I.D. NUMBER: \_\_\_\_\_

APPLICAION PASSWORD: \_\_\_\_\_

VIP RESERVATION/FILE LOCATOR NUMBER: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

### **HOW DID YOU HEAR ABOUT VIP?**

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_\_\_\_



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## RUSSIA PRIVATE/HOME-STAY VISA NON-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>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 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>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 DAYS OR LESS PROCESS)	<u>                    </u>
OTHER FEES: _____	<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: 8-12 BUSINESS DAYS

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 LESS 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: 10-4-2017 (JENN)



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## RUSSIA PRIVATE VISA

### 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 \$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:**

- 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 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 “FIT TO PRINTABLE AREA (OR SYSTEM EQUIVALENT) AND THE AUTO-ROTATE AND CENTER BOX SHOULD BE LEFT UNCHECKED
- 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. PLEASE DO NOT LEAVE ANY BLANK FIELDS OR IT WILL CAUSE A DELAY.
- THE CONSULATE WILL NOT ACCEPT WHITE-OUT OR ANY OTHER CORRECTIONS/NOTATION HAND-WRITTEN ON THE APPLICATION.

**CONTINUED →**



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- 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)**
- 6.) **MEDICAL/HEALTH INSURANCE** (*THE APPLICANT MUST SUBMIT A COPY OF THEIR INTERNATIONAL HEALTH/MEDICAL INSURANCE CARD.*)
- 7.) **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/> )
- 8.) **CONSULATE OUTSOURCING/PROCESSING FEE:**
  - REGULAR PROCESSING (*8 – 12 BUSINESS DAYS*) : \$33.00
  - RUSH PROCESS (*4 BUSINESS DAYS OR LESS*): \$63.00
- 9.) **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*)

**CONTINUED →**



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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 "роделовно"

**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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## **IMPORTANT MEMOS:**

### **WORK VISAS (“работа”) AND STUDENT VISAS (“учеба”)**

IF YOUR INVITATION INDICATES THAT YOU WILL BE TRAVELING TO RUSSIA FOR WORK/STUDENT PURPOSES (IN ADDITION TO THE DOCUMENTS LISTED ABOVE) IT WILL BE REQUIRED TO PROVIDE THE ORIGINAL INVITATION LETTER AS WELL AS A CURRENT HIV LAB REPORT (COMPLETED WITHIN THE PAST (90) NINETY DAYS).

**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.

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE **(\*\*INIDA PASSPORT HOLDERS ONLY\*\*)**

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

GENTLEMEN:

MR. / MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS  
ENGAGED AS (POSITION) FOR (COMPANY NAME). MR. / MRS.  
(TRAVELER) PLANS TO VISIT (CITY) 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) 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 PREPAID TRANSPORTATION TO RETURN TO THE UNITED  
STATES.

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

THANK YOU,

(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS  
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.  
**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**