



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: 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: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____ - \$ _____
_____ - \$ _____
_____ - \$ _____

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 TOURIST 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>IF AVAILABLE</u>
COVER LETTER:	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
OFFICIAL INVITATION:	<u>1</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-TOURIST

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 VOUCHER AND CONFIRMATION NUMBER MUST BE LISTED IN THE APPROPRIATE LOCATION WHEN COMPLETING THE ONLINE APPLICATION
- THE AUTHORIZING ORGANIZATIONS NAME AND MINISTRY REGISTRATION NUMBER MUST BE LISTED IN THE APPROPRIATE BOX WHEN COMPLETING THE ONLINE APPLICATION

CONTINUED...



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4.) OFFICIAL VISA SUPPORT LETTER OR COPY OF YOUR VOUCHER AND CONFIRMATION FROM THE HOSTING AUTHORIZED RUSSIAN TRAVEL AGENCY, CRUISE LINE OR HOTEL - THE AUTHORIZING ORGANIZATION SHOULD BE DULY REGISTERED AS A TOURIST COMPANY WITH THE MINISTRY OF FOREIGN AFFAIRS - THE AGENCIES NAME AND REGISTRATION NUMBER MUST BE LISTED ON BOTH THE VOUCHER AND CONFIRMATION ALONG WITH:

- THE CITIES YOU INTEND TO VISIT
- THE ENTRY DATE AND EXIT DATE
- ADDRESS AND CONTACT INFORMATION FOR THE HOSTING AUTHORIZED ORGANIZATION/COMPANY
- INDICATE IF YOU WILL NEED A SINGLE OR DOUBLE ENTRY VISA TO BE ISSUED

***IF YOU DO NOT HAVE THE OFFICIAL TOURIST VISA SUPPORT LETTER AND YOU WANT VIP TO OBTAIN THIS FOR YOU - WE WILL NEED YOU TO [\(CLICK HERE\)](#) TO COMPLETE THE REQUIRED DOCUMENTS THAT WE WILL NEED YOU TO SEND TO US PRIOR TO COMPLETING THE ONLINE APPLICATION - YOU WILL RECEIVE A CONFIRMATION OF YOUR REQUEST LISTING THE VOUCHER AND CONFIRMATION NUMBER ALONG WITH THE AGENCY NAME AND THEIR REFERENCE NUMBER - THIS INFORMATION WILL NEED TO BE LISTED ON YOUR RUSSIA VISA APPLICATION PRIOR TO PRINTING THE FINAL VERSION**

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

VALIDITY: VISAS ARE VALID FOR THE EXACT DATES INDICATED ON YOUR OFFICIAL INVITATION, VISA SUPPORT LETTER OR HOTEL CONFIRMATION AND VOUCHER

SPECIAL NOTE: THE CONSULATE 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.

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RUSSIA COVER LETTER

CONSULATE OF THE RUSSIAN FEDERATION
1333 WEST LOOP SOUTH, 13th 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 TRAVEL	[] GROUP (PACKAGE) TOUR	[] CRUISE
BUSINESS [] CULTURAL [] EXCHANGE	[] SCIENTIFIC (ECONOMIC) (EXCHANGE)	[] OTHER BUSINESS

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)

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: _____