



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: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____

COMPANY: _____

ADDRESS: _____

CITY/ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

CREDIT CARD INFORMATION:

CARD #: _____

EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

TRAVEL INFORMATION:

TRAVELERS NAME: _____ PURPOSE OF TRIP: _____

DATE OF USA DEPARTURE: _____ DATE YOU NEED PASSPORT: _____

RUSSIAN ONLINE APPLICATION DATA (REQUIRED):

APPLICATION ID NUMBER: _____

APPLICATION PASSWORD: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER___ INTERNET___ REFERRED___ BY_____ WALK-IN___

RETURN DOCUMENTS TO:

CONTACT: _____

COMPANY: _____

ADDRESS: _____

CITY/ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

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



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RUSSIA TOURIST VISA 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>IF AVAILABLE</u>
OFFICIAL INVITATION:	<u>1</u>	COVER LETTER:	<u>N/A</u>

OTHER: **SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS. PLEASE BE SURE TO**

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>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (3 DAY RUSH PROCESS)	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 TO 7 DAY PROCESS)	<u> </u>
OTHER FEES: <u>CONSULATE PROCESSING/OUTSOURCING FEE</u>	<u> </u>
OTHER FEES: <u>APPLICATION CORRECTION/"INSTITUTION FEE"</u>	<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 ST OVERNIGHT DELIVERY	\$75.00

**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 3 BUSINESS DAYS (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED WITHIN 4 TO 7 BUSINESS DAYS (\$20.00 SPECIAL HANDLING FEE) FROM THE TIME THAT WE SUBMIT YOUR APPLICATION TO THE VISA PROCESSING CENTER. **RUSH SERVICE IS NOT AVAILABLE FOR THREE-YEAR VISA REQUESTS.**

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: 24/25/4239 (JENN/UFN)

Specializing in Visas, Passports, Document Legalization and Translations



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RUSSIA TOURIST VISA

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **ONE (1) U.S. PASSPORT, SIGNED** - MINIMUM OF 6 MONTHS REMAINING VALIDITY FROM THE DATE OF DEPARTURE TO RUSSIA AND 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 PRINTED FRONT AND BACK ON ONE PIECE OF PAPER AND 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 VISA WILL BE ISSUED FOR THE EXACT DATES LISTED ON THE INVITATION. PLEASE BE SURE THAT THE APPLICATION FORM REFLECTS THESE DATES, AS WELL.

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- 4.) ***OFFICIAL VISA SUPPORT LETTER OR COPY OF YOUR VOUCHER FROM THE HOSTING AUTHORIZED RUSSIAN TRAVEL AGENCY, TOUR COMPANY, CRUISE LINE OR HOTEL** - THE AUTHORIZING ORGANIZATION SHOULD BE DULY REGISTERED WITH THE UNIFORM FEDERAL REGISTER OF THE TOUR OPERATORS OF THE RUSSIAN FEDERAL TOURISM AGENCY. THE AGENCY'S NAME AND REGISTRATION NUMBER MUST BE LISTED ON THE VOUCHER WITH:

- THE CITIES YOU INTEND TO VISIT
- 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.
- ADDRESS AND CONTACT INFORMATION FOR THE HOSTING AUTHORIZED ORGANIZATION/COMPANY.

***IF YOU DO NOT HAVE THE OFFICIAL TOURIST VISA SUPPORT LETTER AND YOU WANT VIP TO OBTAIN THIS FOR YOU - [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 NUMBER ALONG WITH THE AGENCY NAME AND THEIR REFERENCE NUMBER. THIS INFORMATION WILL NEED TO BE LISTED ON THE RUSSIA VISA APPLICATION PRIOR TO PRINTING THE FINAL VERSION.**

- 5.) **IF YOUR INVITATION WAS ISSUED FOR A THREE-YEAR, MULTIPLE ENTRY VISA, AND INDICATES THAT THE VISA IS TO BE PROCESSED IN HOUSTON, PLEASE ALSO SUBMIT THE FOLLOWING DOCUMENTS:**

- COPY OF MOST RECENT BANK STATEMENT
- 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

CONTINUED→



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6.) CONSULATE PROCESSING/OUTSOURCING FEE:

PROCESSING FEES FOR CONSULATE AND OUTSOURCING COMPANY (SINGLE ENTRY)			
PROCESSING SPEED	CONSULATE FEE	OUTSOURCING FEE	TOTAL
8-10 BUSINESS DAYS	\$90.00	\$33.00	\$123.00
4-7 BUSINESS DAYS*	\$180.00	\$33.00	\$213.00
3 BUSINESS DAYS*	\$180.00	\$63.00	\$243.00

PROCESSING FEES FOR CONSULATE AND OUTSOURCING COMPANY (DOUBLE ENTRY)			
PROCESSING SPEED	CONSULATE FEE	OUTSOURCING FEE	TOTAL
8-10 BUSINESS DAYS	\$144.00	\$33.00	\$177.00
4-7 BUSINESS DAYS*	\$288.00	\$33.00	\$321.00
3 BUSINESS DAYS*	\$288.00	\$63.00	\$351.00

PROCESSING FEES FOR CONSULATE AND OUTSOURCING COMPANY (3 YEAR MULTIPLE ENTRY)			
PROCESSING SPEED	CONSULATE FEE	OUTSOURCING FEE	TOTAL
10 - 15 BUSINESS DAYS	\$270.00	\$33.00	\$303.00

**RUSH SERVICE IS NOT AVAILABLE ON 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 THE PASSPORT IS IN HAND.

VALIDITY: THE LENGTH OF STAY AND THE VALIDITY OF THE VISA WILL BE DETERMINED BY THE ISSUING VISA OFFICER TAKING INTO CONSIDERATION THE INFORMATION LISTED ON YOUR APPLICATION AND CONFIRMATION/INVITATION.

REVISED: 02-03-2017 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations

Consulate General of Russia In Houston

1333 West Loop South, Suite 1300, Houston TX 77027
Tel: (713)337-3300, Fax: (713) 337-3305

DATE: _____

Certificate on the Makeup of the Applicant's Family

<i>No.</i>	<i>Name</i>	<i>Date of Birth</i>	<i>Relationship</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

SIGNATURE OF APPLICANT: _____