

# 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: [vipinfo@vippassports.com](mailto: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 TOURIST VISA

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-COLOR	TRAVEL ITINERARY:	1-COPY
OFFICIAL INVITATION:	1		

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

SPECIAL HANDLING FEE: (LESS THAN 4 DAY PROCESS) \_\_\_\_\_

OTHER FEES: CONSULATE PROCESSING/OUTSOURCING FEE \_\_\_\_\_

"INSTITUTION FEE"/APPLICATION CORRECTION \_\_\_\_\_

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 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	SEE NEXT PAGES
PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 5 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$50.00 SPECIAL HANDLING). <b>RUSH SERVICE IS NOT AVAILABLE FOR THREE-YEAR REQUESTS.</b>	

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

REVISED 9-20-2018 JENN

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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 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 FOR COMPLETING THE ONLINE APPLICATION

- 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 VISA WILL BE ISSUED FOR THE EXACT DATES LISTED ON THE INVITATION. PLEASE BE SURE THAT THE APPLICATION FORM REFLECTS THESE DATES, AS WELL.
- 4.) **\* OFFICIAL VISA SUPPORT LETTER OR COPY OF 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.

**\*SINGLE OR DOUBLE-ENTRY REQUESTS ONLY** - 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.

**CONTINUED →**

*Specializing in Visas, Passports, Document Legalization and Translations*

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- 5.) COPY OF MOST RECENT BANK STATEMENT (3 – YEAR REQUESTS ONLY) – MUST SHOW A MINIMUM BALANCE OF \$3,000
- 6.) COPY OF PROOF OF HEALTH INSURANCE, VALID IN RUSSIA (3 – YEAR REQUESTS ONLY)
- 7.) CONSULATE PROCESSING/OUTSOURCING FEE:

## SINGLE – ENTRY TOURIST VISA

PROCESS SPEED	6 TO 8 BUSINESS DAYS	3 TO 4 BUSINESS DAYS
CONSULATE FEE	\$90.00	\$180.00
OUTSOURCING FEE	\$33.00	\$33.00
<b>TOTAL FEE</b>	<b>\$123.00</b>	<b>\$213.00</b>

## DOUBLE - ENTRY TOURIST VISA

PROCESS SPEED	6 TO 8 BUSINESS DAYS	3 TO 4 BUSINESS DAYS
CONSULATE FEE	\$144.00	\$288.00
OUTSOURCING FEE	\$33.00	\$33.00
<b>TOTAL FEE</b>	<b>\$177.00</b>	<b>\$321.00</b>

## THREE-YEAR MULTIPLE ENTRY TOURIST VISA

PROCESS SPEED	10 TO 12 BUSINESS DAYS	NO RUSH SERVICE
CONSULATE FEE	\$270.00	IS AVAILABLE
OUTSOURCING FEE	\$33.00	FOR
<b>TOTAL FEE</b>	<b>\$303.00</b>	THREE-YEAR VISAS

CONTINUED →

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## **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.

**PASSPORT VALIDITY:** IF THE APPLICANT'S PASSPORT HAS A REMAINING VALIDITY LESS THAN 6 MONTHS BEYOND THE INDICATED VALIDITY OF THE INVITATION, THE CONSULATE WILL ISSUE THE VISA ONLY UP TO SIX MONTHS BEFORE THE PASSPORT EXPIRES.

**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.

### **ADDITIONAL DOCUMENTS:**

- IF YOUR INVITATION WAS ISSUED FOR A THREE-YEAR, MULTIPLE ENTRY VISA, AND INDICATES THAT THE VISA IS TO BE PROCESSED IN HOUSTON, PLEASE NOTE THAT THE CONSULATE HAS BEEN KNOWN TO ASK FOR THE FOLLOWING DOCUMENTS, IN ADDITION TO THE DOCUMENTS REQUESTED ABOVE:
  - LETTER OR STATEMENT FROM EMPLOYER – MUST INDICATE WAGES FROM PRECEDING YEAR, HALF YEAR
  - CERTIFICATE OF FAMILY MAKE UP
  - 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
- **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:
  - COPY OF USSR PASSPORT WITH STAMP STATING YOU LEFT FOR PERMANENT RESIDENCE ABROAD, DATED PRIOR TO FEBRUARY 6<sup>TH</sup>, 1992
  - COPY OF A "VISA TO ISRAEL" ISSUED PRIOR TO FEBRUARY 6<sup>TH</sup>, 1992
  - COPY OF CERTIFICATE OF NATURALIZATION ISSUED PRIOR TO 1996
  - DOCUMENT CONFIRMING RENUNCIATION OF RUSSIAN CITIZENSHIP
  - COPY OF MAIN PAGE OF PASSPORT OF FORMER USSR STATE, ISSUED AFTER FEBRUARY 1992

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