

# 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 TRANSIT 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
ON-WARD TICKET:	1-COPY		

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 PROCESS/OUTSOURCING FEE	
"INSTITUTION FEE"/APPLICATION CORRECTION	
ADD RETURN SHIPPING FEE:	

TOTAL: (NO PERSONAL CHECKS PLEASE)

<b>RETURN SHIPPING FEES (SELECT ONE)</b>	
<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:	<b>9 DAYS OR MORE</b>
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 YOUR DOCUMENTS BY OVERNIGHT COURIER THAT OFFERS EARLY MORNING DELIVERY BY 8:00 A.M.

REVISED 9-21-2018 JENN

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## RUSSIA TRANSIT VISA

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **SIGNED PASSPORT** – MUST BE VALID FOR A MINIMUM OF 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** 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 CONSULATE WILL NOT ACCEPT WHITE-OUT OR ANY OTHER CORRECTIONS/NOTATION HAND-WRITTEN ON THE APPLICATION.
- 4.) **COPY OF CONFIRMED AIRLINE TICKET** SHOWING ONWARD TRAVEL
  - 5.) **COPY OF PASSPORT PAGE CONTAINING** VISA FOR COUNTRY TO BE VISITED AFTER LEAVING RUSSIA
  - 6.) **COMPLETED COVER LETTER** LISTING ALL THE PERTINENT INFORMATION (SEE LAST PAGE)
  - 7.) **MEDICAL/HEALTH INSURANCE** (THE APPLICANT MUST SUBMIT A COPY OF THEIR INTERNATIONAL HEALTH/MEDICAL INSURANCE CARD.)

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- 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://cbp.dhs.gov/> )
- 9.) **CONSULATE OUTSOURCING/PROCESSING FEE:**
- FOUR (4) DAYS OR MORE PROCESS: \$33.00
  - THREE (3) DAYS OR LESS PROCESS: \$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)

FEES FOR ALL EASTERN EUROPEAN COUNTRIES					
AUSTRIA	BELGIUM	BULGARIA	CYPRUS	CZECH REP.	DENMARK
ESTONIA	FINLAND	FRANCE	GERMANY	HUNGARY	GREECE
ITALY	LATVIA	LITHUANIA	LUXEMBOURG	MALTA	THE NETHERLANDS
NORWAY	POLAND	PORTUGAL	ROMANIA	SLOVAKIA	SLOVENIA
SPAIN		SWEDEN		SWITZERLAND	
PROCESS TIME					CONSULATE FEE
ALLOW 8 BUSINESS DAYS OR <u>MORE</u>					\$50.00
ALLOW 7 BUSINESS DAYS OR <u>LESS</u>					\$100.00

## 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.

**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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## 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 MAY NOT BE INVOLVED IN ANY COMMERCIAL OR WORK RELATED ACTIVITIES	STAY IN RUSSIA MUST NOT EXCEED 30 DAYS AND ARE NOT ENTITLED TO WORK *(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.

### **A TOURIST VISA APPLICATION REQUEST WILL NOT BE ACCEPTED FROM THE FOLLOWING COUNTRIES:**

ALGERIA	ANGOLA	AFGHANISTAN	BANGLADESH
VIETNAM	IRAQ	IRAN	REP. OF KOREA
NEPAL	NIGERIA	PAKISTAN	RWANDA
SYRIA	SOMALI	TURKEY	SRI-LANKA
ETHIOPIA	CHAD		

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