

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: 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 <input type="checkbox"/> (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 <input type="checkbox"/> (CHECK BOX TO WAIVE SIGNATURE)	
CONTACT & COMPANY NAME	
ADDRESS (STREET, CITY, STATE, ZIP)	
PHONE NUMBER	
CELL NUMBER	
FAX NUMBER	
EMAIL	

METHOD OF PAYMENT			
<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$ _____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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RUSSIA TRANSIT 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
COPY OF ONWARD TICKET:	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 ST OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	SEE NEXT PAGE
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 PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS EARLY MORNING DELIVERY BY 8:00 A.M.

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RUSSIA TRANSIT 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 \$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.)
- 4.) **ONE (1) COPY OF PASSPORT PAGE** SHOWING VISA OF THE COUNTRY TO BE VISITED AFTER DEPARTING RUSSIA
 - 5.) **COPY OF AIRLINE TICKET SHOWING** ONWARD TRAVEL FROM RUSSIA

CONSULATE/PROCESSING FEES:

SINGLE – ENTRY BUSINESS 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
TOTAL FEE	\$123.00	\$213.00

DOUBLE - ENTRY BUSINESS 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
TOTAL FEE	\$177.00	\$321.00

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 YOUR 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 TRAVEL DOCUMENTS.

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:

- o COPY OF USSR PASSPORT WITH STAMP STATING YOU LEFT FOR PERMANENT RESIDENCE ABROAD, DATED PRIOR TO FEBRUARY 6TH, 1992
- o COPY OF A "VISA TO ISRAEL" ISSUED PRIOR TO FEBRUARY 6TH, 1992
- o COPY OF CERTIFICATE OF NATURALIZATION ISSUED PRIOR TO 1996
- o DOCUMENT CONFIRMING RENUNCIATION OF RUSSIAN CITIZENSHIP
- o COPY OF MAIN PAGE OF PASSPORT OF FORMER USSR STATE, ISSUED AFTER FEBRUARY 1992

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