



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: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ZIP: _____
PHONE: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD #: _____
EXP. DATE: _____ CVV#: _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

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

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___



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RUSSIA TRANSIT 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>	COPY OF TICKET:	<u>1</u>
COVER LETTER:	<u>N/A</u>	ONWARD VISA-COPY:	<u>1</u>
OFFICIAL INVITATION:	<u>N/A</u>	RELEASE LETTER:	<u>N/A</u>

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

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/OUTSOURCEING 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.

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)



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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 \$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
- 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

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

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.

REVISED: 02-03-2017 (SDL)