



# 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: [info@vippassports.com](mailto:info@vippassports.com)

## **WORK ORDER REQUEST FORM**

***(RETURN THIS FORM WITH EACH REQUEST)***

### **BILL TO:**

CONTACT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST: \_\_\_\_\_

PHONE: \_\_\_\_\_

CELL: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### **SHIP TO:**

CONTACT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST: \_\_\_\_\_

PHONE: \_\_\_\_\_

CELL: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### **CREDIT CARD INFORMATION:**

CARD #: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

### **SIGNATURE OF CARD HOLDER**

**REQUIRED:** \_\_\_\_\_

### **BILLING INSTRUCTIONS:**

COMPANY P.O. OR REF #: \_\_\_\_\_

AUTHORIZED AMOUNT TO CHARGE 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 MULTIPLE-ENTRY BUSINESS VISA NON-U.S. PASSPORT VISA

### 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>
COVER LETTER:	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
OFFICIAL INVITATION:	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: SEE NEXT PAGE FOR MORE INSTRUCTIONS. PLEASE BE SURE TO  
LIST THE APPLICATION ID NUMBER HERE: ( )  
AND THE APPLICATION PASSWORD HERE: ( )

**PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS**

### FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (3 DAY RUSH PROCESS)	<u>                    </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 TO 6 DAY PROCESS)	<u>                    </u>
OTHER FEES: _____	<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 <sup>ST</sup> OVERNIGHT LETTER	\$75.00

### \*\*VISA PROCESSING TIME

REGULAR PROCESSING TIME: 9 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 6 BUSINESS DAYS (\$20.00 SPECIAL HANDLING FEE) FROM THE TIME THAT WE SUBMIT YOUR APPLICATION TO THE CONSULATE/EMBASSY.

COMMENTS: IN THE EVENT YOU ARE REQUESTING SPECIAL HANDLING, PLEASE SEND YOUR PACKAGE BY AN OVERNIGHT COURIER THAT OFFERS AN 8:00 AM EARLY MORNING DELIVERY.

REVISED: 04-04-2017 (JENN-SDL)

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



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## **RUSSIA MULTIPLE ENTRY BUSINESS (“ДЕЛОВАЯ”) VISA**

*PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS*

- 1.) **ONE (1) ORIGINAL PASSPORT, SIGNED** - MINIMUM OF 18 MONTHS REMAINING VALIDITY FROM THE DATE OF SUBMISSION 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 INVITATION OR TELEX REFERENCE NUMBER ONCE OBTAINED MUST BE LISTED IN THE APPROPRIATE LOCATION WHEN COMPLETING THE ONLINE APPLICATION PLEASE DO NOT LEAVE ANY BLANK FIELDS OR IT WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION
- THE CONSULATE WILL NOT ACCEPT WHITE-OUT OR ANY OTHER HAND-WRITTEN CORRECTIONS/NOTATIONS ON THE APPLICATIONS.

**CONTINUED→**



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4.) **\*OFFICIAL INVITATION (ORIGINAL) OR A COPY OF THE TELEX REQUESTING A BUSINESS VISA BE ISSUED-** THIS LETTER (OR TELEX) FROM RUSSIA SHOULD BE ISSUED THROUGH THE RUSSIAN FEDERAL MIGRATION SERVICE, ITS LOCAL OFFICES OR THE RUSSIAN MINISTRY OF FOREIGN AFFAIRS, ITS REGIONAL REPRESENTATIVES, OR ANY AUTHORIZED RUSSIAN AGENCY – THE LETTER MUST CONTAIN THE OFFICIAL SEAL WITH:

- INVITATION NUMBER
- 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 MULTIPLE ENTRY VISA
- IF THE APPROVAL WAS SENT DIRECTLY TO THE EMBASSY OR CONSULATE VIA TELEX WE WILL NEED THE TELEX NUMBER AND THE LOCATION OF THE CONSULATE OR EMBASSY FOR VISA COLLECTION
- IF THE INVITATION IS REQUESTING A WORK VISA OR STUDENT VISA, PLEASE SEE THE IMPORTANT MEMOS ON PAGE 6

**\*IF YOU DO NOT HAVE THE OFFICIAL INVITATION OR 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 INVITATION NUMBER, THE NAME OF THE RUSSIAN RECEIVING ORGANIZATION AND THE CITY IN WHICH THEY ARE LOCATED- THIS INFORMATION WILL NEED TO BE LISTED ON THE RUSSIA VISA APPLICATION PRIOR TO PRINTING THE FINAL VERSION.**

5.) **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	

**CONTINUED →**



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- 6.) **COMPLETED COVER LETTER** LISTING ALL THE PERTINENT INFORMATION (*SEE LAST PAGE*)
- 7.) **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://i94.cbp.dhs.gov/> )
- 8.) **ONE (1) COPY OF MEDICAL/HEALTH INSURANCE** (*MUST SHOW NAME AND POLICY NUMBER, AND BE VALID FOR USE IN RUSSIA*)
- 9.) **CONSULATE OUTSOURCING/PROCESSING FEE:**
- FOUR (4) DAYS OR MORE PROCESS: \$33.00
  - THREE (3) DAYS OR LESS PROCESS: \$63.00

**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.

## **COUNTRY SPECIFIC PROCESSING INFORMATION:**

**CITIZENS OF THE FOLLOWING COUNTRIES CAN TRAVEL TO RUSSIA WITHOUT A VISA :**

<b>GROUP 1</b>	<b>GROUP 2</b>	<b>GROUP 3</b>	<b>GROUP 4</b>
ABKHAZIA ARMENIA AZERBAIJAN BELORUSSIA KAZAKHSTAN KYRGYZSTAN MOLDAVIA SOUTH OSSETIA TAJIKISTAN TURKMENISTAN UZBEKISTAN UKRAINE	ARGENTINA ISRAEL VENEZUELA COLOMBIA CHILE NICARAGUA BRAZIL PERU	CUBA SERVIA THAILAND MONTENEGRO MACAO S.A.R. *HONG KONG S.A.R.	BONSIA AND HERZEGOVINA MACEDONIA
<b>CONDITIONS OF ENTRY</b>			
STAY IN RUSSIA MUST NOT EXCEED 90 DAYS	STAY IN RUSSIA MUST NOT EXCEED 90 DAYS DURING EACH 180-DAY PERIOD-PROVIDED THEY WILL NOT BE INVOLVED IN ANY COMMERCIAL OR WORK RELATED ACTIVITIES	STAY IN RUSSIA MUST NOT EXCEED 30 DAYS AND THEY ARE NOT ENTITLED TO WORK WHILE IN RUSSIA *(HONG KONG S.A.R. PASSPORT 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 "роделовно"



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**INDIAN PASSPORT HOLDER** - THE CONSULATE REQUIRES A COPY OF THE CONFIRMED TRAVEL ITINERARY AND A COMPANY LETTER OF GUARANTEE FROM THE EMPLOYER ALONG WITH THE REST OF THE SUPPORTING VISA DOCUMENTS. AN ORIGINAL OFFICIAL INVITATION FROM THE MINISTRY IS REQUIRED. THE CONSULATE/EMBASSY WILL NOT ACCEPT A TELEX.

**NIGERIAN PASSPORT HOLDER** – THE CONSULATE/EMBASSY HAS BEEN KNOWN TO REQUEST APPLICANTS MAKE A PERSONAL APPEARANCE AND OR REQUEST A LETTER OF SUPPORT FROM THE NIGERIAN EMBASSY PRIOR TO ACCEPTING THE APPLICATION.

## 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). THE CONSULATE RECOMMENDS THAT YOU DO NOT BUY YOUR AIRLINE TICKET UNTIL YOU SEE THE ENTRY DATE AS LISTED ON THE VISA.

**VALIDITY:** VISAS ARE VALID FOR THE EXACT DATES INDICATED ON YOUR OFFICIAL INVITATION OR VISA SUPPORT LETTER.

**REVISED: 04-04-2017 (SDL)**



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## RUSSIA COVER LETTER (MULTIPLE ENTRY)

CONSULATE OF THE RUSSIAN FEDERATION  
1333 WEST LOOP SOUTH, 13<sup>th</sup> FLOOR  
HOUSTON, TX 77027

TODAY'S DATE: \_\_/\_\_/\_\_

USA DEPARTURE DATE: \_\_/\_\_/\_\_

DEAR SIRs,

WE SUBMIT HERewith ONE VISA APPLICATION FORM WITH ONE PHOTOGRAPH FOR THE CLIENT(S) MENTIONED BELOW WHO REQUEST MULTIPLE ENTRY VISA(S) FOR TRAVEL TO THE RUSSIAN FEDERATION.

THE PURPOSE OF TRAVEL IS (CHECK WHERE APPLICABLE)

BUSINESS  CULTURAL  SCIENTIFIC  OTHER  
 EXCHANGE  (ECONOMIC) BUSINESS  
 (EXCHANGE)

NAME(S)	DATE OF BIRTH(S)	PASSPORT #(S)	EXPIRATION(S)
---------	------------------	---------------	---------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

POINT OF ENTRY \_\_\_\_\_ ON \_\_\_\_\_ BY \_\_\_\_\_

(ITINERARY INTO RUSSIA – INCLUDE ALL THE PLACES TO BE VISITED BELOW)

\_\_\_\_\_

POINT OF EXIT \_\_\_\_\_ ON \_\_\_\_\_ BY \_\_\_\_\_

WE HEREBY CERTIFY THAT THE TRIP FOR THE ABOVE CLIENT(S) HAS BEEN BOOKED FOR JOURNEY TO AND FROM RUSSIA ACCORDING TO THE ITINERARY AND DATES INDICATED ABOVE.

TELEX REFERENCE NUMBER: \_\_\_\_\_

DATE TELEX IS TO BE RECEIVED AT CONSULATE: \_\_\_\_\_

CONSULATE LOCATION OF TELEX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_