



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/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

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

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

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

TRAVEL INFORMATION:

TRAVELERS NAME: _____
DATE OF BIRTH: _____

DATE OF USA DEPARTURE: _____
DATE YOU NEED PASSPORT: _____

RUSSIAN ONLINE APPLICATION DATA (REQUIRED):

APPLICATION I.D. NUMBER: _____

APPLICAION PASSWORD: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____

Specializing in Visas, Passports, Document Legalization and Translations



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RUSSIA BUSINESS (“ДЕЛОВАЯ”) VISA

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **ONE (1) ORIGINAL PASSPORT, SIGNED** – 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** 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.

- 4.) **COMPLETED COVER LETTER** LISTING ALL THE PERTINENT INFORMATION (*SEE LAST PAGE*)

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- 5.) **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/>)
- 6.) **ONE (1) COPY OF MEDICAL/HEALTH INSURANCE** (MUST SHOW NAME AND POLICY NUMBER, AND BE VALID FOR USE IN RUSSIA)
- 7.) **ONE (1) OFFICIAL INVITATION OR A COPY OF TELEX REQUESTING A BUSINESS VISA**
- INVITATIONS MUST BE EITHER THE ORIGINAL OR A CLEAR COPY
 - COPY OF TELEX MUST HAVE CONTAIN ALL OF THE FOLLOWING INFO:
 - INDICATE IF THE VISA SHOULD BE ISSUED TO ALLOW A SINGLE OR DOUBLE ENTRY VISA.
 - THE TELEX NUMBER AND THE LOCATION OF THE CONSULATE/EMBASSY IF AN APPROVAL WAS SENT DIRECTLY TO THE EMBASSY OR CONSULATE VIA TELEX FOR VISA COLLECTION.
 - INVITATIONS REQUESTING A WORK VISA OR STUDENT VISA WILL NEED TO ADHERE TO THE GUIDELINES SPECIFIED (SEE THE IMPORTANT MEMOS ATTACHED)

***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-THE INFORMATION WILL NEED TO BE LISTED ON THE RUSSIA VISA APPLICATION PRIOR TO PRINTING THE FINAL VERSION.**

- 8.) **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

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9.) CONSULATE OUTSOURCING/PROCESSING FEE:

- a. FOUR (4) DAYS OR MORE PROCESS: \$33.00
- b. 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 FOR BUSINESS AND TOURISM:

GROUP 1	GROUP 2	GROUP 3	GROUP 4
ABKHAZIA ARMENIA AZERBAIJAN BELORUSSIA KAZAKHSTAN KYRGYZSTAN MOLDAVIA SOUTH OSSETIA 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	BONSIA 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 SAR 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 "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

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

TODAY'S DATE: __/__/__

USA DEPARTURE DATE: __/__/__

DEAR SIRs,

WE SUBMIT HERewith ONE VISA APPLICATION FORMS WITH ONE PHOTOGRAPH FOR THE CLIENT(S) MENTIONED BELOW WHO REQUEST BUSINESS 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 TOUR 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: _____