

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 (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 BUSINESS 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
INVITATION:	1		

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 PROCESSING/OUTSOURCING FEE	
"INSTITUTION FEE"/APPLICATION CORRECTION	
ADD 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:	6 TO 8 DAYS
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

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 \$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:

- 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 INVITATION OR TELEX REFERENCE NUMBER ONCE OBTAINED MUST BE LISTED IN THE APPROPRIATE LOCATION WHEN COMPLETING THE ONLINE APPLICATION
- THE CONSULATE WILL NOT ACCEPT WHITE-OUT OR ANY OTHER HAND-WRITTEN CORRECTIONS/NOTATIONS ON THE APPLICATIONS.

4.) **ONE (1) PROOF OF U.S. STATUS:** (PLEASE SUBMIT ONE OF THE FOLLOWING)

- a. COPY OF FRONT AND BACK FOR PERMANENT RESIDENT CARD
- b. ORIGINAL U.S. VISA AND PRINTED I-94 (VISIT <https://i94.cbp.dhs.gov/>)

5.) **ONE (1) COPY OF MEDICAL/HEALTH INSURANCE** (MUST SHOW NAME AND POLICY NUMBER, AND BE VALID FOR USE IN RUSSIA)

6.) **ONE (1) OFFICIAL INVITATION OR A COPY OF TELEX REQUESTING A BUSINESS VISA**

- a. INVITATIONS MUST BE EITHER THE ORIGINAL
- b. 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.
- c. INVITATIONS REQUESTING A WORK VISA OR STUDENT VISA WILL NEED TO ADHERE TO THE GUIDELINES SPECIFIED (SEE THE IMPORTANT MEMOS ATTACHED)

CONTINUED →

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

7.) COPY OF TRAVEL ITINERARY

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

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.

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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 MOLDAVIA SOUTH OSSETIA TAJIKISTAN TURKMENISTAN UZBEKISTAN UKRAINE	ARGENTINA ISRAEL VENEZUELA COLOMBIA CHILE NICARAGUA PERU	CUBA SERBIA THAILAND MONTENEGRO MACAO S.A.R. * HONG KONG S.A.R	BONSLIA 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 "POSLOVNO" OR "роделовно"

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.

CONTINUED →

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IMPORTANT MEMOS:

VALIDITY: VISAS ARE VALID FOR THE EXACT DATES INDICATED ON YOUR OFFICIAL INVITATION OR VISA SUPPORT LETTER UNLESS REQUESTING AN "AIM" TOURIST VISA. FOR "AIM" VISAS, THE VISA WILL BE ISSUED FOR THE DATES AS INDICATED ON THE ITINERARY.

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

REVISED 9-21-2018 JENN