



VIP SERVICES

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: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

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

SIGNATURE OF CARD HOLDER REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY _____ WALK-IN _____



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VISA INSTRUCTION SHEET

APPLICATION (S) REQUESTED FOR: RUSSIA BUSINESS - NON USA PASSPORT

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 DETAILED INSTRUCTIONS. PLEASE BE SURE TO LIST THE DECLARANT 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>\$75.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$3.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 DAY RUSH PROCESS)	<u> </u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (5 TO 9 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 ST OVERNIGHT LETTER	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 10 DAYS OR MORE

PLEASE MARK THE APPROPRIATE BOX IF YOU WANT VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 4 BUSINESS DAYS (\$50.00 SPECIAL HANDLING) OR HAVE THE VISA ISSUED WITHIN 5 TO 9 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: 09-23-2011 (SDL)

Specializing in Visas, Passports, Document Legalization and Translations



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RUSSIA BUSINESS VISA FOR A NON USA PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) ORIGINAL SIGNED PASSPORT (MUST HAVE AT LEAST 2 SIDE BY SIDE BLANK VISA PAGES AND BE VALID FOR NO LESS THAN 6 MONTHS FROM THE DATE OF DEPARTURE FROM RUSSIA-IF YOU APPLY FOR A WORK VISA OR A STUDENT VISA YOUR PASSPORT SHOULD BE VALID FOR NO LESS THAN 18 MONTHS FROM THE DAY WE SUBMIT YOUR APPLICATION)
- 2.) (1) ONE PASSPORT-TYPE PHOTOGRAPH (1 3/8" BY 1 3/4")
- 3.) (1) ONE ORIGINAL APPLICATION FORMS, IF YOU HOLD A PASSPORT FROM THE UNITED KINGDOM, CANADA OR GEORGIA BE SURE TO PRINT THE 2 PAGE FORM FRONT AND BACK ON 1 (ONE) PIECE OF PAPER AND SIGN THE ORIGINAL APPLICATION - ALL OTHER NATIONALITIES WILL HAVE A 1 PAGE APPLICATION. PRIOR TO COMPLETING THE ONLINE APPLICATION PLEASE PRINT OUT THE GUIDE TO COMPLETING THE ONLINE APPLICATION BY CLICKING ON THE LINK BELOW:

[CLICK HERE](#) TO PRINT OUT OR VIEW THE GUIDE TO COMPLETING THE ONLINE APPLICATION

[CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION

- 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 "NONE" AND THE AUTO-ROTATE AND CENTER BOX SHOULD BE LEFT UNCHECKED
- ALL QUESTIONS MUST BE ANSWERED, PLEASE DO NOT LEAVE ANY BLANKS OR IT WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION
- THE INVITATION NUMBER MUST BE LISTED IN THE APPROPRIATE LOCATION WHEN COMPLETING THE ONLINE APPLICATION
- THE NAME OF THE RUSSIAN RECEIVING ORGANIZATION MUST BE LISTED IN THE APPROPRIATE BOX WHEN COMPLETING THE ONLINE APPLICATION

CONTINUED...



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- 4.) OFFICIAL INVITATION (GOOD CLEAR COPY OR THE 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, IT'S LOCAL OFFICES OR THE RUSSIAN MINISTRY OF FOREIGN AFFAIRS, IT'S REGIONAL REPRESENTATIVES, OR ANY AUTHORIZED RUSSIAN AGENCY - THE LETTER MUST CONTAIN THE OFFICIAL SEAL ALONG WITH:
- INVITATION NUMBER
 - THE ENTRY DATE (EARLIEST ENTRY DATE) AND EXIT DATE (THE DATE THE VISA WILL BE VALID TILL)
 - INDICATE THE VISA SHOULD BE ISSUED TO ALLOW SINGLE OR DOUBLE ENTRY
 - 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 THE NEXT PAGE
- *IF YOU DO NOT HAVE THE OFFICIAL INVITATION OR VISA SUPPORT LETTER AND YOU WANT VIP TO OBTAIN THIS FOR YOU - WE WILL NEED YOU TO [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 AND THE NAME OF THE RUSSIAN RECEIVING ORGANIZATION AND THE CITY THEY ARE LOCATED IN - THIS INFORMATION WILL NEED TO BE LISTED ON YOUR RUSSIA VISA APPLICATION PRIOR TO PRINTING THE FINAL VERSION**
- 5.) A COMPLETED COVER LETTER LISTING ALL THE PERTINENT INFORMATION (SEE LAST PAGE)
- 6.) COMPANY LETTER OF GUARANTEE (FOR INDIAN PASSPORT HOLDERS)
- 7.) MEDICAL INSURANCE (SEE THE ADDITIONAL RULES PAGE TO SEE IF YOU WILL BE REQUIRED TO SUBMIT PROOF OF MEDICAL INSURANCE WITH YOUR VISA APPLICATION)

CONTINUED...



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- 8.) COPY OF THE FRONT AND BACK OF YOUR U.S.A. GREEN CARD OR THE ORIGINAL I-94 AND U.S.A. VISA
- 9.) CONSULATE FEES:
 - \$140.00 - ALLOW 8 WORKING DAYS OR MORE
 - \$250.00 - ALLOW 7 WORKING DAYS OR LESS

CONSULATE FEES: ALL EASTERN EUROPEAN COUNTRIES- AUSTRIA, BELGIUM, BULGARIA, CYPRESS, CZECH REPUBLIC, DENMARK, ESTONIA, FINLAND, FRANCE, GERMANY, HUNGARY, GREECE, ITALY, LATVIA, LITHUANIA, MALTA, THE NETHERLANDS, NORWAY, POLAND, ROMANIA, SLOVAKIA, SLOVENIA, SPAIN, AND SWEDEN ARE AS FOLLOWS:

- \$50.00 - ALLOW 10 WORKING DAYS
- \$100.00 - ALLOW 09 WORKING DAYS OR LESS

CURRENTLY CITIZENS OF THE FOLLOWING COUNTRIES CAN TRAVEL TO RUSSIA WITHOUT A VISA FOR BUSINESS AND TOURISM:

ARGENTINA (UP TO 90 DAYS IN EVERY 6 MONTHS), ARMENIA, AZERBAIJAN, BELERUS, BOSNIA AND HERZEGOVINA (UP TO 30 DAYS FOR TOURIST AND UP TO 90 DAYS FOR OTHER VISITORS WITH ORIGINAL TOURIST VOUCHERS OR LETTERS OF INVITATION), BRAZIL (UP TO 90 DAYS IN EVERY 6 MONTHS), CUBA, HONG KONG (UP TO 14 DAYS), ISRAEL (UP TO 90 DAYS IN EVERY 6 MONTHS), KAZAKHSTAN, KYRGYZSTAN, MACEDONIA (UP TO 30 DAYS FOR TOURIST AND UP TO 90 DAYS FOR OTHER VISITORS WITH ORIGINAL TOURIST VOUCHERS OR LETTERS OF INVITATION), MOLDOVA, MONTENEGRO (UP TO 30 DAYS), NICARAGUA (UP TO 90 DAYS IN EVERY 6 MONTHS), SERBIA (UP TO 30 DAYS FOR HOLDERS OF SERBIAN BIOMETRIC PASSPORTS ISSUED AFTER APRIL 9TH, 2008), TAJIKISTAN, THAILAND (UP TO 30 DAYS), UZBEKISTAN, UKRAINE, VENEZUELA (UP TO 90 DAYS IN EVERY 6 MONTHS).

SPECIAL INFORMATION FOR NIGERIAN PASSPORT HOLDERS. THE CONSULATE HAS BEEN KNOWN TO REQUEST THE APPLICANT TO MAKE A PERSONAL APPEARANCE AND OR REQUEST A LETTER OF SUPPORT FROM THE NIGERIA EMBASSY PRIOR TO ACCEPTING THE APPLICATION. AS OF TODAY THIS REQUEST HAS ONLY BEEN REQUESTED FOR A NIGERIAN PASSPORT HOLDER.

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IMPORTANT MEMOS :

WORK VISAS

IF YOUR INVITATION INDICATES THAT YOU WILL BE TRAVELING TO RUSSIA FOR WORK (IN ADDITION TO THE DOCUMENTS LISTED ABOVE) YOU WILL NEED TO PROVIDE THE ORIGINAL INVITATION LETTER AS WELL AS A CURRENT HIV LAB REPORT (COMPLETED WITHIN THE PAST (90) NINETY DAYS). **ONCE THE WORK VISA HAS BEEN ISSUED YOU WILL BE REQUIRED TO WAIT 5 DAYS BEFORE YOU CAN ENTER INTO RUSSIA.** THE CONSULATE RECOMMENDS THAT YOU DON'T BUY YOUR AIRLINE TICKET UNTIL YOU SEE THE ENTRY DATE AS LISTED ON THE VISA.

STUDENT VISAS

IF YOUR INVITATION INDICATES THAT YOU WILL BE TRAVELING TO RUSSIA AS A STUDENT (IN ADDITION TO THE DOCUMENTS LISTED ABOVE) YOU WILL NEED TO PROVIDE THE ORIGINAL INVITATION LETTER AS WELL AS A CURRENT HIV LAB REPORT (COMPLETED WITHIN THE PAST (90) NINETY DAYS). **ONCE THE STUDENT VISA HAS BEEN ISSUED YOU WILL BE REQUIRED TO WAIT 5 DAYS BEFORE YOU CAN ENTER INTO RUSSIA.** THE CONSULATE RECOMMENDS THAT YOU DON'T 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

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.

REVISED: 09-23-2011 (SDL)

Additional Rules

Children: Children apply for separate visas if they travel on their own passports. If parents do not accompany their child during the trip, they must confirm in an affidavit their consent for their child's travel. If the child's surname differs from that of his (her) parents, a copy of the child's birth certificate must be enclosed.

Guests of foreign diplomatic staff: Guests of the employees of the Foreign Diplomatic and Consular Missions in Russia are advised to obtain an invitation or verbal note from the Mission addressed to the Russian consulate in San Francisco. The invitation must be dated and carry a seal and a registration number. (Sometimes, Foreign Missions in Russia prefer to process their invitations through the Russian Ministry of Foreign Affairs. In this case, the invitation or the verbal note is not required).

Visas for EU citizens: A facilitated visa agreement between the European Union and the Russian Federation became effective on June 1, 2007. The agreement applies only to citizens of the European Union (except Great Britain, Ireland and Denmark) and sets a uniform fee for EU applicants. The visa fee for EU citizens irrespective of purpose of travel is \$50 for single and multiple entry visas. The fee for express visas which are issued within 3 business day is \$100.

Former USSR and Russian Citizens: Applicants who used to be citizens of the USSR or of the Russian Federation and then emigrated from the USSR or from Russia must submit: one of the documents which confirms that they are no longer citizens of the Russian Federation (so called "Visa to Israel" or stamp in their passport saying that they left for "permanent residence abroad" before the 6th of February, 1992, or official document certifying that their Russian citizenship was abrogated), otherwise the applications will not be accepted.

Health insurance: Official hospital HIV (AIDS) Test Certificate is required along with your paperwork if you apply for a visa valid for more than 3 months.

No medical insurance is officially required for the US citizens, unless they stay in Russia for 6 months or more. Prior to our visit, consult your medical insurance issuer for details.

Mandatory medical insurance on the basis of reciprocity is required for the citizens of Austria, Belgium, the Czech Republic, Estonia, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.



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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 FORM WITH ONE PHOTOGRAPH FOR THE CLIENT(S) MENTIONED BELOW WHO REQUEST A VISA(S) FOR TRAVEL TO THE RUSSIAN FEDERATION.

THE PURPOSE OF TRAVEL IS (CHECK WHERE APPLICABLE)

TOURISM [] INDIVIDUAL TRAVEL	[] GROUP (PACKAGE) TOUR	[] CRUISE
BUSINESS [] CULTURAL [] EXCHANGE	[] SCIENTIFIC [] (ECONOMIC) [] (EXCHANGE)	[] OTHER BUSINESS

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

POINT OF ENTRY _____ ON _____ BY _____

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

POINT OF EXIT _____ ON _____ BY _____

WE HEREBY CERTIFY THAT THE APPLICANTS WHOS NAMES ARE LISTED ABOVE WILL BE TRAVELING TO RUSSIA ACCORDING TO THE ITINERARY AND DATES INDICATED ABOVE.

IF THE APPROVAL WAS SENT TO THE CONSULATE VIA TELEX -PLEASE LIST THE REFERENCE NUMBER HERE: _____

SIGNATURE: _____