



# 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)**

### 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 USA DEPARTURE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

### RUSSIAN ONLINE APPLICATION DATA (REQUIRED):

APPLICATION I.D. NUMBER: \_\_\_\_\_

APPLICATION PASSWORD: \_\_\_\_\_

VIP RESERVATION/FILE LOCATOR NUMBER: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_\_ INTERNET\_\_\_ REFERRED\_\_\_ BY\_\_\_\_\_ WALK-IN\_\_\_

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## RUSSIA BUSINESS VISA SINGLE // DOUBLE // MULTIPLE - ENTRY VISAS NON-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>	TRAVEL ITINERARY:	<u>IF AVAILABLE</u>
INVITATION( <u>SEE NEXT PAGES</u> ):	<u>1</u>	COVER LETTER:	<u>1</u>

OTHER: SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

**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>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 DAYS OR LESS PROCESS)	<u>                    </u>
OTHER FEES: <u>CONSULATE PROCESSING/OUTSOURCEING FEE</u>	<u>                    </u>
OTHER FEES: <u>APPLICATION CORRECTION/ "INSTITUTION FEE"</u>	<u>                    </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

#### **\* FEDEX 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: 6-8 BUSINESS DAYS

PLEASE MARK THE APPROPRIATE BOX IF YOU WANT VIP TO REQUEST TO HAVE THE VISA ISSUED WITHIN 4 TO 5 BUSINESS DAYS FROM THE TIME THAT WE SUBMIT YOUR APPLICATION TO THE CONSULATE/EMBASSY. (\$50.00 SPECIAL HANDLING FEE)

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: 10-2-2017 (JENN)

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## **RUSSIA BUSINESS VISA**

***SINGLE, DOUBLE, MULTIPLE ENTRY VISA UP TO 1 YEAR  
NON-U.S. PASSPORT HOLDER***

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **ONE (1) PASSPORT, SIGNED** –
  - REMAINING VALIDITY MUST BE AT LEAST 6 MONTHS BEYOND THE DURATION OF THE VISA AS INDICATED ON THE INVITATION OR TELEX
  - MINIMUM OF 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 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 PRINT OUT OR VIEW THE GUIDE FOR COMPLETING THE ONLINE APPLICATION

**STEP 2:** [CLICK HERE](#) TO COMPLETE THE ONLINE APPLICATION

## **TIPS FOR COMPLETING ONLINE APPLICATION:**

- 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.*) **DO NOT SELECT "CONSULATE OF RUSSIA IN\_\_"**.
- THE MARGINS ON EACH SIDE OF THE PRINTED APPLICATION MUST BE UNIFORM. TO CORRECTLY PRINT THE APPLICATION, BE SURE THE 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
- FOR SINGLE, DOUBLE, OR 1-YEAR MULTIPLE VISA REQUESTS, THE INVITATION OR TELEX REFERENCE NUMBER, ONCE OBTAINED, MUST BE LISTED IN THE APPROPRIATE SECTION 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/NOTATION ON THE APPLICATION.

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4.) **\* INVITATION OR TELEX REQUESTING A BUSINESS VISA BE ISSUED- FOR SINGLE, DOUBLE, OR 1-YEAR MULTIPLE ENTRY VISAS, 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, AND INCLUDE THE FOLLOWING CRITERIA:**

- 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 SINGLE, DOUBLE, OR MULTIPLE ENTRIES (*SOME NATIONALITIES CAN ONLY APPLY FOR A SINGLE-ENTRY VISA*)
- IF THE APPROVAL WAS SENT DIRECTLY TO THE EMBASSY/CONSULATE VIA TELEX, WE WILL NEED THE TELEX NUMBER AND LOCATION OF THE EMBASSY/CONSULATE FOR VISA COLLECTION
- IF THE INVITATION IS REQUESTING A WORK OR STUDENT VISA, PLEASE SEE THE IMPORTANT MEMO ON THE NEXT PAGE
- FOR MULTI-ENTRY REQUESTS, THE INVITATION MUST BE ORIGINAL OR A TELEX, NO COPIES

5.) **COPY OF PROOF OF HEALTH INSURANCE, VALID IN RUSSIA**

**\*IF YOU DO NOT HAVE THE OFFICIAL INVITATION OR VISA SUPPORT LETTER AND YOU WANT VIP TO OBTAIN THIS ON THE APPLICANT'S BEHALF - [CLICK HERE](#) TO COMPLETE THE REQUIRED DOCUMENTS THAT WE WILL NEED YOU TO SEND TO US PRIOR TO COMPLETING THE ONLINE APPLICATION – WE WILL EMAIL THE VISA SUPPORT CONFIRMATION 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.**

6.) **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/> )
- ❖ *Permanent residency status in United States or a similar document required for citizens of the following countries: Algeria, Angola, Afghanistan, Bangladesh, Vietnam, Georgia, India, Iraq, Iran, China, DPRK, Nepal, Nigeria, Pakistan, Rwanda, Syria, Somalia, Chad, Sri-Lanka, Ethiopia.*

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- 7.) **PROCESSING FEES\***: (*FEES VARY DEPENDING ON NATIONALITY AND/OR U.S. DOLLAR EXCHANGE RATE. PLEASE CONTACT OUR OFFICE FOR FURTHER GUIDANCE ON THE CONSULATE FEE*)

<b>RUSSIA BUSINESS VISA FEES</b>		
<b>PROCESS SPEED</b>	<b>8 – 12 BUSINESS DAYS</b>	<b>3 TO 4 BUSINESS DAYS</b>
CONSULATE FEE	VARIES BY NATIONALITY	VARIES BY NATIONALITY
OUTSOURCING FEE	\$33.00	\$33.00
TOTAL FEE	CONSULATE FEE + \$33.00	CONSULATE FEE + \$33.00

**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:**

**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.

**AUSTRALIA PASSPORT HOLDER** – THE CONSULATE/EMBASSY WILL REQUIRE A DETAILED PERSONAL HISTORY (*WRITTEN IN RUSSIAN*) BE SUBMITTED WITH THE OTHER REQUIRED DOCUMENTS

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## 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 TAJKISTAN 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”

## **IMPORTANT MEMOS:**

**INVITATIONS FOR STUDENT OR WORK VISAS:** IF THE INVITATION INDICATES THAT THE PURPOSE OF TRAVEL TO RUSSIA IS FOR WORK, YOU WILL NEED TO PROVIDE (*IN ADDITION TO THE DOCUMENTS LISTED ABOVE*) THE ORIGINAL INVITATION LETTER AS WELL AS A CURRENT H.I.V. LAB REPORT, COMPLETED WITHIN THE PAST (90) NINETY DAYS. THE CONSULATE RECOMMENDS THAT YOU DO NOT BUY AN AIRLINE TICKET UNTIL YOU SEE THE ENTRY DATE AS LISTED ON THE VISA.

**SPECIAL NOTE:** PLEASE BE ADVISED THAT A PERSON CANNOT HAVE 2 (TWO) VALID VISAS. IN THIS CASE, THE CURRENT 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.

**PASSPORT VALIDITY:** IF THE APPLICANT’S PASSPORT HAS A REMAINING VALIDITY LESS THAN 6 MONTHS BEYOND THE INDICATED VALIDITY OF THE INVITATION, THE CONSULATE WILL ISSUE THE VISA ONLY UP TO SIX MONTHS BEFORE THE PASSPORT EXPIRES.

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

REVISED: 10-3-2017 (JENN)

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