



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#: _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

**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_____



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RUSSIA TOURIST VISA 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>
COVER LETTER:	<u>N/A</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>\$6.00</u>
** <input type="checkbox"/> SPECIAL HANDLING FEE: (4 DAYS OR LESS 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 DELIVERY	\$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 4 BUSINESS DAYS OR LESS (\$50.00 SPECIAL HANDLING) FROM THE TIME THAT WE SUBMIT YOUR APPLICATION TO THE VISA PROCESSING CENTER. RUSH PROCESSING NOT AVAILABLE FOR EVERY NATIONALITY, PLEASE CONTACT OUR OFFICE FOR MORE DETAILS.

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: 10-4-2017 (JENN)



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RUSSIA TOURIST VISA

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

- 1.) **SIGNED PASSPORT** – 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 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 VOUCHER NUMBER MUST BE LISTED IN THE APPROPRIATE LOCATION WHEN COMPLETING THE ONLINE APPLICATION (WHEN APPLICABLE). THE HOST TOURIST COMPANY REFERENCE NUMBER MUST BE LISTED IN THE APPROPRIATE BOX WHEN COMPLETING THE ONLINE APPLICATION. PLEASE DO NOT LEAVE ANY BLANK FIELDS OR IT WILL CAUSE A DELAY.
- THE CONSULATE WILL NOT ACCEPT WHITE-OUT OR ANY OTHER CORRECTIONS/NOTATION HAND-WRITTEN ON THE APPLICATION.

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- 4.) **OFFICIAL VISA SUPPORT LETTER OR COPY OF VOUCHER FROM THE HOSTING AUTHORIZED RUSSIAN TRAVEL AGENCY, TOUR COMPANY, CRUISE LINE OR HOTEL.** - THE AUTHORIZING ORGANIZATION SHOULD BE REGISTERED WITH THE UNIFORM FEDERAL REGISTER OF THE TOUR OPERATORS OF THE RUSSIAN FEDERAL TOURISM AGENCY. THE AGENCIES NAME AND REGISTRATION NUMBER MUST BE LISTED ON THE VOUCHER WITH:

- * THE CITIES TO VISIT
- * 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 OR DOUBLE ENTRY VISA. (*SOME NATIONALITIES CAN ONLY APPLY FOR A SINGLE-ENTRY VISA*)
- * ADDRESS AND CONTACT INFORMATION FOR THE HOSTING AUTHORIZED ORGANIZATION/COMPANY.

***IF YOU DO NOT HAVE THE OFFICIAL TOURIST 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. WE WILL EMAIL A CONFIRMATION OF THE REQUEST LISTING THE VOUCHER NUMBER ALONG WITH THE AGENCY NAME AND THEIR REFERENCE NUMBER. THIS INFORMATION WILL NEED TO BE LISTED ON THE RUSSIA VISA APPLICATION PRIOR TO PRINTING THE FINAL VERSION.**

- 5.) **MEDICAL/HEALTH INSURANCE** (*THE APPLICANT MUST SUBMIT A COPY OF THEIR INTERNATIONAL HEALTH/MEDICAL INSURANCE CARD.*)

- 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/>)

- 7.) **CONSULATE OUTSOURCING/PROCESSING FEE:**

- REGULAR PROCESSING (*8 – 12 BUSINESS DAYS*) : \$33.00
- RUSH PROCESS (*4 BUSINESS DAYS OR LESS*): \$63.00

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- 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*)

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 MOLDOVIA 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.	BOSNIA 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 ACTIVITY	STAY IN RUSSIA MUST NOT EXCEED 30 DAYS AND ARE NOT ENTITLED TO WORK *(HONG KONG 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 THAT THE APPLICANT SUBMIT A COPY OF THEIR CONFIRMED TRAVEL ITINERARY ALONG WITH THE REST OF THE SUPPORTING VISA DOCUMENTS. ONLY AN ORIGINAL TOURIST CONFIRMATION/VOUCHER WILL BE ACKNOWLEDGED.

CHINESE PASSPORT HOLDER - ONLY AN ORIGINAL TOURIST INFORMATION/VOUCHER WILL BE ACKNOWLEDGED.

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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A TOURIST VISA APPLICATION REQUEST WILL NOT BE ACCEPTED FROM THE FOLLOWING COUNTRIES:

ALGERIA	ANGOLA	AFGHANISTAN	BANGLADESH
VIETNAM	IRAQ	IRAN	REP. OF KOREA
NEPAL	NIGERIA	PAKISTAN	RWANDA
SYRIA	SOMALI	TURKEY	SRI-LANKA
ETHIOPIA	CHAD		

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).

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. RUSH SERVICE IS NOT AVAILABLE FOR ALL NATIONALITIES. PLEASE DON'T BUY NON-REFUNDABLE OR NON-CHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN HAND.

REVISED: 10-4-2017 (JENN)