



# VIP SERVICES

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: \_\_\_\_\_  
\_\_\_\_\_  
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      AND  
LIST COUNTRIES      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 TOURIST-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 TO LIST YOUR **DECLARANT ID NUMBER** HERE: ( ) AND YOUR **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>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

#### \*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50

#### \*\*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: 10-02-2011 (SDL)

**Specializing in Visas, Passports, Document Legalization and Translations**



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## RUSSIA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) SIGNED PASSPORT-MUST HAVE AT LEAST 2 BLANK VISA PAGES AND THE PASSPORT MUST BE VALID FOR NO LESS THAN 6 MONTHS FROM THE DAY YOU DEPART FROM RUSSIA
- 2.) (1) ONE COLOR PASSPORT-TYPE PHOTOGRAPH (3CM BY 4CM EQUAL TO 1 3/8 INCHES BY 1 3/4 INCHES)
- 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 VOUCHER AND CONFIRMATION NUMBER MUST BE LISTED IN THE APPROPRIATE LOCATION WHEN COMPLETING THE ONLINE APPLICATION
- THE AUTHORIZING ORGANIZATIONS NAME AND MINISTRY REGISTRATION NUMBER MUST BE LISTED IN THE APPROPRIATE BOX WHEN COMPLETING THE ONLINE APPLICATION
- **WHEN ASKED TO LIST THE ROUTE OF JOURNEY (POINTS OF DESTINATION) AND IF MOSCOW IS ONE OF THE CITIES TO BE VISITED YOU WILL BE REQUIRED TO PICK "MOSKVA" FROM THE LIST OF DESTINATIONS. IF YOU PICK "MOSCOW REG." OR IF YOU SPELL OUT "MOSCOW" YOUR APPLICATION WILL BE REJECTED**

CONTINUED...



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- 4.) OFFICIAL VISA SUPPORT LETTER OR COPY OF YOUR VOUCHER AND CONFIRMATION FROM THE HOSTING AUTHORIZED RUSSIAN TRAVEL AGENCY, CRUISE LINE OR HOTEL - THE AUTHORIZING ORGANIZATION SHOULD BE DULY REGISTERED AS A TOURIST COMPANY WITH THE MINISTRY OF FOREIGN AFFAIRS - THE AGENCIES NAME AND REGISTRATION NUMBER MUST BE LISTED ON BOTH THE VOUCHER AND CONFIRMATION ALONG WITH:
  - THE CITIES YOU INTEND TO VISIT
  - THE ENTRY DATE AND EXIT DATE
  - ADDRESS AND CONTACT INFORMATION FOR THE HOSTING AUTHORIZED ORGANIZATION/COMPANY
  - INDICATE IF YOU WILL NEED A SINGLE OR DOUBLE ENTRY VISA TO BE ISSUED
- \*IF YOU DO NOT HAVE THE OFFICIAL TOURIST 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 VOUCHER AND CONFIRMATION NUMBER ALONG WITH THE AGENCY NAME AND THEIR REFERENCE NUMBER - 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)
- 8.) COPY OF THE FRONT AND BACK OF YOUR U.S.A. GREEN CARD OR THE ORIGINAL I-94 AND U.S.A. VISA

CONTINUED...



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### 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 9<sup>TH</sup>, 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.

CONTINUED...



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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: 10-02-2011 (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 6<sup>th</sup> 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, 13<sup>th</sup> 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       SCIENTIFIC       OTHER BUSINESS  
 EXCHANGE       (ECONOMIC)  
 (EXCHANGE)

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: \_\_\_\_\_