

ATTENTION:

The Russian visa processing center announced on 7-6-2021 that they are now authorized to accept applications for all category visa request.

During the situation with Covid 19 our office will temporarily be charging a \$50.00 Pandemic staffing surcharge fee to cover the additional expenses when processing Russia visa request.

Once the pandemic has been brought under control we will be back to charging our standard fees.

Thank you,
VIP Services, Inc.

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
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

COMMENTS: IN THE EVENT YOU ARE REQUESTING SAME-DAY SUBMISSION, PLEASE SEND ALL DOCUMENTS BY OVERNIGHT COURIER THAT OFFERS EARLY MORNING DELIVERY BY 8:00 A.M.

REVISED 4-2-2019 JENN

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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 BEYONDED 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 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 \$30.00 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 THE ORIGINAL
- b. COPY OF TELEX MUST HAVE CONTAIN ALL OF THE FOLLOWING INFO:
 - INDICATE NUMBER OF ENTRIES (SINGLE OR DOUBLE)
 - MUST INDICATE THE TELEX NUMBER, LOCATION OF THE CONSULATE/EMBASSY TO BE PROCESSED, AND IF APPROVAL WAS SENT DIRECTLY TO 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 NEXT PAGES)

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-THIS 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

9.) CONSULATE OUTSOURCING/PROCESSING 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.

CONTINUED→

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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"

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

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 4-2-2019 JENN

ON-LINE VISA APPLICATION FORM

20002-37990579 \ 08.02.2020 19:51:01
Russian Visa Centre (Houston)

1. Nationality (if you formerly had USSR or Russian citizenship, please indicate when and why you lost it).	UNITED STATES
2. Surname (as in passport).	DOE
3. First name, other names, patronimic (as in passport).	JOHN ALAN
4. Date of birth (dd/mm/yyyy).	01/01/1970
5. Sex.	MALE
6. Passport.	
Type of passport:	ORDINARY
Passport No:	123456789
Issued by:	US DEPT OF STATE
Date of issue:	01/06/2018
Valid until:	31/05/2028
7. Purpose of visit.	BUSINESS
8. Category and type of visa.	COMMON BUSINESS
9. Number of entries.	MULTI
10. Date of arrival and departure.	04/07/2020 - 03/07/2023
11. Host organisation you intend to visit.	
Company name:	BUSINESS KONSULT LTD
TIN:	NONE
Invitation No:	1Y1111111
Directive No:	NONE
Address:	123456 MOSCOW STREET OFFICE ETC
12. Route of journey (destination points).	MOSCOW, SAINT-PETERSBURG

VISA CENTER, NOT CONSULATE

MUST INCLUDE MIDDLE NAME, WHEN APPLICABLE

MUST BE LISTED 3 YEARS APART IF BUSINESS OR TOURISM. IF NOT, MUST MATCH WHAT IS LISTED ON THE INVITATION

ALL INFORMATION IN THESE FIELDS MUST MATCH THE INFORMATION LISTED ON THE INVITATION, INCLUDING THE CITIES LISTED ON ROUTE OF JOURNEY, IF AVAILABLE.

<p>Photograph and signature.</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;"> <p>Place for photograph</p> </div> </div> <p>Date (dd/mm/yyyy), personal signature</p>	<p>Service information (automatically generated).</p> <p style="text-align: center;">Application form recipient: Russian Visa Centre (Houston)</p> <p>Basis (voucher, dir. No, inv. No): NONE</p> <p>The estimated date of visit to the RC:</p> <p style="padding-left: 40px;">Application No (web-site): 37990579</p> <p style="padding-left: 40px;">The date of processing: 2/8/2020</p> <p style="padding-left: 40px;">Application No (VAC):</p> <p style="padding-left: 40px;">The date of processing by the VAC:</p> <hr/> <p>Request No in Russian Consulate (RC):</p> <p>I hereby agree to the processing and transfer of my personal data in electronic form for the purposes of making a decision on visa issuance. I declare that data provided in the application form are full and correct. I am aware that any false information may be a cause for the denial of visa or for the cancellation of the previously issued visa and may lead to other consequences provided for by the legislation of the Russian Federation. Subject to the receipt of visa, I pledge to leave the territory of the Russian Federation before the visa expiration date. I am aware that valid visa does not automatically allow to enter the territory of the Russian Federation. In case of denial of entry, I will not seek any compensation for potential losses.</p>
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APPLICATION CANNOT BE DATED BEFORE THIS LISTED DATE.

13. Your permanent address, telephone number, fax number, E-mail.

2012 LOUISIANA ST HOUSTON TX 77002, TEL: 7136598472, EMAIL: vipinfo@vipassports.com

14. Current/latest place of work.

VIP SERVICES, VISA ADVISOR, 2012 LOUISIANA ST HOUSTON TX 77002, TEL: 7136598472

15. Information about previous Russian visas.

Have you ever been issued a Russian visa?

YES

When and where?

01/06/2015 HOUSTON USA

ALL ADDRESSES MUST INCLUDE THE CITY, STATE, ZIP CODE, PHONE NUMBER, & EMAIL ADDRESSES

16. Who will pay for your trip to and stay in Russia?

Company name:

BUSINESS NAME

Notes:

ALL PREVIOUS RUSSIA VISAS MUST BE LISTED HERE

17. Information about health insurance.

Do you have health insurance that is valid in Russia?

NO

18. Other names used in the past (maiden, pen-name, religious, etc.).

NONE

19. Your place of birth (if you were born in Russia, please specify when and which country you emigrated to).

TEXAS USA

20. Additional information about your relatives.

Marital status:

MARRIED

Spouse's full name (if divorced or separated, please specify maiden name if applicable):

JANE DOE

Spouse's date of birth:

02/01/1970

Spouse's place of birth:

CALIFORNIA USA

Your father's full name:

JAMES ARTHUR DOE

Your mother's full name:

JENNIFER MARIE MAIDEN NAME

Do you currently have relatives in Russia?

NO

21. Additional information.

A visa may be refused to persons who are within specific categories defined by the law as inadmissible to Russia. Your answer yes does not automatically signify ineligibility for a visa. In this case you may be required to personally appear before a consular officer.

21.1. Have you ever been arrested or convicted for any offence?

NO

21.2. Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder? Have you ever been a drug abuser or an addict?

NO

21.3. Have you ever been refused a Russian visa?

NO

21.4. Has your Russian visa ever been canceled?

NO

21.5. Have you ever been deported from Russia?

NO

21.6. Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information?

NO

21.7. Have you ever overstayed your Russian visa or stayed unlawfully in Russia? NO

22. Planned place of stay in Russia.

Name, birth date, address and phone number of person or hotel in Russia that you plan to stay with:

MOSCOW MARRIOTT GRAND, TVERSKAYA ST, 26/1, MOSCOW, RUSSIA, 125009, TEL: 7 495 937-00-00

23. Information about completing the application.

Has this application been completed personally by you? If no, please indicate the person completing this application.

NO

Surname, first name: HOLROYD PAUL
Date of birth: 06/04/1986
Relationship to applicant: VISA ADVISOR
Address: 2012 LOUISIANA ST HOUSTON TX 77002

IF YOU ARE ASSISTED BY VIP WHEN COMPLETING THE APPLICATION, BE SURE LIST THIS INFORMATION IN THIS SECTION.

24. Additional passport information.

Has your passport ever been lost or stolen? NO

List all countries which have ever issued you a passport: NONE

25. Information about your previous trips abroad.

- 1) MEXICO, 11/11/2018
- 2) RUSSIAN FEDERATION, 15/06/2015
- 3) MEXICO, 02/02/2019

- MUST LIST RUSSIA WHEN APPLICABLE
- MUST LIST ALL COUNTRIES/TRIPS EVEN WHEN MULTIPLE TRIPS MADE TO THE SAME COUNTRY

26. List your last two places of work, excluding the current one.

- 1) Company name: PREVIOUS EMPLOYER
Address: TEXAS USA
Your position: EMPLOYED
Telephone number: 8325550000
Your chief's surname: MANAGER NAME
Dates of joining and dismissal: 05/1990 - 12/1996
- 2) Company name: SECOND PREVIOUS EMPLOYER
Address: TEXAS USA
Your position: EMPLOYED
Telephone number: 8325550000
Your chief's surname: MANAGER NAME
Dates of joining and dismissal: 12/1996 - 05/2010

IF AT ALL APPLICABLE, THIS SECTION MUST BE COMPLETED

27. List all educational institutions you ever attended, except high schools.

- 1) Name: UNIVERSITY OF TEXAS
Course of study: BUSINESS ADMINISTRATION
Address and telephone number: AUSTIN TX
Dates of admission and graduation: 04/1986 - 03/1990

MUST BE COMPLETED

28. Special training and experience.

Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance? NO

29. List all professional, civil and charity organizations which you are/were a member of or cooperate/cooperated with.

NONE

30. Military service.

Have you ever performed a military service? NONE

31. Armed conflicts.

Have you ever been involved in armed conflicts, either as a member of the military service or a victim? NONE

EXAMPLE