



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com

Email: info@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO:

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET

TO EMAIL YOUR
DOCUMENTS TO OUR
OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION ☐ (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL 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

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: _____



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RUSSIA BUSINESS VISA

U.S. PASSPORT HOLDER

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED
ABOVE

PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	\$195.00
CONSULATE FEE:	\$185.00
MONEY ORDER:	\$6.00
OTHER FEES: APPLICATION CORRECTION FEE	\$50.00
☐ RUSSIA VISA SUPPORT FEE: (\$185.00 FEE - UP TO 30 DAYS TO PROCESS)	
ADD RETURN SHIPPING FEE:	
TOTAL: (NO PERSONAL CHECKS PLEASE)	

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)	
☐ PRIORITY OVERNIGHT	\$65.00
☐ 2-DAY	\$57.50
☐ 3-DAY	\$47.50
☐ SATURDAY - CALL	
☐ 1 ST OVERNIGHT - CALL	

REGULAR PROCESS TIME:	8 TO 10 DAYS
THE PROCESSING TIME STARTS FROM THE DATE THAT EVERYTHING HAS BEEN SUBMITTED TO THE EMBASSY/CONSULATE.	
WE HAVE TO MAKE AN APPOINTMENT TO ENTER THE RUSSIA CONSULATE AND THIS WILL USUALLY TAKE 2 BUSINESS DAYS.	

COMMENTS: THERE WILL BE AN ADDITIONAL \$125.00 FEDEX (TO/FROM) FEE IF THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.

REVISED: 7-16-2026 (EL)

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations



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RUSSIA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

1.) **ONE (1) SIGNED U.S. PASSPORT**

- 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") MUST HAVE BEEN TAKEN WITHIN THE PAST 6 MONTHS

3.) **ONE (1) ORIGINAL APPLICATION FORM** THAT HAS BEEN SIGNED WITH APPLICANT'S ORIGINAL SIGNATURE. **CLICK HERE TO COMPLETE THE ONLINE APPLICATION.**

PLEASE REFER TO THE EXAMPLE PROVIDED WHEN COMPLETING THE ONLINE APPLICATION (SEE NEXT PAGES). A \$50.00 CORRECTION FEE WILL BE CHARGED FOR ALL APPLICATIONS NOT PROPERLY COMPLETED.

TIPS FOR COMPLETING ONLINE APPLICATION:

- WHEN CHOOSING THE CITY WHERE YOUR REQUEST WILL BE SUBMITTED, BE SURE TO SELECT THE CORRECT **VISA PROCESSING CENTER**, NOT THE EMBASSY OR CONSULATE LOCATION.
- FOR SINGLE, DOUBLE, OR 1-YEAR MULTIPLE ENTRY VISA REQUESTS, THE INVITATION NUMBER, ONCE OBTAINED, MUST BE LISTED IN THE APPROPRIATE SECTION WHEN COMPLETING THE ONLINE APPLICATION.
- IF APPLYING FOR A STANDARD BUSINESS VISA, IT WILL BE ISSUED FOR A THREE-YEAR VALIDITY. IF YOUR PURPOSE OF THE VISIT WILL BE FOR ANYTHING OTHER THAN STANDARD BUSINESS (I.E. – AIM TOURISM), THE VISA WILL BE ISSUED FOR THE EXACT DATES LISTED ON THE INVITATION. IN THESE INSTANCES, PLEASE BE SURE THAT THE APPLICATION FORM REFLECTS THESE DATES EXACTLY AS SHOWN ON THE INVITATION.
- THE CONSULATE WILL NOT ACCEPT WHITE-OUT, OR ANY OTHER HAND-WRITTEN CORRECTIONS OR NOTATIONS ON THE APPLICATION FORM.
- FOR ALL THREE-YEAR REQUESTS, THE DATES OF ENTRY & EXIT WILL NEED TO BE THREE YEARS APART.

4.) **VISA SUPPORT REQUESTING BUSINESS VISA** (PLEASE SUBMIT **ONE** OF THE FOLLOWING)

- **OFFICIAL INVITATION** – THIS LETTER 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)
- 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 AN ELECTRONIC INVITATION.
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➤ **IF SUBMITTING INVITATION REQUESTING A 3-YEAR MULTIPLE ENTRY VISA WITH A LETTER FROM INVITER, THE INVITATION MUST COME FROM THE HOST ORGANIZATION AND MEET THE FOLLOWING CRITERIA:**

- HOST'S OFFICIAL ADDRESS
- FULL NAME OF PERSON SIGNING INVITATION
- TAX PAYER NUMBER (WHEN APPLICABLE)
- FULL NAME, DATE OF BIRTH, CITIZENSHIP, GENDER & PASSPORT NUMBER OF APPLICANT
- MULTIPLICITY OF VISA
- PURPOSE OF TRAVEL
- REQUESTED PERIOD OF ENTRY
- LOCATION OF INTENDED RESIDENCE OF APPLICANT IN RUSSIA
- CITIES TO BE VISITED
- MUST BE PRINTED ON INVITING ORGANIZATION'S LETTERHEAD

*** IF YOU DO NOT HAVE THE OFFICIAL VISA SUPPORT LETTER, VIP CAN OBTAIN THIS FOR YOU! (SEE LAST PAGE)**

PLEASE BE SURE TO FIRST SEND, VIA EMAIL, THE REQUIRED DOCUMENTS FOR REQUESTING A RUSSIA VISA SUPPORT LETTER (SEE NEXT PAGES). ONCE THE VISA SUPPORT HAS BEEN ORDERED AND APPROVED, YOU WILL RECEIVE 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.

CONSULATE FEE	
PROCESS SPEED	8 TO 10 BUSINESS DAYS
CONSULATE FEE	\$185.00
TOTAL FEE	\$185.00

ADDITIONAL REQUIREMENTS:

- **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:
- COPY OF USSR PASSPORT WITH STAMP STATING YOU LEFT FOR PERMANENT RESIDENCE ABROAD, DATED PRIOR TO FEBRUARY 6TH, 1992
 - COPY OF A "VISA TO ISRAEL" ISSUED PRIOR TO FEBRUARY 6TH, 1992
 - COPY OF CERTIFICATE OF NATURALIZATION ISSUED PRIOR TO 1996
 - DOCUMENT CONFIRMING RENUNCIATION OF RUSSIAN CITIZENSHIP
 - COPY OF MAIN PAGE OF PASSPORT OF FORMER USSR STATE, ISSUED AFTER FEBRUARY 1992

CONTINUED



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IMPORTANT MEMOS:

INVITATIONS FOR STUDENT OR WORK VISAS: IF THE INVITATION INDICATES THAT THE PURPOSE OF TRAVEL TO RUSSIA IS FOR WORK OR AS A STUDENT, 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 PRIOR TO THE NEW VISA BEING ISSUED. 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: IF APPLYING FOR A STANDARD BUSINESS VISA, IT WILL BE ISSUED FOR A THREE-YEAR VALIDITY OR VALID FOR AT LEAST SIX MONTHS PRIOR TO THE PASSPORT EXPIRING.

REVISED: 11-06-2023 (EL)

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

VISA CENTER, NOT CONSULATE

2. Surname (as in passport).

DOE

MUST INCLUDE MIDDLE NAME, WHEN APPLICABLE

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

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

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

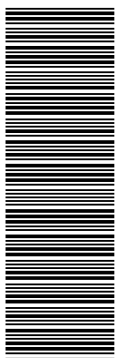
12. Route of journey (destination points).

MOSCOW, SAINT-PETERSBURG

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

Photograph and signature.

Service information (automatically generated).

Place for
photograph

Application form recipient: Russian Visa Centre (Houston)

Basis (voucher, dir. No, inv. No): NONE

The estimated date of visit to the RC:

Application No (web-site): 37990579

The date of processing: 2/8/2020

Application No (VAC):

The date of processing by the VAC:

Request No in Russian Consulate (RC):

APPLICATION
CANNOT BE DATED
BEFORE THIS LISTED
DATE

Date (dd/mm/yyyy), personal signature

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.

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?
When and where?

YES
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



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RUSSIA BUSINESS VISA SUPPORT (INVITATION) REQUEST FORM

***** BE SURE TO INCLUDE A CLEAR COLOR COPY OF YOUR PASSPORT WHEN EMAILING YOUR VISA SUPPORT REQUEST TO VIP PASSPORT SERVICES *****

DO NOT COMPLETE THE ONLINE APPLICATION UNTIL WE HAVE PROVIDED YOU WITH A COPY OF YOUR VISA SUPPORT LETTER

PLEASE SELECT VALIDITY:

☐ SINGLE ENTRY

☐ DOUBLE ENTRY

☐ 1-YR MULTIPLE ENTRY

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

BIRTH DATE: ____/____/____ (D/M/YR) GENDER: _____

COUNTRY OF BIRTH: _____ CITY OF BIRTH: _____

STARTING DATE OF 1ST ENTRY: ____/____/____ (D/M/YR) - **(VISA IS VALID FROM THIS DATE)**

PORT OF ENTRY TO RUSSIA: _____

EXIT DATE OF LAST ENTRY: ____/____/____ (D/M/YR) - **(VISA IS VALID TO THIS DATE)**

CITY/STATE OF PERMANENT RESIDENCE: _____

PORT OF DEPARTURE FROM RUSSIA: _____

CITIES TO BE VISITED IN RUSSIA (LIST UP TO 5): _____

HAVE YOU MADE A RESERVATION AT A HOTEL FOR YOUR STAY? YES _____ NO _____

HOTEL NAME AND ADDRESS: _____

******PLEASE COMPLETE THE FOLLOWING FIELDS ONLY IF APPLYING FOR A BUSINESS VISA******

NAME OF ORGANIZATION YOU PLAN ON VISITING: _____

ADDRESS OF ORGANIZATION YOU PLAN ON VISITING: _____

TELEPHONE NUMBER FOR YOUR CONTACT IN RUSSIA: _____

NAME OF U.S. COMPANY/EMPLOYER: _____

TITLE/POSITION IN COMPANY: _____

COMPANY ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____

COMPANY/EMPLOYER PHONE NUMBER: _____

IMPORTANT INFORMATION: BE SURE THE DATES LISTED ABOVE MATCH THE DATES

REQUESTED ON THE VISA APPLICATION. THE VISA WILL BE ISSUED FOR UP TO THREE YEARS, OR VALID UP TO SIX MONTHS PRIOR TO THE PASSPORT EXPIRING. ***THIS IS NOT THE RUSSIA VISA APPLICATION FORM******

Date _____

Dear Visa Officer,

I, (applicant's name), am requesting that VIP Passport Services, Inc. submit and collect my passport on my behalf to the Russian consulate.

If you should have any questions, please let me know as I can be reached at (000) 000-0000.

Thank you,

Applicants printed name & signature

Document must be notarized for the consulate to accept this release letter.