



RUSSIAN VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your RUSSIAN Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Russian visas. Our travel professionals help you avoid delays, save money and time. Please follow our FOUR Steps instructions.

We must receive all required documents by our office before expediting your visa to Russia

STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed passport. Passport should be valid at least SIX (6) months after your departure from Russia. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport.
If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to Your passport.
- **TWO (2) Passport Style Photographs:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size. If you have a digital photograph, you can email it to info@travelvisapro.com with Your First and Last name in subject line.
- **TWO (2) Visa Questionnaires/Applications** Please COMPLETE and SIGN Your Russian visa application form (on Page #5 for US-citizens, on Page #7 for non-US citizens). We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. You can always call **1-888-470-VISA (8472)** with your questions. Application is enclosed. **To avoid delays, PLEASE PRINT APPLICATION ON ONE-PAGE ON BOTH SIDES. Make TWO copies.**
- **Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (*see table below for processing time and fess*). This form gives us your name, address, exact shipping address for visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.
- **Visa Sponsorship/Invitation Letter/Confirmation/Voucher from Russia:** You do not need to worry about it. Our complete visa service package includes Letter of Invitation (a.k.a. Confirmation, Voucher) for both business and tourist visas. If you have your invitation letter, please call us.

In San Francisco:

2021 Fillmore Street (2nd floor)
San Francisco, CA 94115-2708
Local: (415) 229-3210

Toll-free: **(888) 470-8472**
Toll-free fax: (866) 511-7599
On the Web: www.TravelVisaPro.com
Email: info@travelvisapro.com

In Washington DC:

1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150



STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Russian consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add SHIPPING FEE to your payment.

IMPORTANT: Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please add **\$15.00:**

- o **FREE** -- Include Prepaid Self-Addressed Envelope
- o **\$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- o **\$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- o **\$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- o **\$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- o **\$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- o **\$39.00+** - FedEx INTERNATIONAL Priority Overnight(12noon delivery to Canada)



STEP THREE: Make a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, MasterCard, Amex).
- By Check/Money Order. Make checks payable to "TRAVEL AND VISA PRO"
- By PayPal: Send payments to info@travelvisapro.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Our fees already include official mandatory *invitation* from the Ministry of Foreign Affairs or Interior or a necessary *tourist voucher or invitation, consular fee, one overnight FedEx delivery to the Consulate or Consulate courier service and our service fee.*

RUSSIAN TOURIST VISA (valid up to 30 calendar days)					
Processing type-->	EMERGENCY		RUSH		BUDGET
Processing time -->	NEXT-DAY		FOUR DAYS		SIX-SEVEN DAYS
Single ENTRY	\$488		\$348		\$189
Double ENTRY	\$488		\$348		\$209
RUSSIAN BUSINESS VISA (valid up to 90 calendar days)					
Processing type--->	EMERGENCY	RUSH	ECONOMY	BUDGET	
Processing time -->	TWO DAYS	FOUR	SIX	ELEVEN	FIFTEEN
Single ENTRY (up to 90 days)	\$699	\$574	\$459	\$275	\$238
Double ENTRY (up to 90 days)	\$769	\$624	\$479	\$295	\$258

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RUSSIAN BUSINESS MULTIPLE-ENTRY VISA (valid up to 12 MONTHS)				
Processing type--->	EMERGENCY	RUSH	ECONOMY	BUDGET
Processing time -->	FOUR DAYS	EIGHT	FIFTEEN	EIGHTEEN
Multiple ENTRY (up to 12 months)	\$1109	\$959	\$579	\$289

<p>NEW SERVICE</p> <p>FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99 per person</p>	<p>This affordable passport replacement program offers FREE replacement of your passport if it has been lost, stolen, or damaged – for total up to \$299 in free services. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at http://www.travelvisapro.com/index.php?travel,do.index.</p>
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Travel Visa Pro

STEP FOUR: Mail your application

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

Attn: Visa Dept.
Travel & Visa Pro
2021 Fillmore Street (2nd floor)
San Francisco, CA 94115-2708

Required document checklist:

- ✓ Passport
- ✓ Photograph
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to sign)

According to Russian law, you must register your Russian visa within 3 business days after your arrival. Visas can be registered either at a hotel (free of charge) where you're staying or at inviting organization office. Registration fees vary from \$20 to \$80 depending on type of visa. We will provide written registration procedures to you after we receive your order.

TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of \$17 will be added to all cancelled orders.

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TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 888-470-VISA (8472)

TRAVELER(S) INFORMATION:

REFERRED BY: _____

Date Passport(s) must be back in your possession or date of your next international trip: _____ / _____ / _____
mm / dd / yyyy

Exact Dates Visa will be valid for: ENTRY _____ / _____ / _____ EXIT _____ / _____ / _____
mm / dd / yyyy mm / dd / yyyy

Traveler #1 Name: _____
First Last

Traveler #4 Name: _____
First Last

Traveler #2 Name: _____
First Last

Traveler #5 Name: _____
First Last

Traveler #3 Name: _____
First Last

Traveler #6 Name: _____
First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____
NO P.O. BOXES

E-mail: _____ Signature Required for Delivery? YES NO

Phone: _(____) _____ Cell: _(____) _____ Fax: _(____) _____

- Shipping Method :**
- | | |
|--|---|
| <input type="checkbox"/> + \$0 (will include my own postage) | <input type="checkbox"/> + \$39 FedEx Standard Overnight to states of HI, AK, or PR |
| <input type="checkbox"/> + \$15 FedEx Express Saver | <input type="checkbox"/> + \$39 SATURDAY FedEx Overnight |
| <input type="checkbox"/> + \$20 FedEx Standard Overnight | <input type="checkbox"/> + from \$39 for International FedEx |
| <input type="checkbox"/> + \$25 FedEx Priority Overnight | |

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box
COUNTRY (visa is for): _____ Visas Type: TOURIST BUSINESS OTHER _____

Processing time: (see country specific and available options): ENTER NUMBER OF DAYS: _____

Number of Entries: SINGLE (one entry, one exit) DOUBLE (two entries, two exits) MULTIPLE (unlimited)

Visa Validity (in months): ONE THREE SIX TWELVE OTHER _____

PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99. By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add \$9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at <http://www.travelvisapro.com/index.php?travel.do.index>.

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: \$ _____

PAID BY Credit Card Money Order PayPal Check #: _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of \$17 will be added to cancelled orders.

Name on Card: _____ Signature: _____

Credit Card #: _____ Security Code: _____ Expiration Date: _____ / _____
mm / yyyy

Billing Address: Same as Shipping Other: _____

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VISA APPLICATION

IMPORTANT! Please type or print using ballpoint

I declare that data supplied by me is correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Russian law. I undertake to leave the territory of the Russian Federation upon the expiry of the visa, if granted. I understand that possession of a visa does not entitle its bearer to enter Russia. I will not seek compensation if I am refused to enter Russia.

**** - not to be filled by holders of diplomatic and official passports**

1. Nationality (If you formerly had USSR or Russian citizenship, please indicate when and why you lost it)		6. Purpose of visit	
2. Last name (as in passport)		7. Category and type of visa	
3. First and middle names (as in passport)		8. Number of entries Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/>	
4. Date of birth (dd/mm/yy)	5. Sex M <input type="checkbox"/> F <input type="checkbox"/>	9. Date of entry in Russia (dd/mm/yy)	10. Date of departure from Russia (dd/mm/yy)
11. Passport No		Date of issue (dd/mm/yy)	
Issued by		Valid until (dd/mm/yy)	
12. Type of passport diplomatic <input type="checkbox"/> official <input type="checkbox"/> tourist <input type="checkbox"/> other <input type="checkbox"/> please specify			
13. Russian institution or organization to be visited? (for tourists – name and reference number of the host tourist company, for businessmen – name of the host organization and town, for private persons – last name, first name, middle names and home address of the host)			
14. Itinerary (places of visit)			
**15. Do you have a medical insurance valid in Russia? yes <input type="checkbox"/> Please specify? no <input type="checkbox"/>			
16. Who will pay for your trip to and stay in Russia?			
17. Marital status married <input type="checkbox"/> single (never married) <input type="checkbox"/> divorced <input type="checkbox"/> separated <input type="checkbox"/> widowed <input type="checkbox"/>			
18. Spouse's full name (if divorced or separated, please indicate maiden name if applicable)			19. Spouse's date of birth (dd/mm/yy)
20. Spouse's place of birth			
**21. Your father's full name		**22. Your mother's full name	
23. Have you ever been issued a Russian visa? (When and where?)			
**24. Has your passport ever been lost or stolen? yes <input type="checkbox"/> no <input type="checkbox"/>			
**25. List all countries you have visited in the last ten years and indicate the year of visit		**26. List all countries which have ever issued you a passport	
**27. List your last two places of work, excluding the current one			
1. Name		Phone number	
Address		Your chief's surname	
Your position		Dates of joining – dismissal (mm/yy) (mm/yy)	
2. Name		Phone number	
Address		Your chief's surname	
Your position		Dates of joining – dismissal (mm/yy) (mm/yy)	

**** - not to be filled by holders of diplomatic and official passports**

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

1. Name	Address and phone number
Course of study	Dates of admission and graduation (mm/yy) (mm/yy)
2. Name	Address and phone number
Course of study	Dates of admission and graduation (mm/yy) (mm/yy)

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

****30. Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance? If yes, please specify**

****31. Have you ever performed a military service? If yes, indicate the country, branch of service, rank, military occupation and dates of service**

****32. Have you ever been involved in an armed conflicts, either as a member of the military service or a victim? If yes, please specify**

33. IMPORTANT! EACH APPLICANT MUST READ AND GIVE ANSWERS TO THE FOLLOWING QUESTIONS

A visa may be refused to persons who are within specific categories defined by the law as inadmissible to Russia.

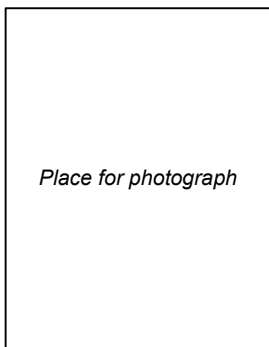
Have you ever been arrested or convicted for any offence? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>
Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder? Have you ever been a drug abuser or an addict? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever been refused a Russian visa? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>
Has your Russian visa ever been canceled? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>
Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever overstayed your Russian visa or stayed unlawfully in Russia? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever been deported from Russia? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ no <input type="checkbox"/>

Your answer yes in item 33 does not automatically signify ineligibility for a visa. In this case you may be required to personally appear before a consular officer.

34. Name, address and phone number of a person or hotel in Russia that you plan to stay with

35. Has this application been completed personally by you? If no, indicate the person completing this application in item 36 yes no

36. Application completed: Surname, first name _____
Relationship to applicant _____ Applicant's address _____



Place for photograph

I agree to my personal data on this application form being processed and communicated to the appropriate Russian authorities for the issue of a visa.

Date (dd/mm/yy), applicant's signature

37. Other names ever used (maiden name, pen-name, holy orders, et..)

38. Your permanent address, phone and fax number, E-mail

39. Place of birth (If born in Russia, please indicate when and what country you emigrated to)

40. Place of work or study, present position (name, address, phone and fax numbers, E-mail)

41. Are any of your relatives staying in Russia now?

(full name, relation degree, date of birth, permanent address)

**PLEASE FILL THE FOLLOWING
APPLICATION ONLY IF YOU ARE
NON-US CITIZENS.**

**IF YOU ARE US CITIZEN,
PLEASE STOP HERE!**



VISA APPLICATION

IMPORTANT! Please print or write in block letters using ball-point pen

I declare that all data given in this form is complete and true. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Russian law. I undertake to leave the territory of Russia upon the expiry of the visa if granted. I understand that possession of a visa does not entitle its bearer to enter Russia. I will not seek compensation if I am refused to enter Russia.

1. Nationality (If you had USSR or Russian nationality at some time please indicate when you lost it) _____ _____ _____	7. Purpose of visit _____ 8. Category and type of visa _____
---	---

2. Surname (as in passport) _____ _____	9. Number of entries Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/>
--	--

3. First name, other names, patronymic names (as in passport) _____ _____ _____	10. Date of entry into Russia _____ (dd/mm/yy)	11. Date of exit from Russia _____ (dd/mm/yy)
---	--	---

4. Date of birth (dd/mm/yy) _____	5. Sex M <input type="checkbox"/> F <input type="checkbox"/>	12. How many times have you been to Russia? _____ Date of last trip to Russia (dd/mm/yy) from _____ till _____
6. Passport No _____ Date of issue (dd/mm/yy) _____ Expires on (dd/mm/yy) _____		

13. Name of host organisation you intend to visit? (for tourists – name and reference number of host travel company, for business visas – name of host organisation and destination city, for private visas - full name and address of host)

14. Route of journey (points of destination)

15. Do you have health insurance that is valid in Russia?
 yes Provide details? _____ no

16. Children under 16 years and other relatives written in your passport and travelling with you: no yes
Surname, first name, date of birth (dd/mm/yy), your home address



Place for photograph

I hereby agree that my personal data will be processed and communicated electronically for approval of my visa application.

Date (dd/mm/yy), signature

17. Other names used in the past (maiden, religious, etc.)

18. Your permanent address, telephone, fax, email

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

20. Present occupation, position (name of employer, address, tel, fax, email)

21. Do you currently have relatives in Russia?
 (Please indicate their full names, relation degree, dates of birth, address) _____

