

# VISA SERVICE INC.

160 Commonwealth Avenue  
Suite 1-A  
Boston Massachusetts 02116  
Tel. 617-266-7646  
Fax: 617-262-9892

TRAVEL DOCUMENTATION

## RUSSIA

### **TOURIST VISA REQUIREMENTS** *Please allow a minimum of 4 business days for processing*

- ✓ Passport, signed & valid for at least 6 months beyond the requested date of entry
- ✓ One passport photo, 2" x 2", taken on a white background
- ✓ One application form, completed and signed
- ✓ Copy of flight itinerary on travel agency letterhead or printed from the internet
- ✓ Hotel confirmation/travel voucher. (Can be supplied by your travel agency, your hotel in Russia, or Visa Service for an additional fee.)
- ✓ Payment- Consular Fee ***plus*** Visa Service Inc fee

### **BUSINESS VISA REQUIREMENTS** *Please allow a minimum of 4 business days for processing*

- ✓ Passport, signed & valid for at least 6 months beyond the requested date of entry
- ✓ One passport photos, 2" x 2", taken on a white background
- ✓ One application form, completed and signed
- ✓ Cover letter from you US office on company letterhead
- ✓ Telex invitation from Foreign Ministry to the NY consulate
- ✓ Hotel confirmation/travel voucher. (Can be supplied by your travel agency, your hotel in Russia, or Visa Service for an additional fee.)
- ✓ Payment- Consular Fee ***plus*** Visa Service Inc fee

#### **Consular Fee:**

\*\*See next page for price details

#### **Visa Service Inc, Fee:**

Tourist – \$85.00	Rush (4-7 business days) – \$65.00
Business – \$95.00	Emergency (1-3 business days) – \$120.00
Non-US – \$120.00	

**Note: If the visa is denied for any reason by the Consular, absolutely no refund is possible. No changes are allowed once a request has been submitted.**

**If paying by check or money order, please make payable to VISA SERVICES, INC.**

**If paying by credit card, there is an additional 3% charge**

Visa Services, Inc acts only as an agent and accepts no responsibility for the services of any Travel Agent, Consulate, or Embassy in connection with the granting of visas: nor any delays or losses occasioned by such services or the US or Canadian mails, UPS, Federal Express, or any other services.

**Consular Prices – Tourist/Business**

Single or Double entry, processing time 14 business days – \$131\*

Single or Double entry, processing time 4 business days – \$250\*

Multi entry, processing time 14 business days – \$131\*

Multi entry, processing time 4 business days – \$450\*

\*The day of submission is NOT included in the processing time



# 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**

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



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) \_\_\_\_\_

## FORMAT FOR BUSINESS LETTER

(Date)

Dear sirs/madam:

On behalf of (Traveler's Full Name) we are submitting (his/her) valid passport and required documents for a (single/multi) entry business visa. (Mr./Mrs./Ms) (Traveler's Last Name) has been a (job title position) with (name of company) since (date of hire) for (length of employment). (Applicant's company name's) contact number in the United States is (US corporate contact #).

(Traveler's Name) is planning a business visit to (country name). (Please explain activities of the organization). (He/She) will depart the US on (departure date), will arrive in (arrival city) on (arrival date) and will remain for approximately (# of days) and will return (# of times the traveler is expected to return to this country if requesting a multiple entry visa) over the next year. We would greatly appreciate any assistance you can provide us in expediting this process.

While there, he/she will be in contact with (local contact name and company name). His/Her address will be (exact street address). The phone number is (phone #).

(Company Name) guarantees that (traveler's name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Company Name) also guarantees that he/she will not become dependent upon the government of (country name) in any way during his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,  
(Authorized signer other than the traveler)  
(Signer's title)

**VISA  
SERVICE  
INC.**

160 Commonwealth Avenue, Suite U-1A, Boston, MA 02116

Tel: 617-266-7646

Fax: 617-262-9829

**ORDER FORM**

Name (Last, First): \_\_\_\_\_

Date passport must be back in your possession: \_\_\_\_\_ Date of travel: \_\_\_\_\_

**DELIVERY INSTRUCTIONS:**

Print street address with suite/apt. # (no P.O Boxes) for Visa Service, Inc. to return your documents to you. Please note: If you do not have an account number with FedEx, the return shipping charges must be included in your payment to Visa Service, Inc.

\_\_\_\_\_ FEDEX (\_\_\_\_\_ ACT. #) \_\_\_\_\_ PICK UP

\_\_\_\_\_ SELF ENCLOSED PREPAID ENVELOPE/FEDEX LABEL

Name: \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**VISAS REQUIRED FOR:**

Country	Travel Entry Date	Business/Tourism	Emergency/Rush/Regular	Single/Multi Entry

**PAYMENT DETAILS:**

I enclose check/money order made payable to Visa Service, Inc. ...OR...

I hereby authorize Visa Service, Inc. to charge my credit card for \_\_\_\_\_ processing (and/or) \_\_\_\_\_ delivery of my visa.

Type of Credit Card: \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_ AMERICAN EXPRESS

Credit Card Number: \_\_\_\_\_ Exp. Date (MM/YY): \_\_\_\_\_

*Note Well :- If paying by credit card, there is an additional 3% credit card fee*

Print name as it appears on the credit card: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**I agree this information I've given is true and correct to the best of my knowledge.**

SIGNED: \_\_\_\_\_ DATE : \_\_\_\_\_

**FOR OFFICE USE ONLY**

Credit Card Amount \$ \_\_\_\_\_ Approval Code : \_\_\_\_\_