



Visa Requirements RUSSIA

For Citizens of All Nations Other Than USA,
UK, Canada and Georgia

WASHINGTON, DC

Required Documents Checklist

ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have two blank visa pages facing each other and more than six months before expiry.
- A copy of your Alien Registration Card (A.R.C.) or valid U.S. visa and I-94.
- Proof of health insurance (copy of valid health insurance card or confirmation of purchase of travel insurance).
- One visa application form, filled in on the attached PDF form, printed and signed. Handwritten applications are not accepted.
- One passport-style (2"x2") photograph taken within the last 6 months. It must be on photo paper and have a plain white background.
- Copy of flight itinerary.
- All applicants must submit an official invitation from Russia. (Invitation letters written by friends or business contacts are not accepted.)
 - If you have your own invitation, include the original invitation from Russia. This must be the official invitation, which will be written in Russian; samples are attached. If your invitation is a Telex sent directly to the consulate, please provide the reference number. Faxed or scanned copies of invitations are accepted for Tourist visas only.
 - If you do not have your own invitation, G3 can acquire tourist and business invitations; please see the attached Business Invitation Order Form if you require a business invitation. Business invitation processing can be initiated by email before G3 receives the original passport.
- Applicants under the age of 18 must also provide a photocopy of their birth certificate, an original letter signed by both parents giving permission for the child to travel to Russia, and photocopies of both parents' identification (passport or driver's license).

NOTES:

*Multiple entry visas are available for business only, and allow no more than 90 days stay within any 180 day period.

**Tourist visas are valid for no longer than a 30 day stay. If you require a longer stay in Russia, please apply for a business visa.

***Work, Residency or Student visa applicants must also include a copy of recent HIV test results.

If you are in need of a Flight Crew visa, please email FlightCrew@g3visas.com for further instructions and document requirements.

Send all required documents along with the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

Embassy Fees for Visa Processing

Visa Type	5 Business Days	11 Business Days	16 Business Days
Single Entry	\$331.00	\$181.00	\$140.00
Double Entry	\$381.00	\$231.00	\$140.00
Multiple Entry*	\$531.00	\$331.00	\$150.00

G3 Processing Fees

Visa Type	5 Business Days	11 Business Days	16 Business Days
Tourist - I Have an Invitation**	\$115.00	\$75.00	\$60.00
Tourist - I Need an Invitation**	\$175.00	\$135.00	\$120.00
Business	\$155.00	\$80.00	\$60.00
Work, Residency or Student***	\$155.00	\$80.00	\$60.00
Home Stay	\$115.00	\$75.00	\$60.00



Concierge Level Service Requested
An additional service fee of \$50 per visa will apply.

Visa Order Form RUSSIA

Traveler Information

1. Traveler Name _____
 Date of Birth _____

2. Traveler Name _____
 Date of Birth _____

Travel Details

Date of US Departure: _____
 I must have my passport no later than: _____

Other visas or passport services requested:

Shipping and Contact Information

This must be a physical address for FedEx delivery; no P.O. Boxes.

Contact Name: _____
 Company Name: _____
 Street Address: _____
 Apt. /Suite: _____
 City: _____
 State: _____ Zip Code: _____
 Home Phone: _____
 Office Phone: _____
 Mobile Phone: _____
 Contact Email: _____
Please provide an email address so we may send you shipping and status updates.

Return Shipping

Passports will be returned via Federal Express.

Select One:

<input type="checkbox"/> 3 Business Day Delivery	\$16.00
<input type="checkbox"/> Standard Overnight Delivery	\$25.00
<input type="checkbox"/> 8 AM Delivery**	\$80.00
<input type="checkbox"/> Saturday Delivery**	\$40.00
<input type="checkbox"/> Same Day Delivery**	Please Call
<input type="checkbox"/> International Delivery**	Please Call

***These services may not be available for all delivery locations.*

Concierge Level Service

Check here to select Concierge Level Service

G3's exclusive Concierge Level Service includes:

- Dedicated Concierge Level Staff handling your visa request.
- Document review via email before you send in your request.
- Creation of online visa applications (as applicable).
- Personal telephone call confirming package receipt in G3's office.
- Personal telephone calls confirming visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email and emergency page number.

An additional fee of \$50.00 per visa will apply to Concierge Level Service requests. Please see the "About G3 Visas" page on www.g3visas.com for a description of G3's standard service offering.

Send This Form and All Required Documents To:

G3 Washington, DC: **Attn: Visa Department**
 703.276.8472 Phone 3300 N Fairfax Drive
 888.883.8472 Toll Free Suite 220
 703.524.3374 Fax Arlington, VA 22201
info@g3visas.com

www.g3visas.com

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Payment Information

Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.

Select Payment Type:

Credit Card Check (company or certified)
 Approved Billing Terms

Billing, P.O., Project or Reference Code # _____

Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	Total
Invitation Fee (If Applicable)	_____	x _____	= _____
Embassy Fee	_____	x _____	= _____
G3 Processing Fee	_____	x _____	= _____
Concierge Level Service (Optional)	_____	x _____	= _____
Shipping Fee	_____		= _____
Subtotal:			_____
Add 5% fee for credit card processing:			_____
Total Payment Enclosed:			_____

For Payment Via Credit Card:

American Express, Discover, MasterCard and Visa only

Name as it appears on card: _____
 Account Number: _____
 Expiration Date: _____ Billing Zip Code: _____
 Security Code: _____
(Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)

Cardholder Signature: _____

Russian Business Invitation Order Form

INVITATION SERVICE REQUESTED (Select One)

Visa Type	4 Business Day Processing	8 Business Day Processing	14 Business Day Processing	18 Business Day Processing
Single Entry, Valid 30 Days	\$240.00	\$160.00	\$140.00	\$100.00
Double Entry, Valid 30 Days	\$260.00	\$220.00	\$180.00	\$120.00
Single Entry, Valid 90 Days	\$280.00	\$230.00	\$190.00	\$130.00
Double Entry, Valid 90 Days	\$300.00	\$250.00	\$230.00	\$190.00
Multiple Entry, Valid 1 Year*	N/A	N/A	\$700.00	\$400.00

*Multiple Entry visas allow no more than 90 days cumulative stay in any 180 day period.

TRAVELER INFORMATION

Full Name (as written in passport) _____

Date of Birth: Day _____ Month _____ Year _____

Place of Birth: City _____ State _____ Country _____

Country of Citizenship: USA Other: _____

Former Citizenship: None Country: _____

Passport Number: _____ Issue Date: ____/____/____ Expiration Date: ____/____/____
Day / Month / Year Day / Month / Year

Have you ever been issued a Russian visa? No Yes, last visit date: _____

Job Title: _____ Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Company Telephone: _____

RUSSIAN VISIT INFORMATION

Planned Date of Arrival in Russia: ____/____/____ Planned Departure Date: ____/____/____
Day / Month / Year Day / Month / Year

Cities to be Visited: _____

Hotel Name or Address of Stay: _____

Company to be Visited in Russia: _____

Address of Russian Company: _____

Telephone Number of Russian Company: _____

Please email this completed form to Russia@g3visas.com along with high-quality color scans of the information page of your passport and any previous Russian visas. Non-US citizens must also send a scan of their Alien Resident Card or US visa.



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

<div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto; text-align: center; padding: 10px;"> <i>Place for photograph</i> </div> <p>I hereby agree that my personal data will be processed and communicated electronically for approval of my visa application.</p> <p>Date (dd/mm/yy), signature</p>	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) _____ _____ _____ _____


Samples of Official Russian Invitations

ПРИГЛАШЕНИЕ № 8Y888888
на посещение Российской Федерации

Вид визы **ВЪЕЗДНАЯ-ВЪЕЗДНАЯ** Кратность визы **МНОГОКРАТНАЯ**
 Гражданство **США**
 Въезд с **05.05.2003** по **05.05.2004** На срок (дней) **365**
 Фамилия **ПЕТЕP/PETER**
 Имя, отчество (имена) **ТОМАС/THOMAS**

Дата рождения **07.07.73** Пол **ЖЕН.**
 Номер паспорта **8888888**
 Цель поездки **КОММЕРЧЕСКАЯ**
 Принимающая организация, ее адрес (или ф., и., о. и адрес приглашающего лица)
С*О*М*Р*А*N*Y*N*A*M*E
С*О*М*Р*А*N*Y*A*D*D*R*E*S*S
 Маршрут **МОСКВА С.-ПЕТЕРБУРГ**



Следует с детьми (до 16 лет) _____
 Дополнительные сведения _____

Орган, оформивший приглашение:
ПВУ ГУВД Г.МОСКВЫ
 Подпись должностного лица 
ШВС-1 0000000 Дата **19.03.2003**

Business Invitation

LEFT: Sample Russian Business Invitation
 Please note that the dates are written in the European format of Day - Month - Year. Your visa will be issued with the exact dates written on your invitation. Please contact G3 if you need a translation of your invitation.

BELOW: Sample Russian Tourist Invitation
 The invitation has two parts which look nearly identical. Both parts must be submitted. The official tourist invitation will have a round stamp with the name of the company. Please note that your visa will be issued with the exact dates that are written on your invitation.

ПОДТВЕРЖДЕНИЕ № XXXX о приеме иностранного туриста	ПОДТВЕРЖДЕНИЕ № Т 1261 о приеме иностранного туриста
Кратность визы <u>ОДНОКРАТНАЯ</u> Гражданство <u>ВЕЛИКОБРИТАНИЯ</u> Въезд с <u>09.04.2003</u> Въезд до <u>09.05.2003</u> Фамилия <u>ТОМАС</u> Имя, отчество(имена) <u>ПЕТЕP</u> Дата рождения <u>29.02.1960</u> Пол <u>М</u> Номер паспорта <u>XXXXXXX</u> Цель поездки: <u>ТУРИЗМ</u> Маршрут и места размещения <u>XXXXXXXXXXXX</u> Принимающая организация, №- референса <u>XXXXXXXXXXXX</u> , № XXX от <u>07.09.2000</u> Дополнительные сведения _____ <div style="text-align: center;">  М.П. _____ Подпись _____ Дата <u>09.04.2003</u> </div>	КРАТНЫЙ ТАЛОН Кратность визы <u>ОДНОКРАТНАЯ</u> Гражданство <u>ВЕЛИКОБРИТАНИЯ</u> Въезд с <u>09.04.2003</u> Въезд до <u>09.05.2003</u> Фамилия <u>ТОМАС</u> Имя, отчество(имена) <u>ПЕТЕP</u> Дата рождения <u>29.02.1960</u> Пол <u>М</u> Номер паспорта <u>XXXXXXX</u> Цель поездки: <u>ТУРИЗМ</u> Маршрут и места размещения <u>XXXXXXXXXXXX</u> Принимающая организация, №- референса <u>XXXXXXXXXXXX</u> , № XXX от <u>07.09.2000</u> Дополнительные сведения _____ <div style="text-align: center;">  М.П. _____ Подпись _____ Дата <u>09.04.2003</u> </div>

Tourist Invitation