G3 VISAS & PASSPORTS

WASHINGTON, DC

Visa Requirements
RUSSIA
For Citizens of USA, UK, Canada and Georgia

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.
- [ ] 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).

CITIZENS OF UNITED KINGDOM, CANADA or REPUBLIC OF GEORGIA must also include:

- [ ] 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).

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.

Non-US Citizens should contact G3 to obtain the relevant visa application and instructions.

Former citizens of CIS nations (former Soviet republics) must submit a copy of the CIS passport to prove they did not hold Russian citizenship.

Send all required documents along with the completed Traveler Information 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

G3 VISAS & PASSPORTS

☐ **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 _____

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.

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:
703.276.8472 Phone
888.883.8472 Toll Free
703.524.3374 Fax
info@g3visas.com

Attn: Visa Department
3300 N Fairfax Drive
Suite 220
Arlington, VA 22201

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.

Travel Details

Date of US Departure: _____

I must have my passport no later than: _____

Other visas or passport services requested:

Return Shipping

Passports will be returned via Federal Express.

Select One:

☐ 3 Business Day Delivery	$16.00
☐ Standard Overnight Delivery	$25.00
☐ 8 AM Delivery**	$80.00
☐ Saturday Delivery**	$40.00
☐ Same Day Delivery**	Please Call
☐ International Delivery**	Please Call

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

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:

_____

G3 VISAS & PASSPORTS

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.*

G3 VISAS & PASSPORTS

Russian Visa Application Guide

Russian visa applications must be filled out precisely and completely in order to be accepted. Applications must be typed or filled in on the attached PDF, and must be signed.

Please review the following questions to ensure your application is filled out according to Russian Embassy specifications.

2) Last name: if your last name as listed on your passport includes a suffix (e.g., Jr), please include it here.

6) Purpose of visit: state business or tourism.

7) Category/type of visa: state business or tourism and the number of entries required. For example, if traveling to Russia once on business, state, "Business single."

9) and 10) Dates of entry & departure: State dates exactly as listed on your invitation. If you are staying at two or more different hotels, please list the date of check-in at the first hotel & the date of check-out at the last hotel. **All dates should be listed in the European format of Day-Month-Year (i.e. Dec. 25, 2011 would be written as 25.12.11).**

12) Type of passport: holders of United States passports with blue covers have TOURIST passports.

13) Russian institution or organization: this may or may not be the name of the hotel. The name of the organization appears in the company seal that is on the confirmation and the voucher. The reference number of the organization is a number associated with the organization, generally six digits long. If you do not know the organization or are not sure what to write here, please contact G3 for instruction.

14) Itinerary: the cities you'll visit in Russia.

15) Health Insurance: Always answer "Yes" and provide the name of your travel insurance company or your US insurer.

16) Who will pay... Russia? If you are a tourist, always answer, "Myself." If you are a business traveler, list the name of your US employer.

18), 19), and 20) Spouse's full name, DOB, and place of birth: Even if you are divorced or separated, this information must be included. Applications will be rejected if "divorced" or "separated" are chosen and this is not completed.

25) List all countries: If you have visited many countries, list the three most recent & years of travel.

26) List all countries which have issued you a passport: US passport holders who have never held citizenship from any other country should list "USA," even if this is their first passport.

27) Your last two places of work: Please include the city, state, and ZIP code of the employer and the phone number. Please do not leave blank. If you have never held any previous employment other than your current position, please write, "No previous work."

28) List all educational institutions: Please include the city, state, and ZIP code of the institution; this must be typed, NOT handwritten. Please also include the phone number of the institution; this may be handwritten if space does not allow typing. Please do not leave blank. If you have never attended any educational institution other than a high school, please write, "None."

30) Do you have any specialized skills: Always answer "No." Simple handgun training is not applicable here.

34) Person or Hotel in Russia that you plan to stay with: Please state the name of the hotel, the city, and the ZIP code (6 digits). If you will stay in more than one hotel, please include as much information about each hotel as possible. If you will be staying at a private residence, please contact G3 for instructions.

37) Other names: Please write "N/A" if you have never used any other name. Nicknames, religious names or pen names are not applicable here.

38) Your permanent address: Please state your residential street address, city, state, ZIP code, telephone number, and email. If space does not allow, the email address may be partially typed.

39) Place of birth: Please include city, state/province, and country.

40) Place of work: Please state the name of your employer, your occupation, your office street address, city, state, ZIP code, and telephone number. The telephone number may be handwritten if space does not allow typing. All other data must be typed.

VISA APPLICATION

IMPORTANT! Please type

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

7. Category and type of visa

2. Last name(as in passport)

8. Number of entries
Single entry ☐ Double entry ☐ Multiple entry ☐

3. First and middle names (as in passport)

9. Date of entry in Russia (dd/mm/yy)

10. Date of departure from Russia (dd/mm/yy)

4. Date of birth (dd/mm/yy)

5. Sex M ☐ F ☐

11. Passport No

Date of issue (dd/mm/yy)

Issued by

Valid until (dd/mm/yy)

12. Type of passport diplomatic ☐ official ☐ tourist ☐
other ☐ 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 ☐ Please specify? no ☐

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

17. Marital status married ☐ single (never married) ☐ divorced ☐ separated ☐ widowed ☐

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 ☐ no ☐

****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
Address
Your position
Phone number
Your chief's surname
Dates of joining – dismissal (mm/yy) (mm/yy)

2. Name
Address
Your position
Phone number
Your chief's surname
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 ☐ When? (dd/mm/yy) Where? no ☒

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 ☐ no ☒

Have you ever been refused a Russian visa?
yes ☐ When? (dd/mm/yy) Where? no ☒

Has your Russian visa ever been canceled?
yes ☐ When? (dd/mm/yy) Where? no ☒

Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information? yes ☐ no ☒

Have you ever overstayed your Russian visa or stayed unlawfully in Russia? yes ☐ no ☒

Have you ever been deported from Russia?
yes ☐ When? (dd/mm/yy) Where? no ☒

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

Click Here For Photo Requirements

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

SIGN HERE AFTER PRINTING

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)

Samples of Official Russian Invitations

ПРИГЛАШЕНИЕ № 8Y8888888
на посещение Российской Федерации

Вид визы **ВЪЕЗДНАЯ-ВЫЕЗДНАЯ** Кратность визы **МНОГОКРАТНАЯ**
Гражданство **США**
Въезд с **05.05.2003** по **05.05.2004** На срок (дней) **365**
Фамилия **ПЕТЕР/PETER**
Имя, отчество (имена) **TOMAC/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)
C*O*M*P*A*N*Y*N*A*M*E
C*O*M*P*A*N*Y*A*D*D*R*E*S*S
Маршрут **МОСКВА С.-ПЕТЕРБУРГ**

Следует с детьми (до 16 лет)

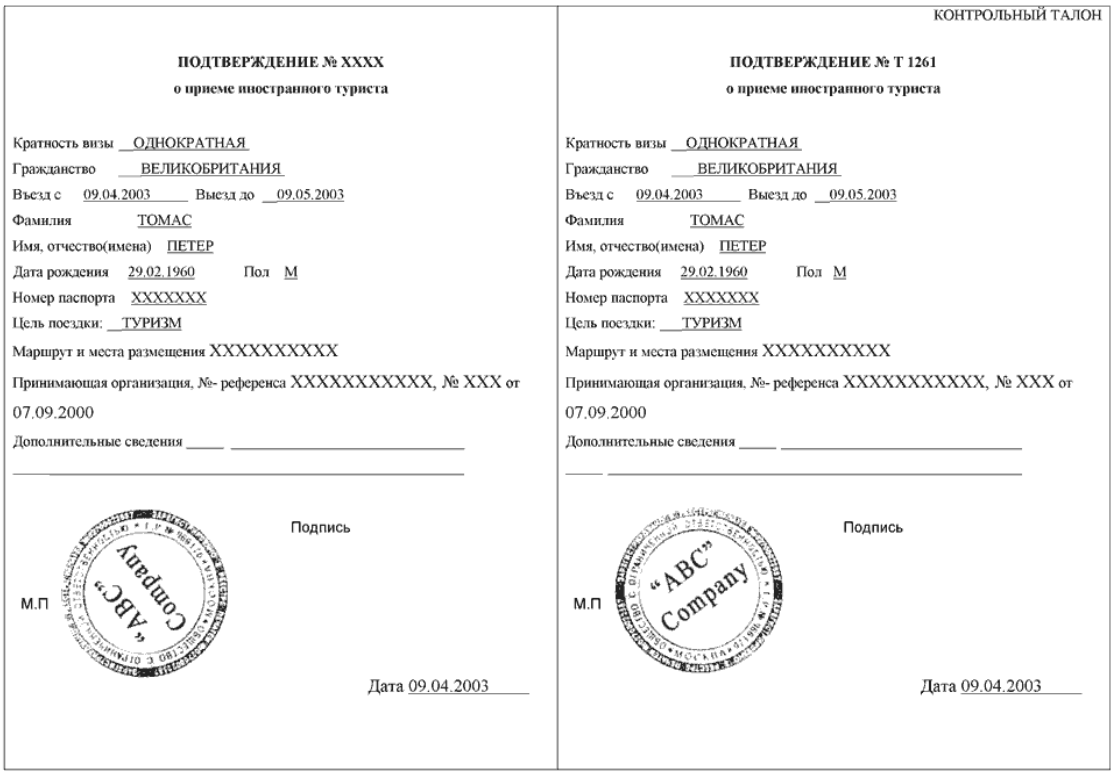
Дополнительные сведения

Орган, оформивший приглашение:
ПВУ ГУВД Г.МОСКВЫ
Подпись должностного лица
ПВС-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

Кратность визы ОДНОКРАТНАЯ
Гражданство ВЕЛИКОБРИТАНИЯ
Въезд с 09.04.2003 Выезд до 09.05.2003
Фамилия ТОМАС
Имя, отчество(имена) ПЕТЕР
Дата рождения 29.02.1960 Пол М
Номер паспорта XXXXXXX
Цель поездки: ТУРИЗМ
Маршрут и места размещения XXXXXXXXXX
Принимающая организация, №- референса XXXXXXXXXXX, № XXX от 07.09.2000
Дополнительные сведения

Подпись
М.П
"ABC" Company
Дата 09.04.2003

КОНТРОЛЬНЫЙ ТАЛОН

ПОДТВЕРЖДЕНИЕ № Т 1261
о приеме иностранного туриста

Кратность визы ОДНОКРАТНАЯ
Гражданство ВЕЛИКОБРИТАНИЯ
Въезд с 09.04.2003 Выезд до 09.05.2003
Фамилия ТОМАС
Имя, отчество(имена) ПЕТЕР
Дата рождения 29.02.1960 Пол М
Номер паспорта XXXXXXX
Цель поездки: ТУРИЗМ
Маршрут и места размещения XXXXXXXXXX
Принимающая организация, №- референса XXXXXXXXXXX, № XXX от 07.09.2000
Дополнительные сведения

Подпись
М.П
"ABC" Company
Дата 09.04.2003

Tourist Invitation