

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 a printed copy; faxes or scans are acceptable. (Work, Residence or Student visas require the original invitation.) This must be the official invitation, which will be written in Russian; samples are attached.
 - 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.

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



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: 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.

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 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 <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/>
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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 <input type="checkbox"/> F <input type="checkbox"/>		

11. Passport No Issued by Date of issue (dd/mm/yy) 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"/>
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16. Who will pay for your trip to and stay in Russia?
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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"/>
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18. Spouse's full name (if divorced or separated, please indicate maiden name if applicable)	19. Spouse's date of birth (dd/mm/yy)
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20. Spouse's place of birth

**21. Your father's full name	**22. Your mother's full name
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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
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**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 <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 _____
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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) _____

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 **ПЕТЕР/PIETER**
 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*У*N*A*M*E
С*О*М*Р*А*N*У*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	КОНТРОЛЬНЫЙ ТАЛОН ПОДТВЕРЖДЕНИЕ № Т 1261 о приеме иностранного туриста
Кратность визы <u>ОДНОКРАТНАЯ</u>	Кратность визы <u>ОДНОКРАТНАЯ</u>
Гражданство <u>ВЕЛИКОБРИТАНИЯ</u>	Гражданство <u>ВЕЛИКОБРИТАНИЯ</u>
Въезд с <u>09.04.2003</u> Выезд до <u>09.05.2003</u>	Въезд с <u>09.04.2003</u> Выезд до <u>09.05.2003</u>
Фамилия <u>ТОМАС</u>	Фамилия <u>ТОМАС</u>
Имя, отчество(имена) <u>ПЕТЕР</u>	Имя, отчество(имена) <u>ПЕТЕР</u>
Дата рождения <u>29.02.1960</u> Пол <u>М</u>	Дата рождения <u>29.02.1960</u> Пол <u>М</u>
Номер паспорта <u>XXXXXXXX</u>	Номер паспорта <u>XXXXXXXX</u>
Цель поездки: <u>ТУРИЗМ</u>	Цель поездки: <u>ТУРИЗМ</u>
Маршрут и места размещения <u>XXXXXXXXXXXX</u>	Маршрут и места размещения <u>XXXXXXXXXXXX</u>
Принимающая организация, №- референса <u>XXXXXXXXXXXX</u> , № <u>XXX</u> от <u>07.09.2000</u>	Принимающая организация, №- референса <u>XXXXXXXXXXXX</u> , № <u>XXX</u> от <u>07.09.2000</u>
Дополнительные сведения _____	Дополнительные сведения _____
 М.П. _____ Подпись _____ Дата <u>09.04.2003</u>	 М.П. _____ Подпись _____ Дата <u>09.04.2003</u>

Tourist Invitation

Russian Business Invitation Order Form

INVITATION SERVICE REQUESTED (Select One)

Visa Type	48 Hour Processing	6 Business Day Processing	12 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@q3visas.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.