



AAA Exclusive Vacations

Pre-paid Russia Visa Kit

Thank you for booking with AAA Exclusive Vacations...

Here is your pre-paid Russia Visa Kit. This complimentary service is uniquely provided as a value-added benefit for clients traveling on our

*Grandeur of St. Petersburg or
Grandeur of Moscow & St. Petersburg*

- Before completing the enclosed forms, please make sure that your trip is paid in full.
- Pre-paid standard visa fees require that your completed application reach our visa service at least 30 days prior to travel. Documents received 29 days or less incur additional fees which are the responsibility of the traveler.

If you have any questions, Melanie, our Manager of Concierge Services is available to assist you at 800-678-7942.

IMPORTANT PASSPORT AND VISA INFORMATION FOR VISITING RUSSIA

General Tours is pleased to provide its travelers with information and forms to obtain the necessary travel documentation for entry into Russia.

A passport, valid for at least six months beyond the length of stay in Russia, is required, as well as a visa, which provides for entry and exit. **IMPORTANT:** Russian visas are valid only for your specific dates of travel within the borders and waters of Russia. Russian tourist visas are stamped in passports; and, in general, the Russian consulate requires one clean visa page (not amendment page) for the visa stamp.

IMPORTANT NOTE: When visas are required they are necessary entry documents, but they do not guarantee entry into a country. The Immigration Officer at the point of arrival will review visas and/or other documents and make a determination as to whether entry will be permitted, the purpose of entry and the length of stay.

If you need assistance in securing a new or renewal passport, or additional visa pages to your passport, please contact CIBT at 1-800-406-1523, Monday - Friday, 9:00am - 5:00pm, CST (customerservice@cibt.com). Information on current State Department requirements, forms, and fees will be provided to you at the time of your call. **NOTE:** *Expedited* passport processing normally takes 5-10 business days, and visa processing can only commence after new or renewal passport processing is concluded. Please be sure you contact CIBT for specific information in urgent situations prior to forwarding your documentation.

Requirements, forms, and fees for U.S. citizens, which are subject to change without notice, are given on the attached "VISA ORDER FORM." Travelers who are not U.S. citizens can call CIBT at 1-800-406-1523 for nationality specific information and requirements.

Please use the checklist in the "Requirements are Per Person" section of the Visa Order Form to correctly identify the documentation that should be forwarded to the CIBT office. All visas are returned via FedEx to the address you provide in the "Return Shipping Address" section.

Please complete all questions in block lettering on the enclosed visa questionnaire forms, and sign the forms using blue or black ink. Please refer to the guidelines on the following page in answering all blanks on the forms. Then, attach required number of photographs (as indicated on the Visa Order Form), where applicable.

Photograph guidelines: approximately 2" x 2", in color, official passport-type presenting a full frontal facial view on a clear background, and should be recent enough to represent a good likeness of the passport holder.

Please do not send your documentation to our office **more than 30 days prior** to your tour departure. The approximate processing time required to obtain your requested visa:

Russia: 20 or more business days

Important: Once your documents have been submitted to the embassy for processing, they cannot be "pulled". You must plan for the required "20 or more business days" to process your Russian visa when submitting your documents to CIBT. Emergency situations are handled on a "case by case" basis and are at the sole discretion of the Russian Embassy.

Please calculate the total number of days required to process your travel documentation requests (either visa alone or passport/visa together), and consider the date you forward documentation *to the CIBT office* and the date you require the visa/passport *to be forwarded to you prior to your tour departure* (DO NOT include shipping days to and from our office). Then, please indicate one of three processing time/fees on the Visa Order Form for either one or two travelers.

NOTE: If you have traveled to the country(ies) indicated as requiring visa(s) in this Visa Information Brochure, please review your passport for an existing multiple-entry visa that may still be valid for the dates of this trip. Please be advised that upon receipt of your documentation package in the CIBT office, CIBT will initiate processing of the requested visa(s). If a visa(s) is not granted due to a pre-existing valid visa, etc., applicable consular fees may be charged, and a \$25 CIBT "stop process" fee will be assessed, per passport.

APPLICATION INSTRUCTIONS: The following information is provided to serve as a guide in completing certain questions on your visa questionnaire forms. Please complete in block lettering and answer all questions as completely as possible. **IMPORTANT:** Although the application refers to a ballpoint pen (at the top), this particular consulate requires that all application forms must be TYPED. All fields on the application form must be complete. Any applications with blank or incomplete fields cannot be processed. The enclosed Russia visa form is "fillable" and can be completed online, printed and included with your visa paperwork. □ □

- No 1.** **PRESENT CITIZENSHIP:** If you were born in Russia, you **must** state which country you emigrated to and the year of emigration. If you ever held citizenship in Russia, you **must** state when and why you lost your citizenship.
- No 2.** **SURNAME:** Please provide your **last** name as it appears in your passport.
- No 3.** **FIRST & MIDDLE NAMES:** Please provide your first and middle names as they appear in your passport.
- No 9.** **DATE OF ENTRY:** Please provide the exact date (day/month/year) you will **enter** Russia, according to your itinerary.
- No 10.** **DATE OF DEPARTURE:** Please provide the exact date (day/month/year) you will **exit** Russia, according to your itinerary. **Important, please note that your visa will be valid only for the entry and exit dates of your travel in Russia.**
- No 13.** **ORGANIZATIONS TO BE VISITED:** Please put **General Tours**.
Same answer for #16.
- No 14.** **ITINERARY:** Please provide the names of the city(ies) you will visit.
- No 15.** **DO YOU HAVE MEDICAL COVERAGE VALID IN RUSSIA?:**
Please answer yes or no.
- No 25.** **LIST ALL COUNTRIES YOU HAVE VISITED:** You do not need to list all of them. A couple of country names is sufficient.
- No 27 & 28.** **LAST TWO PLACES OF WORK. NAME OF EDUCATIONAL INSTITUTIONS:**
No phone numbers or employer names are needed. One address is sufficient.
Question #27 must be answered, even if you are retired.
- No 34.** **List the name of the hotel or cruise ship according to your itinerary.**

No vaccinations are required to obtain your visas. If you are traveling through an infected country, you may require vaccinations for entry into certain countries. We recommend that you consult with your personal physician for his/her health recommendations for your entire trip.

DID YOU SIGN AND DATE YOUR QUESTIONNAIRE FORMS?

By sending applications to CIBT for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that neither CIBT nor your travel company shall be liable to you for any failure to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, CIBT's total liability to you for any all claims, causes of action, liabilities and damages of any kind shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or \$500. In no event shall CIBT be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, or for punitive damages, and that your sole and exclusive remedy against CIBT for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the CIBT service fees actually paid by you or \$500, whichever is less.



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 _____ 7. Category and type of visa _____
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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"/>
3. First and middle names (as in passport) _____	9. Date of entry in Russia 10. Date of departure from Russia _____ (dd/mm/yy) _____ (dd/mm/yy)

4. Date of birth (dd/mm/yy) _____	5. Sex M <input type="checkbox"/> F <input type="checkbox"/>
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11. Passport No _____ Issued by _____	Date of issue (dd/mm/yy) _____ Valid until (dd/mm/yy) _____
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12. Type of passport other <input type="checkbox"/> diplomatic <input type="checkbox"/> official <input type="checkbox"/> tourist <input type="checkbox"/> please specify _____
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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) _____ _____
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14. Itinerary (places of visit) _____ _____
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**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? _____

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) _____
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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?) _____ _____
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**24. Has your passport ever been lost or stolen? yes <input type="checkbox"/> no <input type="checkbox"/>
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**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 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 _____
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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)



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
	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	10. Date of departure from Russia
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4. Date of birth (dd/mm/yy)	5. Sex M <input type="checkbox"/> F <input type="checkbox"/>	(dd/mm/yy)	(dd/mm/yy)
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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"/>
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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	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)

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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**

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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 _____
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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)

CIBT VISA ORDER FORM

4301 Connecticut Ave, NW, Suite 250, Washington, DC 20008
 800-406-1523
www.cibt.com

Please send the following documents to CIBT. We recommend you use an overnight shipping service that has a package tracking system, such as FedEx, UPS, Airborne, etc. Please note, whichever method of shipping you select, you are responsible for the cost of shipping your documents to CIBT.

REQUIREMENTS ARE PER PERSON:

___ YOUR PASSPORT, signed and valid for 6 months beyond your length of stay in Russia.

___ One (1) completed and signed Russian visa questionnaires (enclosed).
 Date(s) you are entering Russia _____ (list ALL dates of entry). It is necessary to verify that the issued visa(s) will be valid as of the date(s) of your entry into Russia.

___ Two (2) photos, in color, regular passport type (2" x 2"). Please staple the photo to the application where indicated.

___ One (1) copy of all documents listed above including the Passport Data Pages. \$3 chg for CIBT to copy.

___ This completed "VISA ORDER FORM," for one traveler or two individuals traveling together.

___ Your check made payable to CIBT or credit card information (see GRAND TOTAL below). A 2.49% processing fee will be assessed on all consular/government fees paid by CIBT.
 This amount is included in the fee is quoted below and varies by country.

___ Credit Card Type & #: _____ Credit Card Expiration Date: _____

___ Name as it appears on card: _____

___ Billing address: _____ City: _____ State: _____ Zip: _____

___ Signature: _____ Date: _____

RETURN SHIPPING ADDRESS: (No P.O. boxes, please) Date THIS TOUR Departs U. S.: / /

Address:	Home Phone: ()
City: State: Zip Code:	Day Phone: () Fax: ()
Date I MUST have passport at above address: / /	E-mail address:

TRAVELER 1

Last Name First: Citizen of: Date of Birth: / /

Passport #: Passport Expires: / / Mother's Maiden Name:

TRAVELER 2

Last Name First: Citizen of: Date of Birth: / /

Passport #: Passport Expires: / / Mother's Maiden Name:

Processing Requirements and Fees Per Person (in U.S. dollars) are subject to change without notice:

Russia - Processing time	Traveler 1 (X)	Traveler 2 (X)	Processing Fees Per Person	AMOUNT ENCLOSED
20 or more business days			Paid by General Tours	
11 -20 business days			Contact CIBT	
3 - 10 business days			Contact CIBT	
Less than 3 days			Contact CIBT	

If you need additional visa pages added in your U.S. passport, please contact CIBT for current requirements and fees.

TOTAL: \$