



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

PLEASE RETURN THIS FORM WITH EACH REQUEST

BILLING INFORMATION:

CONTACT: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

CREDIT CARD INFORMATION:

CARD #: _____

EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

RETURN DOCUMENTS TO:

CONTACT: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**AUTHORIZED AMOUNT OT CHARGE TO
MY CREDIT CARD: US\$** _____

VISA SUPPORT PROCESSING: PLEASE CHECK THE SERVICE REQUESTING:

_____ 01 TO 02 BUSINESS DAYS (\$75.00)

TRAVELERS FULL NAME: _____ **DATE OF U.S. DEPARTURE:** _____

DATE OF BIRTH: _____ **DATE YOU NEED PASSPORT:** _____

SPECIAL INSTRUCTIONS: _____



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RUSSIA TOURIST VISA SUPPORT (INVITATION) UP TO 30-DAY STAY- NON-U.S. PASSPORT

DOCUMENTS REQUIRED:

VALID PASSPORT: 1-COLOR COPY INVITATION REQUEST FORM: 1-COPY

OTHER: PLEASE SEE NEXT PAGE FOR MORE DETAILED INSTRUCTIONS.

DO NOT COMPLETE THE ONLINE APPLICATION UNTIL WE HAVE PROVIDED YOU WITH A COPY OF YOUR VISA SUPPORT LETTER

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEES PER PERSON:

VIP SERVICE FEE: \$75.00
CONSULATE FEE: N/A
MONEY ORDER FEE: N/A
OTHER FEES: _____
TOTAL: (NO PERSONAL CHECKS PLEASE) _____

IMPORTANT:

TOURIST VOUCHER WILL BE EMAILED OR FAXED OVER TO THE EMAIL OR FAX NUMBER PROVIDED, SO PLEASE BE SURE TO INCLUDE THESE ITEMS ON WORK ORDER REQUEST FORM.

PROCESS TIME:

AVERAGE PROCESSING TIME 1 TO 2 DAYS

PROCESS TIMES MAY VARY BY PASSPORT.

PLEASE SEE NEXT PAGE FOR DETAILS.

COMMENTS: ONCE WE HAVE RECEIVED THE CONFIRMATION, WE WILL NEED TO SEND A COPY SO THAT APPLICANT WILL HAVE THE INFORMATION NEEDED TO COMPLETE THE ONLINE APPLICATION (PRIOR TO PRINTING THE FINAL VERSION).

REVISED: 4-29-2015 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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RUSSIA TOURIST VISA SUPPORT

(UP TO A 30 DAY STAY)

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS:

- 1.) **ONE (1) CLEAR COLOR COPY** OF THE SIGNED U.S. PASSPORT

IMPORTANT: PLEASE MAKE SURE THE COPY SENT IS VERY CLEAR AND FREE OF BLEMISHES TO AVOID A DELAY IN THE PROCESSING.

- 2.) **ONE (1) COMPLETED RUSSIA VISA SUPPORT REQUEST FORM**

- 3.) **PROOF OF U.S. STATUS:** *(PLEASE SUBMIT ONE OF THE FOLLOWING)*

- COPY OF USA GREEN CARD
- ORIGINAL U.S. VISA AND I-94 (VISIT www.cbp.gov/i94)

- 4.) **VISA SUPPORT FEES:**

\$75.00 – 1 TO 2 BUSINESS DAY PROCESS**

****PROCESS TIME:** THE MINISTRY OF FOREIGN AFFAIRS WILL REQUIRE 3 TO 7 BUSINESS DAYS TO HAVE AN APPROVAL AUTHORIZED FOR THE FOLLOWING COUNTRIES:

- ALL AFRICAN COUNTRIES (*EXCEPT SOUTH AFRICA*)
- ALL ASIAN COUNTRIES (*EXCEPT JAPAN, SOUTH KOREA, MALAYSIA, PHILIPPINES*)
- ALL OF PERSIAN GULF (*IRAN, IRAQ, ETC*)
- GEORGIA
- TURKMENISTAN
- ALBANIA

FEES AND PROCESSING TIMES ASSOCIATED WITH ARRANGING VISA SUPPORT LETTERS FOR APPLICANTS FROM THESE COUNTRIES MAY VARY AND ARE SUBJECT TO CHANGE.

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IMPORTANT NOTE: WHEN COMPLETING THE ONLINE VISA APPLICATION, YOU WILL BE ASKED FOR THE TOURIST COMPANY REFERENCE NUMBER, THE NAME OF THE TOURIST COMPANY AND THE CONFIRMATION/VOUCHER NUMBERS. WE WILL EMAIL THE INFORMATION (ALONG WITH COPY OF THE VOUCHER AND CONFIRMATION) SO BE SURE THE INFORMATION IS LISTED IN THE ONLINE VISA APPLICATION. IF THE CORRECT INFORMATION IS NOT LISTED ON THE FINAL VERSION OF THE VISA APPLICATION, VIP WILL BE REQUIRED TO COMPLETE A NEW APPLICATION ON THE APPLICANT'S BEHALF - \$20.00 ADDITIONAL VIP SERVICE FEE).

VALIDITY: THE VISA WILL BE ISSUED FOR THE EXACT DATES AS LISTED ON THE VISA SUPPORT LETTER REQUEST FORM. A RUSSIA TOURIST VISA CAN BE ISSUED AND VALID FOR SINGLE ENTRY OR DOUBLE ENTRY FOR UP TO 30 DAYS. THE VISA CAN NOT BE EXTENDED WHILE IN RUSSIA. IF A LONGER STAY IS NEEDED, IT IS ADVISED TO APPLY FOR A BUSINESS VISA SUPPORT LETTER AND VISA.

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RUSSIA VISA SUPPORT (INVITATION) REQUEST FORM **(TOURIST-UP TO 30 DAYS STAY)**

DO NOT COMPLETE THE ONLINE APPLICATION UNTIL WE HAVE PROVIDED YOU WITH A COPY OF YOUR VISA SUPPORT LETTER

LAST NAME: _____

FIRST NAME: _____

MIDDLE NAME (PATRONYMIC): _____

BIRTHDATE: ____/____/____ (D/M/YR)

PASSPORT NUMBER: _____

PASSPORT ISSUED: ____/____/____ (D/M/YR)

COUNTRY OF BIRTH: _____

CITY OF BIRTH: _____

COUNTRY OF PERMANENT RESIDENCE: _____

REGION (CITY/STATE): _____

SINGLE ENTRY _____ DOUBLE ENTRY _____

STARTING DATE OF 1ST ENTRY: ____/____/____ (D/M/YR)
(VISA IS VALID FROM THIS DATE)

EXIT DATE OF LAST ENTRY: ____/____/____ (D/M/YR)
(VISA IS VALID TO THIS DATE. CAN BE VALID NO MORE THAN 30 DAYS AFTER DATE OF 1ST ENTRY)

LIST OF CITIES TO BE VISITED (UP TO 5): _____

HAS A HOTEL RESERVATION BEEN MADE FOR YOUR STAY? Yes ___ No ___

HOTEL NAME AND ADDRESS: _____

IMPORTANT INFORMATION: BE SURE THE DATES LISTED ABOVE MATCH THE DATES REQUESTED ON THE VISA APPLICATION.

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