

SAN FRANCISCO RUSSIA

STEP ONE: Acquire Your Official Invitation

All applicants must submit an <u>official invitation</u> from Russia. (Invitation letters written by business contacts may be used only for the Three Year Visa process; contact G3 for details.)

- If you do not have your own invitation, G3 can acquire tourist and business invitations; please see the attached Invitation Order Form. Processing times listed on the Applicable Fees page do not include invitation processing time.
- If you have your own invitation, provide a scan. This must be the official invitation from Russia, which will be written in Russian; samples are attached. If your invitation is a <u>Telex</u> sent directly to a consulate, you will need the reference number, the name of the company that requested the invitation, the cities to be visited, the entry and exit dates listed on the Telex request, and the date it will be available at the consulate. Rejections due to incorrect Telex details will be subject to additional Submission Fees. You will need to have the details of your invitation before your Russian Visa Application can be prepared.

STE	EP TWO: G3 Prepares Your Russian Visa Application
	to the complexity of the online Russian Visa Application, all applicants are required to use G3's Concierge Level Service to ea G3 associate complete the online application. Email the following documents to CLS@g3visas.com :
	Completed Russian Visa Questionnaire (attached). You may save your answers on this file and email directly to G3. All questions must be answered in full in order for G3 to complete your application accurately.
	A scan of the information/photo page of your valid signed passport.
	Your completed Visa Order Form (attached).
	Your completed Invitation Order Form, or if you will provide your own invitation, send a scan of your official invitation or your complete invitation Telex details.
	If you have previously visited Russia, send a scan of all your previous Russian visas issued within the last three years.
	will email you a PDF of your completed application to print and sign, as well as a pre-paid FedEx airbill to send your documents to Please allow 3 business days for your application to be completed after G3 has received all information. Rush service is available.
STE	EP THREE: Send the Following Documents to G3
	Your completed Russian visa application, sent to you by G3, printed and signed with a pen-to-paper signature in blue or black ink. Make sure the signature matches the signature in your passport.
	Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry. (G3 can assist with expedited passport renewals and additional passport pages.)
	One passport-style (2"x2") photograph taken within the last 6 months (must be in color, on photo paper, and have a plain white background).
	If providing your own invitation, send a hard copy of the invitation or Telex details. Multiple Entry applicants must send the <u>original</u> paper invitation from Russia.
	Copy of flight itinerary, showing your name and entry and exit dates.
Add	ditional Requirements for Select Applicants:
	Minor visa applicants must also provide a copy of their birth certificate showing both parents' names, copies of both parents' passports or driver's licenses, and an original letter signed by both parents giving permission for the child to travel to Russia.
	Non-US citizens must provide a copy of their valid Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from https://i94.cbp.dhs.gov/ .
	European Union citizens must also submit proof of health insurance valid in Russia (copy of valid health insurance card or confirmation of purchase of travel insurance, along with a policy statement showing applicant's name and validity in Russia).
	Former citizens of CIS nations (former USSR) must submit a copy of their previous CIS passport or other proof they do not hold Russian citizenship.
	Work, Residency, or Student visa applicants must also include a copy of HIV test results issued within the past 90 days.
	Business visa applicants over age 65 must submit a letter from their company verifying their employment.





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VISA NOTES

- These instructions are applicable for residents of Arizona, California, Colorado, Hawaii, New Mexico, Nevada, Oregon, and Utah.
- Multiple entry visas require two signed applications and two photos. If providing your own invitation, the original paper invitation
 must be submitted. Multiple entry visas are issued for business only, and allow no more than 90 days stay in 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.
- If you are in need of a Flight Crew visa, please email FlightCrew@g3visas.com.
- All travelers must register their visa within 7 business days of entering Russia. Most hotels provide this service for free when you check in, but the registration is valid only for the period of stay in that hotel. If you will not be staying in a hotel, visas may be registered at the local office of the Federal Migration Service or at the office of the tourist company which issued the invitation.
- If you have any questions about Russian visa processing, please email Russia@q3visas.com.

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery is recommended for requests requiring Mission Critical service.
- Consular Fees include a \$5 Money Order fee and a non-refundable \$35 Submission Fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- CLS and Invitation Fees are charged at the end of Step Two, and will be invoiced separately from Consular, G3 Processing, and Return Delivery Fees. CLS Fee is non-refundable after the application has been completed; Invitation Fee is not refundable after G3 places the invitation request in progress.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at www.g3visas.com/Policies.html.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

G3's Standard of Service

All visa and passport requests are processed by knowledgeable, experienced associates.

All calls are answered by a well-informed associate, not a call center or voice mail system.

All Personally Identifiable Information is protected with safeguards that exceed State Department standards.

All requests receive email confirmation acknowledging receipt by a G3 associate.

All application documents will be thoroughly reviewed prior to submission.

All requests receive email confirmation of the completion and FedEx tracking information.

All passports are returned via the FedEx service of your choice.

G3's Concierge Level Service (CLS) adds the following benefits:

G3 has created simple questionnaires for you to use instead of confusing application forms, and our experts will create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time.

Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

You may utilize our dedicated Concierge email, <u>CLS@g3visas.com</u>, for a quick response from our experts.

Your G3 associate will thoroughly review your documents via email before you send them to one of our operations centers.

G3 will generate FedEx air bills for you to efficiently ship your documents to our office.

Your G3 associate will personally contact you to confirm receipt of your documents and review your request providing a timeline of completion or if any additional information is needed.

If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates.

Upon completion of your request, your associate will contact you to confirm your return delivery information.

Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package to confirm you have received it.

You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.



SAN FRANCISCO **RUSSIA**

Concular Food for Vice Processing							
Consular Fees for Visa Processing							
Visa Type	Mission Critical 7 Business Days		Priority 14 Business Days Expedited 21 B		isiness Days		
Single Entry	□ \$29	5.00	\$185.00\$18		5.00		
Double Entry	□ \$29	5.00	\$185.00	□ \$185	5.00		
Multiple Entry (Business Only)			\$195.00	\$195.00 \$195			
		G3 Servi	ce Fees				
Tourist or Homestay	□ \$14	0.00	\$100.00	\$70.	00		
Business	\$17	0.00	\$135.00	□ \$80.	00		
Work, Residency, or Student	-		00				
Concierge Level Service (Required)							
Concierge Level Service (CLS) Application Completed and Emailed Within 3 Business Days		\$175.00	RUSH Concierge Level Service (CLS) Application Completed and Emailed Next Business Day		\$250.00		
	Re	turn Deli	ivery Fees				
FedEx Express Saver 3 Business Day Delivery		\$19.00	FedEx First Overnight* Delivery Next Business	Day by 8:30AM	\$84.00		
FedEx Standard Overnigh Delivery Next Business D		\$29.00	Fedex Saturday Delivery* Delivery by 3PM		\$44.00		
Same Day Delivery* Delivery by FedEx or Commercial Airline		Please Call	FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location		Please Call		
FedEx or UPS Account Number Provided		\$5.00	FedEx or UPS Return Ai	rbill Included	No Charge		
*These services may not be available for all delivery locations.							

Visa Processing times <u>do not include</u> the time required for application preparation or acquisition of the official invitation.

Send Completed Order Form and All Required Documents To:



Send to: G3 Visas & Passports Attn: Visa Department 388 Market Street, Suite 1520 San Francisco, CA 94111 877.898.1203 | SanFrancisco@g3visas.com

SAN FRANCISCO **RUSSIA**

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.							
Travele	r Names						
1	3						
2	4						
	Visa Service						
Visa type: Tourist Business Processing Speed: Mission Critical Priority Expedited							
Travel Details							
Date of US Departure:	I must have my passport no later than:						
Other visa or passport services requested:							
Notes:							
Contact Information	Who should G3 contact about this request?						
Name:	Company:						
Contact Email (required):							
Daytime Phone:	Mobile Phone:						
G3 Customer Number:	□ N/A						
Return Delivery Address This	must be a physical address for FedEx delivery; no P.O. Boxes.						
Name:	Company:						
Street Address:							
City:	State: Zip Code:						
Daytime Phone:	Mobile Phone:						
Payment I	nformation						
Credit Card Check Approved Billing Terms Billing, P.O., Project or Reference Code#	Total Fees from Applicable Fees Page FEE # Travelers TOTAL Consular Fee X =						
For Payment Via Credit Card:	Invitation Fee X = G3 Service Fee X =						
Visa/MasterCard:	G3 Service Fee X = CLS Fee X =						
Exp. Date: / Security Code:	Return Delivery Fee						
OR American Express:	Subtotal Add 5% for credit card convenience fee						
Exp. Date: / Security Code:	Total Payment Enclosed						
Name as it appears on the card:							
Billing Address:							
City: State Zip:							
Signature:							



Send this form to <u>CLS@g3visas.com</u> along with your completed Visa Order Form and Russian Visa Questionnaire and high-quality scans of your passport photo page and any previous Russian visas.

Russian Company Telephone:

Invitation Order Form **RUSSIA**

Tourist Invitations							
Tourist V	/isa Type	Same Day Processing	48 Hour Processing				
Single Entry, Valid 30 Days		\$80.00	<u>\$60.00</u>				
Double Entry, Valid 30 Days		\$80.00	<u>\$60.00</u>				
	Business	Invitations					
Business Visa Type 4 Business Day Processing		8 Business Day Processing	14 Business Day Processing				
Single Entry, Valid 30 Days	Temporarily Unavailable	\$160.00	\$140.00				
Double Entry, Valid 30 Days	Temporarily Unavailable	\$220.00	\$180.00				
Single Entry, Valid 90 Days	Temporarily Unavailable	\$230.00	\$190.00				
Double Entry, Valid 90 Days	Temporarily Unavailable	\$250.00	\$230.00				
Multiple Entry Bu	usiness Visa Type	14 Business Day Processing	20 Business Day Processing				
Multiple Entry	, Valid 1 Year	Temporarily Unavailable	\$400.00				
Invitations must be issued bei	fore the visa is processed. Invitat	ion processing times are <u>in addit</u>	tion to visa processing times.				
Trav	veler Information Comp	lete the following for ALL INVITATION re	quests.				
Last Name: Middle Name:							
Date of Birth: Day: Month:	Year:	State of Residence:					
Country of Birth: USA	Other:	City and State of Birth:					
Country of Citizenship: USA	A Other:	Former Citizenship:					
Passport Number:	Issue Date: Day: Mon	th: Year: Expiration Date	e: Day: Month: Year:				
Business	Visa Information Comp	lete the following for BUSINESS INVITAT	ION requests only.				
Have you previously visited Russ	ia? No Yes, las	t visit date: Day: Month: Yea	r:				
Job Title:		Company Name:					
Business Address:							
City:		State:	Zip Code:				
Business Phone:	·						
Dates for which your visa must b	e valid - from: Day: Month:	Year: to: Day: Month:	Year:				
Cities to be visited in Russia:							
Hotel Name or Address of Stay	:						
Russian Company to be Visited: Full Name of Contact Person:							
Address of Russian Company:							



SAMPLES OF OFFICIAL **RUSSIAN INVITATIONS**

ПРИГЛАШЕНИЕ № 8Ү8888888 на въезд в Российскую Федерацию ВЪЕЗДНАЯ-ВЫЕЗДНАЯ Кратность МНОГОКРАТНАЯ Гражданство США Государство Въезд с 05.02.2009 Пребывание по 05.02.2010 На срок (дней) 365 ПЕТЕР/РЕТЕК Фамилия TOMAC/THOMAS МУЖ Пол Дата и место 15.03.1974 США/ЧИКАГО Номер и дата выдачи документа, 883456335 15.04.2002 удостоверяющего личность Цель поездки КОММЕРЧЕСКАЯ Наименование и адрес приглашающей организации (ф.,и.,о. и адрес приглашающего лица) ООО КОМПАНИЯ 111558 МОСКВА ФЕДЕРАТИВНЫЙ ПРОСПЕКТ Д.10 Г МОСКВА - Г С.-ПЕТЕРБУРГ Маршрут (пункты посещения) Следует с детьми (до 16 лет) Дополнительные 05.10.2010 Орган, оформивший приглашение **УФМС-512** Подпись должностного лица ФМС-1 0037866 Дата

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. If you are issued a business invitation such as this, you will need to provide the original paper invitation from Russia.

Sample Telex Information

Your sponsor should provide you with the details of your Telex business invitation, similar to the following sample:

Telex # 123456

Release date 2013-04-01

Sponsored by "Kompaniya" ("Company"), Russia, Moscow, Prekrasniy Letnii Street, 11, 9th floor; tel. +7 495 555-1234

Entry Date: 2013-04-27 Exit Date: 2013-07-26

Cities to Visit: Moscow, St. Petersburg To be sent to: WASHINGTON USA

BELOW: Sample Russian Tourist Invitation

The invitation has two parts which look nearly identical. They may be on one or two sheets of paper. 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 № 10000 о приеме иностранного туриста

Кратность визы ОДНОКРАТНАЯ

Гражданство Нидерланды

Вьезд с 05.10.2011 Выезд до 09.10.2011

Фамилия Имя, Отчество DE VRIES

Jaap Cornelius

Дата рождения 01.04.1960 Пол Муж

Номер паспорта NNMM00D00

Цель поездки ТУРИЗМ

Маршрут и места размещения:

Санкт-Петербург: г-ца «Park Inn Pulkovskaya»

Принимающая организация, ее адрес. № референса. ООО "РУССКИЙ ТУР", 125000, Тверская-Ямская ул., дом 1, офис 10, тел/факс: +7 495 200 10 10 референс № МВТ 012345

Дополнительные сведения тур полностью оплачен



Генеральный лиректор Иванов И.Н.

Лата 01.03.2011 г.

ATTENTION: THIS FORM IS AN OFFICIAL CONFIRMATION OF YOUR VISIT TO RUSSIA! FOR VISA FORMALITIES PLEASE USE OUR REFERENCE No MBT 012345

КОНТРОЛЬНЫЙ ТАЛОН

ВАУЧЕР № 10000 о приеме иностранного туриста

Кратность визы ОДНОКРАТНАЯ

Гражданство Нидерланды

Въезд с 05.10.2011 Выезд до 09.10.2011

Фамилия Имя, Отчество

Jaap Cornelius

Дата рождения 01.04.1960 Пол Муж

Номер паспорта NNMM00D00

Цель поездки ТУРИЗМ

Маршрут и места размещения:

Санкт-Петербург: г-иа «Park Inn Pulkovskaya»

Принимающая организация, ее адрес. № референса. ООО "РУССКИЙ ТУР", 125000, Тверская-Ямская ул., дом 1, офис 10, тел/факс: +7 495 200 10 10 референс № МВТ 012345

Дополнительные сведения тур полностью оплачен



Генеральный директор Иванов И.Н.

ATTENTION: VALID WITH TOURIST VISA ONLY! KEEP THIS VOUCHER WITH YOU AT ALL



VISA QUESTIONNAIRE **RUSSIA**

Email the following to CLS@g3visas.com: . This completed questionnaire. You may save your answers on this file and email directly to G3. All questions must be answered in order for G3 to complete your application accurately. A scan of the information/photo page of your valid passport. Your completed Visa Order Form. Your completed Invitation Order Form, or a scan of your official invitation or your complete invitation Telex details. If you have previously visited Russia, provide scans of all previous Russian visas issued within the last three years. These items may also be sent to G3 via fax or postal mail. **CLS Service Requested: Standard** (Application Completed in 3 Business Days) **Rush** (Application Completed in 1 Business Day) This document is for G3 use only and is not the official visa application. YOUR NATIONALITY: USA Country of Citizenship: Other:_____ No Yes (provide details below) Have you ever held Russian or USSR citizenship? If you previously held Russian or Soviet citizenship, please state how you lost your Russian/Soviet citizenship, including the country you emigrated to and any other pertinent details. YOUR VISA REQUEST: Purpose of Visit: Business Tourist Flight Crew Homestay Other:__ Specific Purpose of Visit (i.e. business meetings, tour group, etc.): Number of Entries: Single Double Multiple Your visa will be issued with the precise dates and number of entries listed on your official invitation. Overstaying the duration of your visa will result in penalties possibly including hefty fines and/or detainment by Russian immigration authorities. YOUR PERSONAL INFORMATION: Last Name:_____ If your name has legally changed, list your previous name(s) here:_______ Sex:



VISA QUESTIONNAIRE **RUSSIA**

Country	of Birth: USA Other:
Place of	Birth: City: State:
Marital S (Your Spo	Status: Married Single (Never Married) Divorced Separated Widowed ouse's Name (complete even if separated, divorced, or widowed):
L	ast Name:
F	irst Name:
N	Middle Name:
Spouse's	s Date of Birth://
Spouse's	s Country of Birth: USA Other:
Spouse's	s Place of Birth: City: State: State:
YOUR PA	ASSPORT DETAILS:
Type of I	Passport: Personal/Tourist Official Government Diplomatic
Passpor	t Number:
Date of I	ssue:/
Issuing A	Authority: US Department of State Other:
HEALTH	AND TRAVEL INSURANCE:
Have you	u purchased travel insurance for your trip? No Yes, insurance company name:
Name of	f Health Insurance Company in US:
YOUR ST	TAY IN RUSSIA:
Russian	Cities to be Visited:
List the	details of the places you will stay in Russia:
Ν	Name of First Hotel or Private Host:
Д	Address:
Т	-elephone:
	Name of Second Hotel or Private Host:
Δ	Address:
Т	elephone:





VISA QUESTIONNAIRE **RUSSIA**

Address:		
Telephone:		
SCELLANEOUS QUESTIONS:		
Have you ever been refused a Russian visa?	Yes	☐ No
Have you ever had a Russian visa cancelled?	Yes	No
Have you ever been deported from Russia?	Yes	No
If you have any professional experience relating to firea		
If you are a member of any professional or charity orga	anizations, list the names of t	he organizations:
Have you ever been a member of the military?	_	elete details below)
Service (i.e. US Navy):		
Highest Rank Obtained:		
Specialization:		
Dates of Active Service:/	/ to/	/ Month Year
	_	ete details below)
Name of Conflict:		
Location of Conflict:		
Date of Conflict:////	ar	
DUR EDUCATION: ovide the details of the highest degree or diploma you dergraduate level, provide details for your two highest		ore than one degree at or above the
Most Recent Educational Institution:		
Name of School:		
Degree Obtained/Major:		
Address:	City:	State: Zip:
School Telephone:		

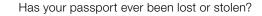




VISA QUESTIONNAIRE RUSSIA

Previo	ous Educational Institution:			
	Name of School:			
	Degree Obtained/Major:			
	Address:	_ City:	_ State:	_ Zip:
	School Telephone:			
	Dates of Attendance:/ to	//		
	PREVIOUS EMPLOYMENT: provide the details about your last two places of work, not in	ncluding your current employ	vment.	
Most	Recent Previous Employment:			
	Name of Employer:			
	Address:	_ City:	_ State:	_Zip:
	Your Position:			
	Telephone:	Your Supervisor's Name:		
	Dates of Employment:/ to _	Month Year		
Secor	nd Previous Employment:			
	Name of Employer:			
	Address:	_ City:	_ State:	_ Zip:
	Your Position:			
	Telephone:	Your Supervisor's Name:		
	Dates of Employment:/ to _	Month Year		
YOUR	TRAVEL HISTORY:			

e you ever been issued a Russian visa?	☐ No	Yes, details below:		
Date of Issue Day Month Year	Issued by Consulate (i.e. Washington, DC)	Is This Visa Still Valid?		
		☐ No ☐ Yes		
		☐ No ☐ Yes		
		☐ No ☐ Yes		
		☐ No ☐ Yes		
		☐ No ☐ Yes		













VISA QUESTIONNAIRE **RUSSIA**

Please use the table below to list the countries you have visited in the last 10 years, with the date of visit.	(Dates
may be approximate.) If you have visited more than five, please list the five most recent.	

Day	Date of Visit Month	Year	Country	
e you ever he	d a passport from an	other country?	No	Yes:Country Nai
IR PARENTS	:			
ur Father's Full	Name (even if deceas	sed):		
ur Mother's Ful	Name (even if decea			
		Please list you	r mother's maiden name, if applicable.	
IR CONTACT	INFORMATION:			
me Address:				
			State:	Zip Code:
y:				
			Home Fax (if any):	
me Telephone:				
ome Telephone: ome Email:				
ome Telephone: ome Email:				
ome Telephone: ome Email: ome of Employe	r or School:			
ome Telephone: ome Email: ome of Employe our Position:	r or School:			
ome Telephone: ome Email: ome of Employe or Position: ork Address:	r or School:			
ome Telephone: ome Email: ome of Employe ur Position: ork Address:	r or School:			Zip Code:

RELATIVES IN RUSSIA:

Do any of your relatives cu	es (please complete table below)				
Full Name	Address	Da Day	te of Bi Month	rth Year	Relationship to You

