



RUSSIAN VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your RUSSIAN Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Russian visas. Our travel professionals help you avoid delays, save money and time. Please follow our FOUR Steps instructions.

We must receive all required documents by our office before expediting your visa to Russia

STEP ONE: Obtain, Complete, and SIGN these documents

- A Valid Passport:** You have to MAIL us your current valid and signed passport. Passport should be valid at least SIX (6) months after your departure from Russia. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport.
 If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to Your passport.
- TWO (2) Passport Style Photographs:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size. If you have a digital photograph, you can email it to info@travelvisapro.com with Your First and Last name in subject line.
- TWO (2) Visa Questionnaires/Applications** Please COMPLETE and SIGN Your Russian visa application form ([download appropriate application from page 4](#)). We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. You can always call **1-866-378-1722** with your questions. **To avoid delays, PLEASE PRINT APPLICATION ON ONE-PAGE ON BOTH SIDES. Make TWO copies.**
- Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (*see table below for processing time and fess*). This form gives us your name, address, exact shipping address for visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.
- Visa Sponsorship/Invitation Letter/Confirmation/Voucher from Russia:** You do not need to worry about it. Our complete visa service package includes Letter of Invitation (a.k.a. Confirmation, Voucher) for both business and tourist visas. If you have your invitation letter, please call us.
- APPLICANTS UNDER 18: copy of birth certicate and passport copy of each parent/guardian:** Please provide copy of birth certificate and passport copy of each parent/guardian. If a parent has Russian passport, please give us a call for further instructions.

In San Francisco:

2021 Fillmore St
 San Francisco, CA 94115
 Local: (415) 229-3210
 Email: info@travelvisapro.com

In Washington DC:

1802 Vernon St NW
 Washington, DC 20009
 Local: (202) 684 7150
 Email: dc@travelvisapro.com

In Houston, TX:

3401 Louisiana St, Ste 130
 Houston, TX 77002
 Local: (713) 936 0773
 Email: houston@travelvisapro.com

In Los Angeles:

373 S Doheny Dr, Ste B
 Beverly Hills, CA 90211
 Local: (310) 878 2590
 Email: la@travelvisapro.com



STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Russian consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add *SHIPPING FEE* to your payment.

IMPORTANT: Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please **add \$15.00:**

- o **FREE** -- Include Prepaid Self-Addressed Envelope
- o **\$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- o **\$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- o **\$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- o **\$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- o **\$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- o **\$39.00+** - FedEx INTERNATIONAL Priority Overnight(12noon delivery to Canada)



STEP THREE: Make a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, MasterCard, Amex).
- By Check/Money Order. Make checks payable to "TRAVEL AND VISA PRO"
- By PayPal: Send payments to info@travelvisapro.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Our fees already include official mandatory *invitation* from the Ministry of Foreign Affairs or Interior or a necessary *tourist voucher or invitation, consular fee, one overnight FedEx delivery to the Consulate or Consulate courier service and our service fee.*

RUSSIAN TOURIST VISA (valid up to 30 calendar days)					
Processing type-->	EMERGENCY	RUSH	BUDGET		
Processing time -->	NEXT-DAY	3-5 DAYS	6-8 DAYS	9-10 DAYS	
Single ENTRY	\$488	\$348	\$219	\$199	
Double ENTRY	\$488	\$348	\$219	\$199	
RUSSIAN BUSINESS VISA (valid up to 90 calendar days)					
Processing type--->	EMERGENCY	RUSH	ECONOMY	BUDGET	
Processing time -->	TWO DAYS	3-5 DAYS	6-8 DAYS	ELEVEN	FIFTEEN
Single ENTRY (up to 90 days)	\$659	\$594	\$484	\$309	\$264
Double ENTRY (up to 90 days)	\$739	\$634	\$499	\$339	\$294

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RUSSIAN BUSINESS MULTIPLE-ENTRY VISA (valid up to 12 MONTHS)				
Processing type--->	EMERGENCY	RUSH	ECONOMY	BUDGET
Processing time -->	FOUR DAYS	EIGHT	FIFTEEN	EIGHTEEN
Multiple ENTRY (up to 12 months)	---	---	\$729	\$339

NOTE: FOR MULTIPLE ENTRY VISAS ONLY: If you apply for Multiple entry visa, you can stay only 90 DAY per visit per each 180DAYS. No EXCEPTIONS. Please make your plans accordingly.

<p>NEW SERVICE</p> <p>FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99 per person</p>	<p>This affordable passport replacement program offers FREE replacement of your passport if it has been lost, stolen, or damaged – for total up to \$299 in free services. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at http://www.travelvisapro.com/index.php?travel,do.index.</p>
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STEP FOUR: Mail your application

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

If you reside in:

Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Kentucky, Maryland, Michigan, Ohio, North Carolina, Tennessee, South Carolina, Virginia and West Virginia, please **MAIL TO:**

**Travel Visa Pro
1802 Vernon St NW,
Washington, DC 20009**

APPLICATION FORM

USA and **UK** applicants, please download application below:

http://www.travelvisapro.com/russia_sf_US.pdf

If you are a **NON-US** or **UK** citizen, please download application below:

http://www.travelvisapro.com/russia_sf_nonUS.pdf

If you reside in:

Connecticut, Maine, Massachusetts, New Jersey, New Hampshire, New York, Pennsylvania, Rhode Island, Vermont, Alabama, Arkansas, Kansas, Louisiana, Mississippi, Missouri, Oklahoma, and Texas please **MAIL TO:**

**Travel Visa Pro
3401 Louisiana St, Ste 130
Houston, TX 77002**

APPLICATION FORM

USA and **UK** applicants, please download application below:

http://www.travelvisapro.com/russia_tx_US.pdf

If you are a **NON-US** or **UK** citizen, please download application below:

http://www.travelvisapro.com/russia_tx_nonUS.pdf

For all other States, please MAIL TO:

**Travel Visa Pro
2021 Fillmore Street (2nd floor)
San Francisco, CA 94115-2708**

APPLICATION FORM

USA and **UK** applicants, please download application below:

http://www.travelvisapro.com/russia_sf_US.pdf

If you are a **NON-US** or **UK** citizen, please download application below:

http://www.travelvisapro.com/russia_sf_nonUS.pdf

For instructions and requirements on how to fill the Russian visa application form, please refer to the guide:

http://www.travelvisapro.com/russian_app_requirements.pdf

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Required document checklist:

- ✓ Passport
- ✓ Photograph
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to sign)

According to Russian law, you must register your Russian visa within 3 business days after your arrival. Visas can be registered either at a hotel (free of charge) where you're staying or at inviting organization office. Registration fees vary from \$20 to \$80 depending on type of visa. We will provide written registration procedures to you after we receive your order.

TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of \$17 will be added to all cancelled orders.

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TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 866-378-1722
Fax – 866-511-7599

www.TravelVisaPro.com
info@TravelVisaPro.com

TRAVELER(S) INFORMATION:

REFERRED BY: _____

Date Passport(s) must be back in your possession or date of your next international trip: ____ / ____ / ____
mm dd yyyy

Exact Dates Visa will be valid for: **ENTRY** ____ / ____ / ____ **EXIT** ____ / ____ / ____
mm dd yyyy mm dd yyyy

Traveler #1 Name: _____
First Last

Traveler #3 Name: _____
First Last

Traveler #2 Name: _____
First Last

Traveler #4 Name: _____
First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____
NO P.O. BOXES

E-mail: _____ Signature Required for Delivery? YES NO

Phone: _(____)_____ Cell: _(____)_____ Fax: _(____)_____

- Shipping Method :**
- | | | | |
|--------------------------|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | + \$0 (will include my own postage) | <input type="checkbox"/> | + \$39 FedEx Standard Overnight
to states of HI, AK, or PR |
| <input type="checkbox"/> | + \$15 FedEx Express Saver | <input type="checkbox"/> | + \$39 SATURDAY FedEx Overnight |
| <input type="checkbox"/> | + \$20 FedEx Standard Overnight | <input type="checkbox"/> | + from \$39 for International FedEx |
| <input type="checkbox"/> | + \$25 FedEx Priority Overnight | | |

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

COUNTRY (visa is for): _____ **Visas Type:** TOURIST BUSINESS OTHER _____

Processing time: (see country specific and available options): **ENTER NUMBER OF DAYS:** _____

Number of Entries: SINGLE (one entry, one exit) DOUBLE (two entries, two exits) MULTIPLE (unlimited)

Visa Validity (in months): ONE THREE SIX TWELVE OTHER _____

PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99. By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add \$9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at http://www.travelvisapro.com/index.php?travel_do_index.

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: \$ _____

PAID BY Credit Card Money Order PayPal Check #: _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of \$17 will be added to cancelled orders.

Name on Card: _____ Signature: _____

Credit Card #: _____ Expiration Date: ____ / ____ Security Code: _____
mm yyyy

Billing Address: Same as Shipping Other: _____

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