



## HOW TO GET A PRIVATE STAY RUSSIAN VISA FOR SPOUSES AND CHILDREN OF RUSSIAN CITIZENS

**PLEASE CALL ANTON TO DISCUSS YOUR CASE FIRST: 866-378-1722**

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 U.S. 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.

- **ONE (1) Passport Style Photograph:** 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](mailto:info@travelvisapro.com) with Your First and Last name in subject line.
- **Visa Questionnaire/Application** complete online at: <http://evisa.kdmid.ru> - website will open in a new window. **Download Step-by-Step instructions on How to complete Russia Visa Application online:** <http://www.travelvisapro.com/howtoru>

As of July 1, 2011, all visa applicants will be required to fill out on-line the Visa Application Form. The information that you enter is not submitted electronically. It is only used to generate the printed form and your application number. **When you start your application, you MUST WRITE down DeclarantID and Password. Please include this information in your package. We will not accept documents without this information.** After completing the application form online, please print it. **Please do not forget to sign and date your application.** We will accept only applications completed online.

#### **IMPORTANT**

**(Address of Stay in Russia)**

**YOU MUST PUT EXACT ADDRESS WHERE YOU WILL STAY IN RUSSIA.** This address will be printed on your Russian visa. If it does not match where you are staying, you will have problems with registering your Russian visa

- **REQUEST to CONSUL GENERAL – ZAJAVLENIYE (see on Page #4) –** completed by Russian citizen inviting family into Russia.
- **ORIGINAL Valid RUSSIAN PASSPORT from the spouse/parent.**

**In San Francisco:**

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

**In Washington DC:**

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

**In Houston, TX:**

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

**In Los Angeles:**

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

- **FOR SPOUSE: ORIGINAL Marriage Certificate either Russian or English.**
- **FOR CHILDREN: ORIGINAL Birth Certificate (either Russian or English) for each child.**
- **Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (see table below for processing time and fees). This form gives us your name, address, exact shipping address for visa, and payment method. Form is enclosed.



**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 3<sup>rd</sup> 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](mailto: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 consular fee, one overnight FedEx delivery to the Consulate or Consulate courier service and our service fee.**

<b>RUSSIAN PRIVATE-STAY VISA for RELATIVES OF RUSSIAN CITIZEN</b>	
Processing time -->	10-12 BUSINESS DAYS (no expediting option!)
<b>Single ENTRY</b> (up to 3 months)	<b>\$170 + \$119 = \$289</b>
<b>Double ENTRY</b> (up to 3 months)	<b>\$170 + \$119 = \$289</b>

<p><b>NEW SERVICE</b></p> <p><b>FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99 per person</b></p>	<p>This affordable passport replacement program offers <b>FREE replacement of your passport if it has been lost, stolen, or damaged – for total up to \$299 in free services.</b> 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 <a href="http://www.travelvisapro.com/index.php?travel,do.index">http://www.travelvisapro.com/index.php?travel,do.index</a>.</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.

**Please mail your applications to:**

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

**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](http://www.travelvisapro.com/russian_app_requirements.pdf)

Required document checklist:

- ✓ US Passport
- ✓ Photograph
- ✓ Visa Order Form
- ✓ Visa Application (please do not forget to sign)
- ✓ Original RUSSIAN passport
- ✓ Original MARRIAGE certificate (for spouses)
- ✓ Original BIRTH certificate (for children)

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.

**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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Генеральному консулу  
России в США, Г. Хьюстон  
А.К. Захарову



гражданина Российской Федерации

Паспорт \_\_\_\_\_  
Фамилия Имя Отчество  
№  
Серия \_\_\_\_\_ Номер \_\_\_\_\_  
\_\_\_\_\_  
Выдан  
\_\_\_\_\_  
Действителен до

### ЗАЯВЛЕНИЕ

Прошу принять решение о выдаче однократной / двукратной визы  
(ненужное зачеркнуть)

моему (-ей) \_\_\_\_\_  
(степень родства)

\_\_\_\_\_  
(фамилия, имя, дата рождения, номер паспорта)

\_\_\_\_\_ ,

следующему совместно со мной в Российскую Федерацию

в период \_\_\_\_\_ по \_\_\_\_\_ года.

Место проживания в Российской Федерации: \_\_\_\_\_

\_\_\_\_\_ .

Подпись заявителя \_\_\_\_\_

Дата подачи заявления \_\_\_\_\_



# TRAVEL & VISA PRO ORDER FORM

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

[www.TravelVisaPro.com](http://www.TravelVisaPro.com)  
[info@TravelVisaPro.com](mailto: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<br>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](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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