









www.TravelVisaPro.com

Cities to be visited: \_\_\_\_\_

Do you have a medical insurance policy valid in Russia?  Yes  No If yes, provide details: \_\_\_\_\_

Who will pay for your trip to Russia? \_\_\_\_\_

Address in Russia (hotel or otherwise): \_\_\_\_\_

Name of reference or point of contact in Russia: \_\_\_\_\_

Address and phone number of reference: \_\_\_\_\_

Have you had a Russian visa before?

Yes  No If yes, date issued: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place issued: \_\_\_\_\_

Has your passport ever been lost or stolen?  Yes  No

List any other country you have visited within the last ten years and the date of visit:

\_\_\_\_\_  
\_\_\_\_\_

List all countries that have ever issued you a passport:

\_\_\_\_\_  
\_\_\_\_\_

4. Personal Information:

Fathers full name: \_\_\_\_\_ Mothers full name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Current employer or school: \_\_\_\_\_

Business or school address: \_\_\_\_\_

Business or school phone: \_\_\_\_\_



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Please list your educational background below (for institutions beyond high school)

NAME OF INSTITUTION	COURSE OF STUDY	DATES OF ATTENDANCE
		___/___ to ___/___
		___/___ to ___/___

Please list your work history (excluding current job)

COMPANY	POSITION	CHIEF'S NAME	DATES THERE
			___/___ to ___/___
			___/___ to ___/___

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

**In Washington DC:**  
1802 Vemon St NW  
Washington, DC 20009  
Local: (202) 684-7150  
[dc@travelvisapro.com](mailto:dc@travelvisapro.com)

**In New York:**  
708 3rd Ave 6th Fl  
New York, NY 10017  
Local: (212) 380-7866  
[ny@travelvisapro.com](mailto:ny@travelvisapro.com)

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3401 Louisiana St, Ste 130  
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1055 W. 7th St., Suite 3338  
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506 2nd Ave., Ste 1404  
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141 W Jackson Blvd, Ste 3401  
Chicago, IL 60604  
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[chicago@travelvisapro.com](mailto:chicago@travelvisapro.com)

## How to fill out **RUSSIAN VISA APPLICATION** form - step-by-step guide

1. Click on the following link:

<https://visa.kdmid.ru/PetitionChoice.aspx>

2. Select “**COMPLETE NEW APPLICATION FORM**” to get started:

Consular department  
of the Ministry of Foreign Affairs of the Russian Federation  
Completion of electronic visa application forms

Welcome to the specialised website of the Consular department of the Ministry of Foreign Affairs of the Russian Federation. On this website you can fill out the electronic version of the Russian visa application form and print the visa application form, required for applying for a visa to the Russian Federation.

**Country (select the country where you will be applying for your visa)**  
UNITED STATES

**Hints and help language**  
ENGLISH

Select the country where the diplomatic representative authority, Consular department of the Russian Federation or Russian visa application centre located, where you intend to apply for the visa

Select language in which you would like the hints, regarding completion of the application form, to be displayed

**Before you start completing the application form please make sure that you have access to/are in possession of the following:**

1. Internet browser, which supports 128-bit encryption with operating JavaScript. Our website currently supports Internet Explorer versions 7.0 and above, and Mozilla Firefox versions 3.6 and above. We do not guarantee correct running and functioning of our website if other internet browsers are used.
2. A program which enables viewing and printing of PDF files. We recommend [Adobe Acrobat Reader](#).
3. Inkjet or laser printer to print the visa application form.
4. Your valid national passport.
5. Relevant documents, required for the visa application process, depending on the duration and purpose of your trip.

*Complete and extensive information (such as a list of required documents, order of document submission, photograph requirements, service prices, visa service duration etc.) can only be obtained from the diplomatic representative authority, Consular department of the Russian Federation or the Russian visa application centre, where you intend to apply and submit documents for the visa.*

**WARNING:** if during the completion process of the form you make a pause of more than 20 minutes, your session will time out and expire. Unless you save your application number or its draft, you will have to start the completion process from the beginning.

**Order of completion of the electronic visa application form:**

Click on  
“Complete new application form”

I have read this information

Complete new application form

Open previously completed application

Select this option to complete a new application

Select this option to continue completing an application, for editing, viewing or printing of a previously completed application or to create a new application based on previously submitted information

**TRAVEL VISA pro**

© Consular department of MFA of Russia

**3. !!!MOST IMPORTANT STEP!!! You MUST WRITE down Your APPLICATION ID and PASSWORD. Please include this information in your package. Additional, \$35 re-typing of application fee will apply for cases without this information:**

Consular department  
Ministry of Foreign Affairs of the Russian Federation  
Completion of electronic visa application form

Please, write down your electronic visa application form ID **Application ID: 15863681**

**Password**  
.....  
Password does not meet complexity requirements (at least one alphabetical symbol and one numeric symbol).

**Confirm password**  
.....

Enter text displayed on the image  
  
TVQA9

If there are technical issues with the system, or you want to complete your application some other time, you can save your work and later, start where you left off. In order to access your application later, however, you will need: (1) your Application ID, and (2) the password that you will enter on this page.

Enter the password confirmation

Enter the writing from the picture and press "Submit". If the symbols are difficult to make out, refresh the page

**4. The next page will allow you to print the application ID for your reference. Please write down your password.**

Consular department  
Ministry of Foreign Affairs of the Russian Federation  
Completion of electronic visa application form

Information about the electronic visa application form

Notification number of your electronic visa application form: 15863681  
Please, write down your application ID and keep it in a safe and secure place.

**5. Continue through the pages by answering visa application questions. If you do not know the answer for the particular question, please put "none", "n/a" or "don't know". Estimated time burden is about 30-40 minutes. Some tips:**

- If you have finished college or university, please enter it. For example, if you are an engineer, you do not key education, it is suspicious. How you can an engineer be without any education. Same for employment, if you are a director, you should have worked at other place before. So, please make your application as accurate as possible.
- If you have worked in the past, please enter at least one previous employer.
- please make your application is as accurate as possible.

**6. Please see picture below regarding questions about Inviting organizations, Telex, TIN, invitation and voucher/reference numbers.  
 i) The example below is for **TOURIST** visa**

**Consular department  
 Ministry of Foreign Affairs of the Russian Federation  
 Completion of electronic visa application form**

Visitation ID: 15863975

**Visit details**

Which institution you are going to visit?  
 Travel company \*

**Personal details**  
 Name of organization  
 000 GOLDEN MARY \*

**Passport details**  
 Address  
 MOSCOW \*

**Visit details**  
 Reference number  
 002809 \*

**Additional information**  
 Confirmation number  
 0000 \*

**Itinerary (places of visit)**

City name  
 MOSCOW \*

Who will pay for your trip and stay in Russia?  
 Independently \*

Do you plan to stay anywhere (hotel, individual) during your stay in Russia?  
 yes \*

Type of place of visit  
 Hotel \*

Hotel name  
 Moscow Marriott Grand Hotel \*

Address  
 28/1, Троецкая ул., 1, Москва, Russia, 125009 \*

Telephone  
 +7 495 937-00-00 \*

Navigation: Previous Save draft Next Cancel



ii) The example below is for **BUSINESS** visa

**You have to enter inviting organization's Tax Payer Identification (TIN Number). If you do not have one, please put 123456789**

**Visit details**
Application ID: 15875965

**Visa details**

**Personal details**

**Passport details**

**Visit details**

**Additional information**

**Education and work experience**

**Last visit details**

**Miscellaneous information**

**Appointment details**

**Which institution you are going to visit?**

Organization ▾ \*

**Name of organization**

\_\_\_\_\_ \*

**Address**

\_\_\_\_\_ \*

**TIN organization**

\_\_\_\_\_ \*

**Directive (telex) number**

\_\_\_\_\_ \*

**Invitation number**

\_\_\_\_\_ \*

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**Itinerary (places of visit)**

**City name**

MOSCOW \*

---

**Do you have medical insurance policy valid in Russia?**

yes ▾ \*

**Provide details**

BLUE CROSS BLUE SHIELD \*

---

**Who will pay for your trip and stay in Russia**

Company ▾ \*

**Name of organization**

AAAAAAA \*

**Notes**

\_\_\_\_\_ \*

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**Do you plan to stay anywhere (hotel, individual) during your**

In the case of a tourist visa select "Travel company" from the list and give the name and address of the travel company. In the case of business visa select "Organization" from the list and enter in the "Name of organization" name of the host organization, enter the address of the organization and TIN in the appropriate fields. In the case of private visa select "Individual" from the list and enter the name, birth date and home address of the host. In the case of transit, select "None" from the list.

Directive (telex) number: if your trip is organised through the

**Please enter TELEX number, if you have one. Telex is an electronic invitation issued by Russian Ministry of Foreign Affairs.**

**Please enter an invitation number (if you have one) If you do not, please input five zero 00000**

Enter your full itinerary of your trip to Russia. You should only enter one place of visit per field. In order to enter more places of visit please use the option "Add".


If the answer is yes, enter the name of your insurance company and the number of your insurance certificate.

Who pays for your travel and stay in Russia? In case of choosing from a list of "Organization" provide the name of the organization paying for your trip. If you selected from the list "inviting person" indicate the full name of the person paying your trip.


Do you plan to stay anywhere (hotel, individual) during your stay

## 7. Please complete this page as shown below.

ized/Petition.aspx



**Consular department**  
**Ministry of Foreign Affairs of the Russian Federation**  
Completion of electronic visa application form



Appointment details Application ID: 15876309

- Visa details
- Personal details
- Passport details
- Visit details
- Additional information
- Education and work experience
- Last visit details
- Miscellaneous information
- Appointment details

Select the location where you will be applying for your visa

Destination name  
Visa Application Center ILS (San Francisco) ▼

We recommend that you choose “ILS” followed by a city where you plan to send your documents. For example: “ILS Houston”. “ILS San Francisco.” etc.

Indicate which Russian Embassy or Consulate where you intend to apply for your visa. Your application will be sent to the selected authority, for a decision to be made regarding your application.

Previous Save draft Next Cancel

## 8. After application is completed, please CLICK – “A4” button to print out your application.

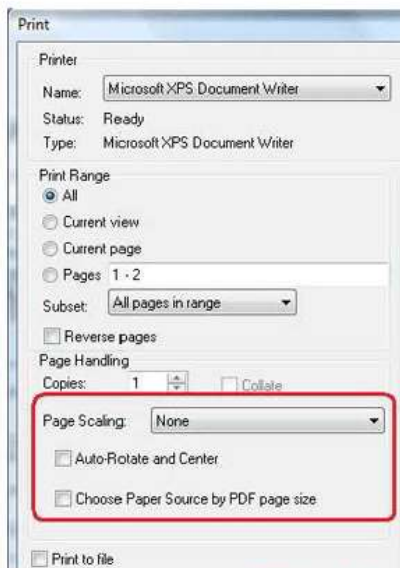
Consular department  
of the Ministry of Foreign Affairs of the Russian Federation  
Completion of electronic visa application forms

### Application successfully completed

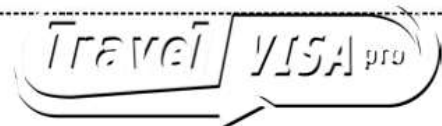
Your application has been successfully saved. Now you can print it out using the buttons below.  
Electronic visa application form will be stored for 30 days from the moment of its last saving.

Application form must be printed on A4 or Letter format paper in the following order:

- Open the file in Adobe® Reader;
- Click on "File" in menu, then click on "Print";
- Choose following configurations in new opened "Page Handling" window:
- Select "None" in "Page Scaling";
- "Auto-Rotate and Center" must be unselected;
- "Choose Paper Source by PDF page size" must be unselected;

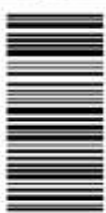


please CLICK – "A4" button to print out your application

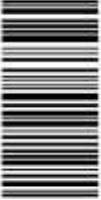


**8. Please write down your Application Number for your records and tracking purpose.**

ON-LINE VISA APPLICATION FORM		20002-15876309 \ 24.03.2016 16:15:47 <small>Visa Application Center ILS (San Francisco)</small>
1. Nationality (if you formerly had USSR or Russian citizenship, please indicate when and why you lost it).	UNITED STATES	
2. Surname (as in passport).	SMITH	
3. First name, other names, patronimic (as in passport).	JOAN	
4. Date of birth (dd/mm/yyyy).	22/04/1966	
5. Sex.	FEMALE	
6. Passport.	Type of passport: TOURIST Passport No: 0000000000 Issued by: USA DEPT OF STATE Date of issue: 16/03/2016 valid until: 15/03/2026	
7. Purpose of visit.	TOURISM	
8. Category and type of visa.	COMMON TOURIST	
9. Number of entries.	SINGLE	
10. Date of arrival and departure.	06/03/2017 - 09/03/2017	
11. Host organisation you intend to visit.	Company name: 000 GOLDEN MARY Reference No: 002809 Confirmation No: 000000 Address: 000 GOLDEN MARY	
12. Route of journey (destination points).	MOSCOW	

Photograph and signature.  <div style="border: 1px solid black; width: 100px; height: 100px; margin-left: 20px; display: flex; align-items: center; justify-content: center;">                     Place for photograph                 </div> Date (dd/mm/yyyy), personal signature	Service information (automatically generated). Application form recipient: Visa Application Center ILS (San Francisco) Basis (voucher, dir. No, inv. No): 002809 The estimated date of visit to the RC: Application No (web-site): 15876309 The date of processing: 3/24/2016 Application No (VAC): The date of processing by the VAC: Request No in Russian Consulate (RC):
	I hereby agree to the processing and transfer of my personal data in electronic form for the purposes of making a decision on visa issuance. I declare that data provided in the application form are full and correct. I am aware that any false information may be a cause for the denial of visa or for the cancellation of the previously issued visa and may lead to other consequences provided for by the legislation of the Russian Federation. Subject to the receipt of visa, I pledge to leave the territory of the Russian Federation before the visa expiration date. I am aware that valid visa does not automatically allow to enter the territory of the Russian Federation. In case of denial of entry, I will not seek any compensation for potential losses.

**9. To avoid delays, please print application on one page on both sides and add a photograph or include one with your application. Do not FORGET to DATE AND SIGN your application at the bottom of the 1<sup>st</sup> page.**

<p>Photograph and signature.</p>  <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px auto; text-align: center;">Place for photograph</div> <p>Date (dd/mm/yyyy), personal signature</p>	<p>Service information (automatically generated).</p> <p>Application form recipient: Visa Application Center ILS (San Francisco)</p> <p>Basis (voucher, dir. No, inv. No): 002809</p> <p>The estimated date of visit to the RC:        Application No (web-site): 15876309        The date of processing: 3/24/2016        Application No (VAC):        The date of processing by the VAC:</p> <hr/> <p>Request No in Russian Consulate (RC):</p> <p>I hereby agree to the processing and transfer of my personal data in electronic form for the purposes of making a decision on visa issuance. I declare that data provided in the application form are full and correct. I am aware that any false information may be a cause for the denial of visa or for the cancellation of the previously issued visa and may lead to other consequences provided for by the legislation of the Russian Federation. Subject to the receipt of visa, I pledge to leave the territory of the Russian Federation before the visa expiration date. I am aware that valid visa does not automatically allow to enter the territory of the Russian Federation. In case of denial of entry, I will not seek any compensation for potential losses.</p>
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**10. To enter another application, please click “ADD ANOTHER APPLICATION” button on your browser and then follow the prompts.**

**11. If you have any questions, please do not hesitate to call us at 866-378-1722 or via email at [russia@travelvisapro.com](mailto:russia@travelvisapro.com)**