How to fill out Russia Visa application form online:

For Concierge
RUSSIA VISA APPLICATION SERVICE*
go to the pages #2-4

For free DO-IT-YOURSELF
filling online Russia Visa app,
go to page #5

*-35$ per application fee will apply
RUSSIA VISA APPLICATION CONCIERGE SERVICE *

Travel Visa Pro will review your documents and prepare application for you to sign within three hours from receipt of your forms. Requests received outside business hours (5AM PST – 5PM PST Monday-Friday) will be completed the following business morning.

DO NOT MAIL YOUR HANDWRITTEN APPLICATION:
Wait until you receive your completed Russia Visa application (see sample). Please print it, SIGN IT and then mail to Travel Visa Pro with the rest of the documents.

To engage in this service, please:

Step: #1 – Complete the following 3 (THREE) pages to sign up
Step: #2 – Make a copy of your passport vital pages (signature and photo page)
Step: #3 – Email to russia@travelvisapro.com or fax to 1-866-511-7599 the following documents:
   a) Copy of this payment (see below)
   b) Copy of your passport
   c) Copy of handwritten application (2pages)
   d) Copy of Russian visa support/invitation if you have your own.

* - If you do not wish to sign up for $35 concierge service, please do application yourself on Russian Government website - https://visa.kdmid.ru/PetitionChoice.aspx and mail us signed application with APPLICATION ID, SECURITY QUESTION, and SECURITY ANSWER along with the rest of the paperwork. For detailed instructions see: “How to fill out Russia Application Step-by-Step Guide” click here - http://www.travelvisapro.com/howtoru

Requested Processing time _________ (in business days)
Documents must be in my possession by: ______________ (mm/dd/yyyy)

PLEASE RETURN THE COMPLETED FORM FOR ME TO SIGN VIA:

☐ EMAIL: ___________________________________

☐ FAX:     ___________________________________

PAYMENT METHOD FOR APPLICABLE FEES:

$35.00 per application *_____ (# of applications) = _______________(grand total)

_____ Please add $30 for FedEx Priority Overnight shipping label from me to Travel Visa Pro. Will be emailed to you.

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.

Name on Card:__________________________________ Signature:_________________________________

Credit Card #:__________________________________ Expiration Date: _____ / ______ Security Code: __________

mm         yyyy

Billing Address: _________________________________________________________________________________

Shipping Address: ________________________________________________________________________________

☐ Please bill the remainder of the charges to my card on file.

☐ Shipping Address is the same as billing address

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

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

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

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

In Los Angeles:
1055 W. 7th St., Suite 3338
Los Angeles, CA 90017
Local: (310) 878 2590
la@travelvisapro.com

In Seattle:
506 2nd Ave Fl 14
Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

In Minneapolis:
125 S. 8th St, Suite 300
Minneapolis, MN 55402
Local: (612) 338 4430
minneapolis@travelvisapro.com

In Chicago:
60 W. Madison St, Ste 800
Chicago, IL 60602
Local: (312) 573 5550
chicago@travelvisapro.com

In Atlanta:
4745 Peachtree Rd, Ste 1520
Atlanta, GA 30305
Local: (404) 683 1979
atlanta@travelvisapro.com

In Denver:
1700 Wewatta St, Suite 516
Denver, CO 80202
Local: (303) 579 5800
denver@travelvisapro.com

In Miami:
1925 Biscayne Blvd, Suite 1001
Miami, FL 33132
Local: (305) 833 7000
miami@travelvisapro.com

In Phoenix:
1304 W. McDowell Rd, Suite 400
Phoenix, AZ 85003
Local: (602) 298 0968
phoenix@travelvisapro.com

In New Orleans:
2101 St. Charles Ave, Suite 700
New Orleans, LA 70130
Local: (504) 568 0100
neworleans@travelvisapro.com

In San Diego:
2412 4th Ave
San Diego, CA 92101
Local: (619) 234 1000
sandiego@travelvisapro.com

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

In Los Angeles (Sserve): 1055 W. 7th St., Suite 3338
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www.TravelVisaPro.com
info@TravelVisaPro.com
Fax – 866-511-7599
Russia Visa Concierge Form

1. Basic Information
Surname: __________________       First and middle names: ______________ 
Have you ever had other names (maiden name, pseudonym, holy order etc.)?  
□ Yes □ No
Sex:  □ M  □ F
Date of Birth: _____ / _____ / _____
Place of birth (city, state, country): ______________________________________
If you were born in Russia, specify when and which country you have immigrated to ________________________________
Current Nationality: ______________    Previous Nationality: ____________
Have you had USSR or Russian nationality at some point? □ Yes □ No
If yes, when and why did you lose it? ________________________________
Marital Status: □ Single  □ Married  □ Divorced
If Married or divorced, please include spouses: full name: ______________
, date of birth: ______________, and place of birth: ____________________

2. Passport Information
Type of passport:  □ Tourist □ Official □ Diplomatic
Passport number: __________________
Date of issue: _______________   Date of expiry: ________________
Issued by: ________________________________

3. Travel Information:
Purpose of Visit:
□ Tourism □ Business □ Employment □ Study □ Other: __________________
Intended number of entries:  □ One □ Two □ Multiple
Date of entry: _____ / _____ / _____   Date of departure: _____ / _____ / _____
Which institution are you going to visit? Please include:
Name: _______________________,   Address: ____________________________,
Taxpayer (TIN) Number (if you know) : __________________

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info@travelvisapro.com

In Washington DC:  
1801 Vermont NW
Washington, DC 20009
Local: (202) 684-7150
dc@travelvisapro.com

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

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

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Los Angeles, CA 90017
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la@travelvisapro.com

In Seattle:  
506 2nd Ave Fl 14
Seattle, WA 98104
Local: (206) 855-5185
seattle@travelvisapro.com

In Chicago:
1 East Erie St., Suite 525
Chicago, IL 60611
Local: (312) 850-1268
chicago@travelvisapro.com
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In Chicago:
1 East Erie St., Suite 525
Chicago, IL 60611
Local: (312) 800-1268
chicago@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: _____________________________________________
Please list your educational background below (for institutions beyond high school)

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION</th>
<th>COURSE OF STUDY</th>
<th>DATES OF ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>/ to /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ to /</td>
</tr>
</tbody>
</table>

Please list your work history (excluding current job)

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>POSITION</th>
<th>CHIEF’S NAME</th>
<th>DATES THERE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ to /</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ to /</td>
</tr>
</tbody>
</table>
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:
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:

![Application ID: 15863881](image)

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

![Information about the electronic visa application form](image)

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 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**

   ![Application Form](image)

   Please enter “000 GOLDEN MARY” and “002809” reference number.
You have to enter inviting organization’s Tax Payer Identification (TIN Number). If you do not have one, please put 123456789

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
7. Please complete this page as shown below.

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.
8. After application is completed, please CLICK – “A4” button to print out your application.
8. Please write down your **Application Number** for your records and tracking purpose.

### Online Visa Application Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nationality (if you formerly had USA or Russian citizenship, please indicate when and why you lost it).</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>2. Surname (as in passport).</td>
<td>SMITH</td>
</tr>
<tr>
<td>3. First name, other names, patronymic (as in passport).</td>
<td>JOHN</td>
</tr>
<tr>
<td>4. Date of birth (dd/mm/yyyy).</td>
<td>22/04/1966</td>
</tr>
<tr>
<td>5. Sex.</td>
<td>FEMALE</td>
</tr>
</tbody>
</table>
| 6. Passport. | TYPE: TOURIST  
Passport No: 00000000000  
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 |

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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 1st page.**

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**