

**PASSPORTS PLUS, INC**  
**BUSINESS VISA FOR RUSSIA**

**IMPORTANT:** RUSSIAN VISA MUST BE REGISTERED WITHIN THREE DAYS UPON ARRIVAL IN RUSSIA. THIS IS THE TRAVELER'S RESPONSIBILITY TO COMPLY WITH THIS LAW. SERIOUS FINES AND PENALTIES MAY BE LEVIED AGAINST TRAVELERS WHO FAIL TO COMPLY WITH THIS LAW. MULTIPLE ENTRY VISAS ARE REQUIRED TO BE REGISTERED EVERY SIX MONTHS.

The following are the requirements for foreign citizens to obtain tourist visa for Russia:

1. Actual passport.
2. Visa Processing Order Form.
3. TWO original copies of Visa Application Form for Russia. The application forms must meet the following requirements:
  - Form must be printed out from our or consulate's web site in its original size and scaling on a letter size (8 ½" x 11") paper. Fax or photocopies will not be accepted.
  - Visa application form for U.S. citizen must be printed double sided.
  - All fields must be filled out in capital letters with a black pen or typewriter, or type online. Using pencil will not be allowed. Put "N/A" for fields that do not apply to you.
  - Only one letter or digit is allowed in each cell. Provide information on a separate sheet if extra space is needed.
  - Writing must be legible. Correction will be not accepted. Correction tape and correction liquid are not allowed.
  - Visa application forms do not meet the above requirements will be rejected. We charge \$50.00 to redo an application.
  - If you order letter of invitation from us, leave question #13 "Russian institution or organization to be visited?" blank. We will complete this for you.
4. Letter of Invitation from Hosting Organization in Russia. The Hosting Organization must be from the Russian Foreign Ministry. Original invitation is required for one year multiple entry visa.
5. TWO identical 2" x 2" passport type photos, which must meet the following requirements:
  - Photo must be taken within six months of application.
  - Photo must be clear, taken against a plain white background. Scanned photo will not be accepted.
  - Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
  - Wearing sunglasses will be not allowed.
  - Photo must show the full front view of the head, with the face in the middle, and include the top of the shoulders.
  - Headband will not be allowed, except for religious reason.

- Paper clip photo on the application form. Do not use glue, staple, or tape.
6. Non U.S. citizen must submit proof of U.S. status (e.g. copy of U.S. permanent resident card or U.S. visa).
  7. Citizen of European countries must provide proof of health insurance (e.g. copy of health insurance card).
  8. HIV/AIDS screen is no longer required for obtaining a business visa for Russia. However, if you apply for a work or student visa, a recent HIV/AIDS screen with a negative result must be submitted. The HIV/AIDS test should be taken within three months.

We recommend that you send the above items via a traceable delivery service, such as FedEx Express or UPS, to our address at:

**Passports Plus, Inc**  
**5177 Richmond Ave, Suite 675**  
**Houston, TX 77056**  
**Attn: Visa Processing**

**PASSPORTS PLUS, INC**  
**5177 Richmond Ave, Suite 675, Houston, TX 77056**  
**Toll Free: (888) 821-8472 Fax: (713) 821-0145 Web: www.passportsplus.com**  
**PROCESSING ORDER FORM FOR RUSSIAN BUSINESS VISA**

**I. DEPARTURE DATE:** \_\_\_\_\_ **II. NEED BY DATE:** \_\_\_\_\_

**III. FULL NAME OF APPLICANT:**

FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST NAME \_\_\_\_\_ PASSPORT NUMBER \_\_\_\_\_

**IV. TRAVEL DATES IN AND OUT OF RUSSIA (must match the dates on the invitation):**

Entry Date: \_\_\_\_\_ Exit Date: \_\_\_\_\_

**V. FEES (All fees are non-refundable):**

Visa Type	Processing Time	Consular Fee	Service Fee	Return FedEx
Business <b>Single</b> Entry	10 Business Days	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$50.00: 10 days <input type="checkbox"/> \$75.00: 4 days	<input type="checkbox"/> \$23.00: Up to three passports <input type="checkbox"/> \$28.00: Four to six passports <input type="checkbox"/> \$35.00: Alaska, Hawaii and Puerto Rico or Saturday Delivery
	4 Business Days	<input type="checkbox"/> \$250.00		
Business <b>Double</b> Entry	10 Business Days	<input type="checkbox"/> \$140.00		
	4 Business Days	<input type="checkbox"/> \$250.00		
Business <b>Multiple</b> Entry	10 Business Days	<input type="checkbox"/> \$150.00		
	4 Business Days	<input type="checkbox"/> \$450.00		

**VI. SHIPPING ADDRESS AND PHONE NUMBER:**

Please provide the **exact** address where you want your completed passport to be Federal Expressed to. Incorrect address will impose a reroute fee of \$20.00. **Federal Express will not deliver to a PO Box.**

Company Name (if applicable): \_\_\_\_\_

Shipping Address: Street \_\_\_\_\_ Suite/Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Attn: \_\_\_\_\_ Signature Required?  YES  NO

Contact Phone No: ( \_\_\_\_\_ ) \_\_\_\_\_

**VII. PAYMENT INFORMATION:**

We accept Visa, MasterCard, American Express and Discover. We also accept money orders, company and personal checks payable in U.S. dollars only and made out to "**Passports Plus, Inc**".

Card Type\*:  Visa  MasterCard  American Express  Discover

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder (as it appears on card): \_\_\_\_\_ Security Code: \_\_\_\_\_

\* Credit card payment is subject to a 3% or \$3 charge, whichever is greater.

I have read and agreed to the terms and conditions listed on [www.passportsplus.com/disclaimer.html](http://www.passportsplus.com/disclaimer.html). I understand that requirements and fees are subject to change without prior notice, and all fees are non-refundable.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date