

PASSPORTS PLUS, INC
TOURIST 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.

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

1. Actual passport.
2. Visa Processing Order Form.
3. Visa Application Form for Russia, which 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.
 - 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.
 - Visa application forms do not meet the above requirements will be rejected. We charge \$25.00 to redo an application.
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. One 2" x 2" passport type photo, 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).

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 TOURIST 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
Tourist Single Entry	10 Business Days	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$39.00: 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		
Tourist Double Entry	10 Business Days	<input type="checkbox"/> \$140.00		
	4 Business Days	<input type="checkbox"/> \$250.00		

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. I understand that requirements and fees are subject to change without prior notice, and all fees are non-refundable.

Signature(s)

Date