



## STEP ONE: Acquire Your Invitation

All applicants must submit an invitation from Russia. *You will need to have your invitation before your Russian Visa Application can be prepared.*

- Business and Flight Crew Applicants must submit a letter of invitation from the company to be visited in Russia. This must be on company letterhead and written in Russian; see page 5 for a list of details that must be included in this letter. A fillable form letter has been also provided that you may email to your business contact in Russia.
- Tourist Applicants must submit an official tourist invitation from a registered Russian company. This invitation does not need to specify the 3 year request; single-entry invitations are acceptable. If you do not have your own official tourist invitation, G3 can acquire this invitation (an additional \$60 fee will apply.)
- Homestay Applicants must submit a notarized letter of invitation from the host in Russia. This letter must specify the relationship between traveler and host and provide the host's email address, phone number and the full address of the host's residence at which the traveler will stay. (Faxed/scanned copies accepted.)

## STEP TWO: G3 Prepares Your Russian Visa Application

Due to the complexity of the online Russian Visa Application, all applicants are required to use G3's Concierge Service to have a G3 associate complete the online application. Email the following documents to [Russia@g3visas.com](mailto:Russia@g3visas.com):

- Completed Russian Visa Questionnaire (attached). You may save your answers on this file and email directly to G3. All questions must be answered in full in order for G3 to complete your application accurately.
- A scan of the information/photo page of your valid signed passport.
- Your completed Visa Order Form (attached).
- A scan of your official invitation letter from Russia.
- If you have previously visited Russia, send a scan of all your previous Russian visas issued within the last three years.

G3 will email you a PDF of your completed application to print and sign, as well as a pre-paid FedEx airbill to send your documents to G3. Please allow 3 business days for your application to be completed after G3 has received all information. Rush service is available.

## STEP THREE: Send the Following Documents to G3

- Two copies of your completed Russian visa application, sent to you by G3. Both must be signed with an original pen-to-paper signature in blue or black ink. Make sure the signature matches the signature in your passport.
- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry. (G3 can assist with expedited passport renewals and additional passport pages.)
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be in color, on photo paper, and have a plain white background).
- A hard copy of your invitation letter from Russia. Faxed or scanned copies may be submitted.
- Copy of flight itinerary, showing your name and entry and exit dates.

### Additional Requirements for Tourist and Homestay Applicants:

- A personal letter requesting the issuance of a 3 year multiple entry visa; G3 will prepare this letter and send it with your application for you to print and sign.
- A copy of a recent bank statement showing a balance of \$3,000 or more. Account numbers may be blacked out for privacy.
- A copy of the front and back of your US health insurance card. The card must show your name.

### Additional Requirements for Select Applicants:

- Minor visa applicants must also provide a photocopy of their birth certificate, an original letter signed by both parents giving permission for the child to travel to Russia, and photocopies of both parents' identification (passport or driver's license).
- Former citizens of CIS nations (former USSR) must submit a copy of the previous CIS passport or other proof they do not hold Russian citizenship.



EssentialInfo

*There is No Substitute for Experience.*

## Concierge Service

### G3's Concierge Service includes the following benefits:

**Document Review:** Email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a rapid response and thorough review of your documents before you send them to one of our Operations Centers.

**Application Creation:** Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

**Accelerated Processing:** G3 will generate a FedEx air bill for you to efficiently send your documents to our office. Your request will be given precedence for immediate processing by our most experienced associates.

**Expert Advice:** Call our dedicated Concierge Service phone number: 202.600.4257, or email [ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com) for a quick response from the experts.

**Real-Time Status Updates:** Your G3 associate will personally contact you to confirm receipt of your documents and provide a timeline of completion. If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates. Upon completion of your request, your associate will contact you to confirm your return delivery information.

**Upgraded Delivery Service:** Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package and follow up with you to confirm you have received it.

**Emergency Support:** You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

## VISA NOTES

- Three year multiple entry visas are available to US citizens only.
- Russian Consulates reserve the right to request additional documents from applicants, which may include bank statements, proof of property ownership, or confirmations of salary. Processing times may be extended if additional documents are requested.
- All travelers must register their visa within 7 business days of entering Russia. Most hotels provide this service for free when you check in, but the registration is valid only for the period of stay in that hotel. If you will not be staying in a hotel, visas may be registered at the local office of the Russian Federal Migration Service or at the office of the tourist company which issued the invitation.
- If you have any questions about Russian visa processing, please email [Russia@g3visas.com](mailto:Russia@g3visas.com).

## PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery is recommended for requests requiring Mission Critical service; the signature requirement must be waived on 8:30 am delivery packages.
- Consular Fees include a \$5 Money Order fee and a non-refundable \$35 Submission Fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- Concierge and Invitation Fees are charged at the end of Step Two, and will be invoiced separately from Consular, G3 Processing, and Return Delivery Fees. Concierge Fee is non-refundable after the application has been completed; Invitation Fee is not refundable after G3 places the invitation request in progress.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.



Applicable Fees

Concierge Service (Required)			
<input type="checkbox"/> Concierge Service Application Completed and Emailed Within 3 Business Days	\$225.00	<input type="checkbox"/> RUSH Concierge Service Application Completed and Emailed Next Business Day	\$275.00
Consular Fees for Visa Processing			
Visa Type	Priority 10-15 Business Days		
Multiple Entry Three Year Visa	<input type="checkbox"/> \$308.00		
G3 Service Fees			
Tourist	<input type="checkbox"/> \$100.00		
Homestay	<input type="checkbox"/> \$100.00		
Business	<input type="checkbox"/> \$135.00		
Return Delivery Fees			
<input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$84.00
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$44.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge
<i>*These services may not be available for all delivery locations.</i>			



VisaOrderForm

Your invoice will be sent to your contact email.  Check here if you require a hard copy included with your return delivery.

Payment Information

Payment Via Check #:  *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard:  -  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

OR

American Express:  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

Name as it appears on the card:

Billing Address:

City:  State  Zip:

Signature: \_\_\_\_\_

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Concierge Service Required

*You'll thank us later.*

[ConciergeDesk@g3visas.com](mailto:ConciergeDesk@g3visas.com)

Total Fees from Applicable Fees Page

*Please include Applicable Fees page with your request.*

	FEE	# Travelers	TOTAL
Concierge Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Invitation Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
		Return Delivery Fee	<input type="text"/>
		Subtotal	<input type="text"/>
		Add 5% for credit card convenience fee	<input type="text"/>
		Total Payment Enclosed	<input type="text"/>

Traveler Names

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

Visa Service

Visa Type:  Tourist  Business  Flight Crew  Other \_\_\_\_\_

Processing Speed:  Mission Critical  Priority  Expedited

Travel Details

Date of US Departure:  I must have my passport no later than:

Other visa or passport services requested:

Notes:

Contact Information *Who should G3 contact about this request?*

Name:  Company:

Contact Email (required):

Daytime Phone:  Mobile Phone:

Return Delivery Address *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name:  Company:

Street Address:

City:  State:  Zip Code:

Daytime Phone:  Mobile Phone:

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:



## BUSINESS INVITATION DETAILS RUSSIA - THREE YEAR VISAS

Business invitation letters from Russian companies must be on letterhead and must be written in Russian. They must be signed by the head of the company or the manager of a department and must bear the company's official stamp. Faxed or scanned copies are acceptable.

The letter must include all of the following details. Any missing details will result in delays or rejection of the visa application. A fillable form letter follows that may be sent to the sponsoring company in Russia.

### Information About the Sponsoring Company in Russia:

1. Full name of the company.
2. The current legal address, telephone number, and email address of the company (should be included in body of letter.)
3. Short description of the host company and their business.
4. Full name (no initials) and job title of the person who signed the letter; this must be either the head of the company or the director of operations.
5. The tax number (INN number; "Individually Nomer Nalogoplatelshika") of the Russian company.
6. The official stamp of the company must be used on the letter.

### Information About the Visa Applicant:

1. Full name. The name may appear in either Russian only or both Russian and English.
2. Gender.
3. Full job title.
4. Company name of applicant's employer.
5. Date of birth.
6. Country of citizenship.
7. Full passport information: passport number, date of issue, expiration date, country of issue, issuing authority (US citizens should list US Department of State.)
8. Full contact information: home address, telephone number and email address. The home address must be transliterated into Cyrillic.

### Information About the Type of Visa Requested:

1. Letter must be addressed to either the Embassy in Washington, DC or the Consulate General in San Francisco.
2. Number of entries (multiple.)
3. Validity dates requested for visa (e.g.; 1 November 2014 to 31 October 2017). The start date should be one month from the date of submission of the visa application.
4. Detailed description of the purpose of the visit - this should say business ("delovaya") only. Do not state "commercial" or "negotiations."
5. Anticipated duration of the first visit. The entry date should match the start date of the requested visa validity dates.
6. Cities to be visited during the first trip. If any additional cities will be visited on future trips, they should not be listed.
7. Full address of the hotel or residence where the applicant will stay during the first visit. A hotel or residence address must be listed for every city that is indicated on the letter.



# VISA QUESTIONNAIRE RUSSIA

## Email the following to [Russia@g3visas.com](mailto:Russia@g3visas.com):

- This completed questionnaire. You may save your answers on this file and email directly to G3. All questions must be answered in order for G3 to complete your application accurately.
  - A scan of the information/photo page of your valid passport.
  - Your completed Visa Order Form.
  - Your completed Invitation Order Form, or a scan of your official invitation or your complete invitation Telex details.
  - If you have previously visited Russia, provide scans of all previous Russian visas issued within the last three years.
- These items may also be sent to G3 via fax or postal mail.*

## Concierge Service Requested:

- Standard** (Application Completed in 3 Business Days)  **Rush** (Application Completed in 1 Business Day)

*This document is for G3 use only and is not the official visa application.*

## YOUR NATIONALITY:

Country of Citizenship:  USA  Other: \_\_\_\_\_

Have you ever held Russian or USSR citizenship?  No  Yes (provide details below)

If you previously held Russian or Soviet citizenship, please state how you lost your Russian/Soviet citizenship, including the country you emigrated to and any other pertinent details.

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

Date you lost Russian/Soviet citizenship: \_\_\_ / \_\_\_ / \_\_\_  
Day Month Year

## YOUR VISA REQUEST:

Purpose of Visit:  Business  Tourist  
 Flight Crew  Homestay  
 Other: \_\_\_\_\_

Specific Purpose of Visit (i.e. business meetings, tour group, etc.): \_\_\_\_\_

Number of Entries:  Single  Double  Multiple

Date of Entry: \_\_\_ / \_\_\_ / \_\_\_ Date of Departure: \_\_\_ / \_\_\_ / \_\_\_  
Day Month Year Day Month Year

*Your visa will be issued with the precise dates and number of entries listed on your official invitation. Overstaying the duration of your visa will result in penalties possibly including hefty fines and/or detainment by Russian immigration authorities.*

## YOUR PERSONAL INFORMATION:

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

If your name has legally changed, list your previous name(s) here: \_\_\_\_\_

Sex:  Male  Female

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_  
Day Month Year

visaquestionnaire



# VISA QUESTIONNAIRE RUSSIA

Country of Birth:  USA  Other: \_\_\_\_\_

Place of Birth: City: \_\_\_\_\_ State: \_\_\_\_\_

Marital Status:

Married  Single (Never Married)  Divorced  Separated  Widowed

Your Spouse's Name (complete even if separated, divorced, or widowed):

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Spouse's Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

Spouse's Country of Birth:  USA  Other: \_\_\_\_\_

Spouse's Place of Birth: City: \_\_\_\_\_ State: \_\_\_\_\_

## YOUR PASSPORT DETAILS:

Type of Passport:  Personal/Tourist  Official Government  Diplomatic

Passport Number: \_\_\_\_\_

Date of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

Date of Expiry: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

Issuing Authority:  US Department of State  Other: \_\_\_\_\_

## HEALTH AND TRAVEL INSURANCE:

Have you purchased travel insurance for your trip?  No  Yes, insurance company name: \_\_\_\_\_

Name of Health Insurance Company in US: \_\_\_\_\_

## YOUR STAY IN RUSSIA:

Russian Cities to be Visited: \_\_\_\_\_

List the details of the places you will stay in Russia:

Name of First Hotel or Private Host: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Name of Second Hotel or Private Host: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Visa Questionnaire



# VISA QUESTIONNAIRE RUSSIA

Name of Third Hotel or Private Host: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

## MISCELLANEOUS QUESTIONS:

Have you ever been refused a Russian visa?  Yes  No

Have you ever had a Russian visa cancelled?  Yes  No

Have you ever been deported from Russia?  Yes  No

If you have any professional experience relating to firearms, explosives, or nuclear technology, please describe:

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

If you are a member of any professional or charity organizations, list the names of the organizations: \_\_\_\_\_

\_\_\_\_\_

Have you ever been a member of the military?  No  Yes (*complete details below*)

Service (i.e. US Navy): \_\_\_\_\_

Highest Rank Obtained: \_\_\_\_\_

Specialization: \_\_\_\_\_

Dates of Active Service: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Did you participate in combat?  No  Yes (*complete details below*)

Name of Conflict: \_\_\_\_\_

Location of Conflict: \_\_\_\_\_

Date of Conflict: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

## YOUR EDUCATION:

*Provide the details of the highest degree or diploma you have obtained. If you hold more than one degree at or above the undergraduate level, provide details for your two highest degrees.*

Most Recent Educational Institution:

Name of School: \_\_\_\_\_

Degree Obtained/Major: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Telephone: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year





# VISA QUESTIONNAIRE RUSSIA

Previous Educational Institution:

Name of School: \_\_\_\_\_

Degree Obtained/Major: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Telephone: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Year Month Year*

## YOUR PREVIOUS EMPLOYMENT:

*Please provide the details about your last two places of work, not including your current employment.*

Most Recent Previous Employment:

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Your Supervisor's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Year Month Year*

Second Previous Employment:

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Your Supervisor's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Year Month Year*

## YOUR TRAVEL HISTORY:

Have you ever been issued a Russian visa?  No  Yes, details below:

Date of Issue			Issued by Consulate (i.e. Washington, DC)	Is This Visa Still Valid?	
Day	Month	Year		<input type="checkbox"/> No	<input type="checkbox"/> Yes
				<input type="checkbox"/> No	<input type="checkbox"/> Yes
				<input type="checkbox"/> No	<input type="checkbox"/> Yes
				<input type="checkbox"/> No	<input type="checkbox"/> Yes
				<input type="checkbox"/> No	<input type="checkbox"/> Yes
				<input type="checkbox"/> No	<input type="checkbox"/> Yes

Scans of all Russian visas issued within the past three years must be emailed to G3.

Has your passport ever been lost or stolen?  No  Yes

Visa Questionnaire



# VISA QUESTIONNAIRE RUSSIA

Please use the table below to list the countries you have visited in the last 10 years, with the date of visit. (Dates may be approximate.) If you have visited more than five, please list the five most recent.

Date of Visit			Country
Day	Month	Year	

Have you ever held a passport from another country?  No  Yes: \_\_\_\_\_  
Country Name

### YOUR PARENTS:

Your Father's Full Name (even if deceased): \_\_\_\_\_

Your Mother's Full Name (even if deceased): \_\_\_\_\_  
Please list your mother's maiden name, if applicable.

### YOUR CONTACT INFORMATION:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Home Fax (if any): \_\_\_\_\_

Home Email: \_\_\_\_\_

Name of Employer or School: \_\_\_\_\_

Your Position: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Work Fax (if any): \_\_\_\_\_

Work Email: \_\_\_\_\_

### RELATIVES IN RUSSIA:

Do any of your relatives currently live in Russia?  No  Yes (please complete table below)

Full Name	Address	Date of Birth			Relationship to You
		Day	Month	Year	

Visa Questionnaire