

# VISA CENTER ORDER FORM

**OTTAWA**  
130 Albert Street,  
B1 Level, Suite 7,  
Ottawa, ON  
K1P 5G4  
MON-FRI 9AM-5PM

**TORONTO**  
1000 Finch Ave. W.  
Suite 900,  
North York, ON  
M3J 2V5  
MON-FRI 8AM-6PM

**MARKHAM**  
3601 HWY 7 East,  
Suite 1005,  
Markham, ON  
L3R 0M3  
MON-FRI 9:30-5:30

**MONTREAL**  
1155 René-Lévesque West,  
Suite 2500,  
Montreal, QC  
H3B 2K4  
**DROP-OFF ONLY**

**CALGARY**  
400 5th Avenue SW,  
Suite 300,  
Calgary, AB  
T2P 0L6  
**DROP-OFF ONLY**

**VANCOUVER**  
550 West Broadway  
Suite 730,  
Vancouver, BC  
V5Z 0E9  
MON-FRI 9AM-5PM

## 1. PERSONAL INFORMATION (PERSON SUBMITTING MAY NOT BE THE APPLICANT)

LAST NAME	<input type="text"/>	FIRST NAME	<input type="text"/>
E-MAIL	<input type="text"/>	TELEPHONE	<input type="text"/>
TRAVEL AGENT	<input type="text"/>	MAIN APPLICANT NAME IF DIFFERENT FROM ABOVE	<input type="text"/>

## 2. SERVICE DESCRIPTION (INDICATE TYPE OF SERVICE YOU ARE APPLYING FOR AND PRICE)

SERVICE 1	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
<small>LIST COUNTRY AND TYPE OF VISA ALONG WITH SERVICE LEVEL / OTHER SERVICE</small>			+
SERVICE 2	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
<small>LIST COUNTRY AND TYPE OF VISA ALONG WITH SERVICE LEVEL / OTHER SERVICE</small>			+
SERVICE 3	<input type="text"/>	/ SERVICE PRICE	<input type="text"/>
<small>LIST COUNTRY AND TYPE OF VISA ALONG WITH SERVICE LEVEL / OTHER SERVICE</small>			=

THIS BOX IS FOR INTERNAL OFFICE USE ONLY

SERVICE TOTAL

## 3. OPTIONS FOR RETURNING YOUR DOCUMENTS TO YOU

- |   |  |
|---|--|
| <input type="checkbox"/> PICK-UP AT OFFICE  | <input type="checkbox"/> \$35 OVERNIGHT DELIVERY CANADA        |
| <input type="checkbox"/> \$100 LOCAL SAME-DAY RUSH COURIER (TORONTO, OTTAWA, VANCOUVER) | <input type="checkbox"/> \$60 OVERNIGHT DELIVERY (9 AM) CANADA |
| <input type="checkbox"/> \$150 LOCAL CITY SAME-DAY EVENING COURIER (TORONTO ONLY)       | <input type="checkbox"/> \$65 SATURDAY DELIVERY CANADA         |
| <input type="checkbox"/> \$150 AIRPORT TERMINAL DELIVERY (TORONTO, OTTAWA, VANCOUVER)   | <input type="checkbox"/> \$350 CANADA SAME DAY DELIVERY        |
|   | <input type="checkbox"/> \$125 INTERNATIONAL COURIER           |

**IMPORTANT!**  
ABSOLUTE LATEST DATE BY WHICH YOU MUST HAVE YOUR  
PASSPORT(S) BACK

### RETURN SHIPPING

RECIPIENT'S NAME (MUST BE OVER 18 OR OLDER)

COURIER TOTAL

BUILDING NUMBER	STREET NAME		
CITY/TOWN	PROVINCE	COUNTRY	POSTAL CODE

## 4. PAYMENT

<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER <input type="checkbox"/> PayPal <input type="checkbox"/> DEBIT CARD <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> BANK DRAFT	<b>E-TRANSFER AND PAYPAL PAYMENTS MUST BE SENT TO <a href="mailto:PAYMENTS@VISACENTER.CA">PAYMENTS@VISACENTER.CA</a></b>	<b>TOTAL AMOUNT</b> <small>ADD ABOVE BOXES FOR GRAND TOTAL FOR CREDIT CARD PAYMENTS, ADD 2.5% TO WHOLE AMOUNT</small>
CREDIT CARD NUMBER <input type="text"/> EXPIRY DATE <input type="text"/> BILLING ADDRESS <input type="text"/>	CARDHOLDER SIGNATURE AUTHORIZING CARD TO BE CHARGED FOR THIS AMOUNT -> <input type="text"/>	

By using the services of Visa Center, I authorize it to handle my personal information and my passport/other documents and particulars to a foreign diplomatic/consular missions in Canada & US for the purpose of acquiring a visa or other consular documents as well as to receive information on my application from foreign diplomatic/consular missions and sign on my behalf whenever and wherever it is required for the purpose of obtaining visa. By signing this document, I accept in whole the following terms, conditions and limitations: Visa Center does not issue visas and can not and does not guarantee a visa will be issued by a diplomatic/diplomatic/consular office, as this is the sole prerogative of the foreign government. Issuance of visa, processing timing, visa type, its validity term, number of entries and other details are determined exclusively by the embassy/consulate on case by case basis. Once the application file has been submitted to the embassy/consulate, no changes of any kind, including the trip dates and/or processing timing, are possible or allowed. Processing timings and requirements mentioned on Visa Center web site is a general guide-line only. Embassy/consulate has the right to request additional documentation and increase the processing timing. Visa Center does not bear liability for the safety or security of your passport/document once the passport has entered the diplomatic/consular or other authority grounds or passed into the control of a courier company for delivery. Visa Center is not liable for any stolen or lost passports, while out of our hands, and holds no liability for late delivery of passports and visas, and Visa Center does not bear any financial, legal or other obligations whatsoever for client travel bookings or other purchases, down payments, or any kind of travel or other arrangements that were done prior to the issuance of visa that may be affected by processing times, visa details or denial of visa. Visa Center does not bear any financial (or otherwise) responsibility from issues and losses arising from errors and improper issuance of visas by the consulates and does not compensate for travel expenses arising from any of the above. Even when visa is issued, a traveler may be denied entry since in each country the local immigration officials make the final decision to grant the entry. Client with visa application form submitted in any other than the required format will be charged \$35+HST. Visa Center will charge \$85 + HST per passport, per country, for canceled visa applications for whatever reasons after the documents have been received for processing. No refund is possible once the documents submitted to foreign diplomatic/consular mission for processing. I understand and fully accept the above mentioned. BY SIGNING BELOW YOU AGREE ON ABOVE CONDITIONS & CHARGES PROCESSED TO YOUR CARD INCLUDING 2.5% CONVENIENCE FEE ON THE TOTAL IF PAYMENT IS BY CREDIT CARD. UNSIGNED FORMS WILL NOT BE PROCESSED.

SIGNATURE OF APPLICANT  
OR ACTING AGENT

DATE

ADD SERVICE TOTAL TO COURIER TOTAL

# SMS (Text) Notifications to You Cell Phone Application Form

<b>Last Name</b>	
<b>First Name</b>	
<b>Cell Phone Number</b>	
<b>Name of the provider (Bell, Fido, etc.)</b>	

**In some cases email notifications might be categorized as “junk” or “spam” and sent to these folders right away without you checking them and thus missing the important update on your visa file. To avoid this unfortunate situation we offer you to have our notifications being sent to your mobile phone as text messages.**

**Price for this service is: 1.00 +HST, and it will be added to the total service charge.**

We shall be using the data provided by you in your SMS application form solely and exclusively to send your application status by SMS to your registered mobile number, and to send you these details also by e-mail at the indicated e-mail address. We may also provide your information to any government or government agency in connection with the processing of your application. **BY SIGNING THIS FORM YOU ARE NOTIFYING US THAT YOU CONSENT TO RECEIVING THIS INFORMATION BY SMS AND EMAIL.** Please note that if you give your consent, you have the right at any time to withdraw this consent by notifying us at **VisaCenter by email [info@visacenter.ca](mailto:info@visacenter.ca).**

## Disclaimer and Terms and Conditions

1. The Short Messaging Service (“SMS”) provided to Visa Applicants is to update on current status to the applicant with regards to Visa Application Process. The information provided by SMS is based among others on the information provided by the Embassy/Consulate. While VisaCenter ensures that information is made available to the visa applicant promptly and accurately, the Visa Applicant shall at all times be responsible for providing and maintaining an SMS text compatible mobile phone number where VisaCenter can send text messages regarding the status of the Visa Application to the Visa Applicant. The Visa Applicant is responsible for ensuring connection to a mobile network capable of receiving the SMS Services. The Visa Applicant understands that if The Visa Applicant’s mobile phone is switched off, disconnected for any reasons or is out of coverage for a period of 24 hours or more, The Visa Applicant’s mobile network provider may delete any SMS messages to be received by The Visa Applicant.
2. The Visa Applicant confirms that the Visa Applicant has provided the accurate mobile number for receiving SMS and that the Visa Applicant is the owner or its legitimate user, or that the Visa Applicant has the consent of the owner or legitimate user, of the mobile phone using for the Services. The Visa Applicant acknowledges that using another person’s mobile phone/providing inaccurate mobile phone number/unauthorized use of mobile phone number for receiving the SMS may entail disclosure of Visa Applicant’s confidential information which disclosure shall be at the sole risk of the Visa Applicant
3. The Services, once obtained, will be available to the Visa Applicant from the time of application till complete processing of the application or such other period as VisaCenter may advise via our website located at [www.VisaCenter.ca](http://www.VisaCenter.ca) . VisaCenter reserves the right to withdraw this service at any time and without notice.
4. The Visa Applicant must not use (or permit any third party to use) the SMS Service to send any message or communication which is Spam, illegal, offensive, abusive, indecent, obscene or menacing or causes annoyance, inconvenience or needless anxiety or infringes the rights of third parties. VisaCenter reserves the right to withdraw the SMS service to such Visa Applicant if The Visa Applicant is in breach of this paragraph 4. VisaCenter may also withdraw the Services if VisaCenter in its sole discretion apprehends that the SMS service is being used for such purposes.
5. For operational reasons VisaCenter may vary the technical specification of the Services with or without notice. In the event of any change to the Service these Terms and Conditions is to be treated as varied accordingly.
6. The time to deliver the SMS is dependent on several factors such as upon the traffic on the mobile network and whether The Visa Applicant mobile phone is within reach and switched on and cannot therefore be guaranteed by VisaCenter. VisaCenter is not a mobile network operator and does not guarantee the delivery of SMS text messages.
7. The Visa Applicant acknowledges that the SMS Services may, at any time, be adversely affected by problems with The Visa Applicant mobile phone network, type of mobile account, force majeure events including, without limitation, interference to the network coverage. VisaCenter is not responsible or liable to The Visa Applicant for any loss, damage or expenses incurred directly or indirectly by The Visa Applicant as a result of any difficulties experienced by the Visa Applicant’s mobile phone service provider. Subject to the constraints described within this paragraph 7, VisaCenter shall carry out the services with reasonable care and skill.
8. If The Visa Applicant does not receive SMS relating to these Services, the Visa Applicant should inform VisaCenter through email.
9. The SMS service delivers the Visa Application Status based on the information received by VisaCenter from Embassy/Consulate.
10. The Visa Applicant agrees to comply with all instructions we may give concerning the Services, including any security instructions. We will be entitled to treat any failure by Visa Applicant themselves to comply with these instructions as a breach of these Terms and Conditions, which will entitle us to deny Visa Applicant access to the Services.
11. The Visa Applicant is responsible for paying charges for the message origination. Charges once paid for SMS service will not be refunded under any circumstances.
12. The Visa Applicant shall at its sole risk be responsible for taking all reasonable steps to prevent unauthorized persons gaining access to the Services.
13. While VisaCenter takes every precaution transmission of information to transmit information. VisaCenter shall not be responsible or liable for any unforeseen events and circumstances beyond the reasonable control of VisaCenter.
14. VisaCenter may in its sole discretion temporarily suspend the provision of the Services if such provision could materially affect the quality of any telecommunications service, including the Services, provided by VisaCenter.
15. VisaCenter specifically excludes all liability of any kind (including negligence) in respect of any third party information or other material made available on, or which can be accessed using SMS text services.

**I have read and understood the Disclaimer, the terms and conditions and the price contained therein and agree to abide by the same.**

**Signature of the Visa Applicant:** \_\_\_\_\_

## **Registration with Canadian Embassies**

The world unfortunately is not a safe place. When you travel abroad and surrounded by foreign environment many situations, in some cases hostile may arise, like terrorist attacks, banditry or even war. Plus there are natural disasters and catastrophes.

Visacenter.ca can help you to make your contact information in the country where you are traveling available to Canadian Embassy/Consular officials responsible for helping Canadians abroad.

### **What is the registration?**

Upon your request the Department of Foreign Affairs in Ottawa (DFAIT) will be provided with your major contact information in the country of your travel as well as your emergency contact in Canada. In the event there is a need to contact Canadians to offer urgent advice or evacuation during a natural disaster or civil unrest, or to inform them of a family emergency at home, Canadian Embassy/Consulate contacts all registered Canadian citizens in that country.

**OFFICIAL REGISTRATION IS RECOMMENDED** for **ALL** Canadians traveling abroad for business or pleasure, or residing abroad, irrespectively of the length of travel.

It is best to register **BEFORE** leaving Canada.

### **What should I do to register?**

To register, you are required to fill-out short Registration of Canadians Abroad Form with your basic contact information.

### **What is the cost?**

The cost of peace of mind is just CAD16.95 (HST included) per person.

***I agree that Visacenter.ca submits on my behalf my data for Registration of Canadians Abroad service provided by DFAIT and agree that for this act the charge of CAD 16.95 be added to the total payment for my visa services order.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Next step:**

→ **Please, fill-out the following Registration of Canadians Abroad Form**

# Registration of Canadians Abroad

Note: The \* denotes a mandatory field

## MY PERSONAL INFORMATION

\*First name:

\*Last name:

\*Date of birth:    Gender  M /  F  
DAY MONTH YEAR

Passport number:  \*Preferred language:  English  French

## MY DESTINATION DETAILS

\*Destination country:  Region:

\*Additional information:   
ADDRESS, HOTEL, TRIP DETAILS

\*Arrival date at destination:    \*Departure date:     
DAY MONTH YEAR DAY MONTH YEAR

## HOW TO CONTACT ME DURING MY TRIP

*\*You must provide at least one way of contacting you outside Canada*

Email:

Telephone:  Mobile:

## WHOM TO CONTACT IN CASE OF AN EMERGENCY

\*First name of emergency contact:

\*Last name of emergency contact:

*\*You must provide at least one means of contact:* Email:

Telephone:  Mobile:

## ADDITIONAL DESTINATION

\*Destination country:  Region:

\*Additional information:   
ADDRESS, HOTEL, TRIP DETAILS

\*Arrival date at destination:    \*Departure date:     
DAY MONTH YEAR DAY MONTH YEAR

## ADDITIONAL TRAVELLER

\*First name:

\*Last name:

Passport number:

Signature:

Date:     
DAY MONTH YEAR

## Russian Tourist or Private Visa for Canada passport

(for applicants who already have full visa support documents from Russia, including confirmation for hotel stay payment)

Visa Type / Processing Time	23 days	5 days
Tourist or Private Single Entry Visa (for applicants who already have full visa support documents and paid hotel) valid for 30 days with max 30 days stay	\$ 325.00 (+TAX \$19.37)	\$ 535.00 (+TAX \$30.29)
Tourist or Private Double Entry Visa (for applicants who already have full visa support documents and paid hotel) valid for 30 days with max 30 days stay	\$ 445.00 (+TAX \$25.22)	\$ 690.00 (+TAX \$30.81)

\*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added. **Visas are issued strictly in accordance with the dates of entry and exit entered on the application form.**

## Russian Tourist and Private Visa for Canada passport

(for applicants without visa support)

Visa Type / Processing Time	40 days	23 days	5 days
Tourist Single Entry Visa (for applicants without visa support) valid for 30 days with max 30 days stay	N/A	\$ 355.00 (+TAX \$23.27)	\$ 585.00 (+TAX \$36.79)
Tourist Double Entry Visa (for applicants without visa support) valid for 30 days with max 30 days stay	N/A	\$ 475.00 (+TAX \$29.12)	\$ 730.00 (+TAX \$36.01)
Private Single Entry Visa (for applicants without visa support) valid for 90 days with max 90 days stay	\$ 525.00 (+TAX \$28.60)	\$ 735.00 (+TAX \$42.90)	N/A

\*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added. **Visas are issued strictly in accordance with the dates of entry and exit entered on the application form.**

## Russia Business Visa for Canada passport

(for applicants who already have full Russian business visa support documents from Russia, i.e. Invitation or Telex Number )

Visa Type / Processing Time	23 days	5 days
Business Single Entry Visa (for applicants who already have full business visa support documents) valid for 90 days with max 90 days stay	\$ 355.00 (+TAX \$23.27)	\$ 460.00 (+TAX \$20.54)
Business Double Entry Visa (for applicants who already have full business visa support documents) valid for 90 days with max 90 days stay	\$ 480.00 (+TAX \$29.77)	\$ 720.00 (+TAX \$34.71)
Business Multiple Entry Visa (for applicants who already have full business visa support documents) valid for 365 days	\$ 698.00 (+TAX \$35.10)	\$ 1065.00 (+TAX \$33.67)

\*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added. **Visas are issued strictly in accordance with the dates of entry and exit entered on the application form.**

## Russia Business Visa for Canada passport

(for applicants without Russian business visa support documents from Russia, i.e. Invitation or Telex Number )

Visa Type / Processing Time	53 days	23 days	14 days
Business Single Entry Visa (for applicants without business visa support documents) valid for 90 days with max 90 days stay	\$ 460.00 (+TAX \$36.92)	\$ 670.00 (+TAX \$47.84)	\$ 770.00 (+TAX \$60.84)
Business Double Entry Visa (for applicants without business visa support documents) valid for 90 days with max 90 days stay	\$ 570.00 (+TAX \$41.47)	\$ 980.00 (+TAX \$68.51)	\$ 1080.00 (+TAX \$81.51)

\*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added. **Visas are issued strictly in accordance with the dates of entry and exit entered on the application form.**

## Russia Multi-Entry Business Visa for Canada passport

(for applicants without Russian business visa support documents from Russia, i.e. Invitation or Telex Number )

Visa Type / Processing Time	57 days	30 days	25 days
Multi-Entry Business Visa for Canada passport (for applicants without Russian business visa support documents from Russia, i.e. Invi valid for 365 days	\$ 865.00 (+TAX \$56.81)	\$ 1280.00 (+TAX \$61.62)	\$ 1535.00 (+TAX \$94.77)

\*Above prices include Consular / Embassy fee, Visa Center fee. No other processing fees will be added. **Visas are issued strictly in accordance with the dates of entry and exit entered on the application form.**

## Russia Visa Registration Service

Visa Type / Processing Time	3 days
Russian visa registration	\$ 105.00 (+TAX \$3.90)

\* To register your Russian visa provide us with scanned copies of your: passport, Russian visa, Russian migration card  
Above prices include all government fee, Visa Center fee. No other processing fees will be added.

## INCLUDE THE FOLLOWING DOCUMENTS:

### Russia Visa Requirements

#### **BASIC SET OF DOCUMENTS:**

Valid passport (Valid at least for 6 months from the projected departure date from Russia & min. 3 empty pages)

One color photo. (Photo facility is available on-site - TORONTO, OTTAWA, MARKHAM & VANCOUVER). Please note that photos from photo booth or home-shot photos are not acceptable. If you are not visiting our office and prefer to courier your documents you must have your photos done in accordance with [Detailed requirements of Russian visas photos.](#)

Photo must have a time stamp of not more than 6 months with address of photo studio at the back.

**On-line Russian visa application form** (This form is located here: <https://visa.kdmid.ru>).

***IMPORTANT NOTE! \$35/applicant + tax will be applied to your total bill and processing will be delayed by 2 days if you choose to bring/send us the off-line form or incomplete/incorrectly filled-out on-line form. \$10/applicant + tax will be applied to your total bill if electronically filled application form submitted by you contains errors and/or omissions.***

*After completing on-line form, print it out on the front and back sides of a single sheet of paper, sign and send/bring to our office along with:*

**Visacenter order form and Application ID form**

**OTHER DOCUMENTS AS PER REQUIREMENTS BELOW:**

Copy of the **overseas emergency medical insurance policy** with minimal coverage amount of 30 000 EUR, which is valid for travel to Russia if you are **not a Canadian or US citizen**. Please note that the insurance company issuing the policy must have reinsurance agreement with a Russian insurance company possessing a license for this type of insurance or agreement with a service (assistance) organization that organizes medical help (medical transportation services) to the extent no less than as specified in the minimal list of services. You must provide proof that your insurance company has such an agreement. Get approved simple and flexible insurance [HERE NOW](#).

Non-Canadian applicants must provide the copy of the document confirming their current resident status in Canada (PR Card, Landed Document, Work Permit)

Persons with dual citizenship, one of which is Canadian, must apply with their Canadian passports only.

**Former citizen of the USSR or of the Russian Federation** emigrated from the USSR or from Russia, must submit: one of the documents which confirms that they are no longer citizens of the Russian Federation (so called "Visa to Israel" or stamp in their passport saying that they left for "permanent residence abroad" before the February 6, 1992, or Landed Document with lading date before February 6, 1992, or official document certifying that their Russian citizenship was abrogated), otherwise the applications will not be accepted. Recent bank statement and confirmed paid hotel reservation for the whole period of stay in Russia. In some cases interview may be required.

For travelers younger than 18 years old the following additional documents are required:

- Certified true copy of the birth certificate on which the parents full names are clearly indicated. (We may do certification if you provide/bring us the original (additional charge of CAD35 applies));
- Travel consent from both (if child is traveling alone or accompanied by someone else) or one of the parents, who is not travelling with the child (if traveling with the other parent). Consent must be certified by notary or commissioner. (If the signatory is visiting one of our offices, we can certify the signature (additional charge of CAD35 applies));
- Copy of parent(s) passport(s). If one of the parents is a holder of Russian passport, then copy of Russian (not Canadian) passport must be provided;

**For RUSSIAN TOURIST VISA applicants:**

**TOURIST VOUCHER** and **CONFIRMATION** issued by the Russian hosting travel company. Confirmation must be signed by authorized person and carry the official seal of the Russian travel company. The confirmation of prepaid accommodation at the hotel you are going to stay provided by the hotel. Most consular departments will accept faxed or scanned copies of these documents. You may check [here how Russian tourist visa support usually looks like](#).

If you have Standard tourist confirmation and voucher, enclose them with your other visa documents. If your tour operator or hotel unable to provide the required support, you may use our service (go to the price table for applicants without visa support) or [may get it from the third party](#) and send it to us with your visa documents.

For double-entry tourist visa: applicant's copy of flight itinerary clearly showing double entry into Russia from bordering country only is required. **Cruise passengers** disembarking in St.Peterburg must apply for tourist double-entry visas.

**For RUSSIAN BUSINESS VISA applicants:**

**INVITATION** from your Russian host. It must be issued by the local office of the Federal Migration Service of



the Russian Federation (FMS). The invitations are of two types: HARD COPY and ELECTRONIC. In case of hard copy invitation issued for a work, study or multiple entry visas the original (hard copy) must be submitted. You may check [here how Russian business visa invitation \(hard copy\) usually looks like](#). If you have such invitation enclose it with your other visa documents. In case of electronic invitation enclose its printout to your other visa documents. You may check [here how Russian business electronic invitation usually looks like](#).

Requests for business visas processing will be on-hold if received earlier than 45 calendar days before the date of entry indicated on the application form.

Notes:

- Applicants with the passports of **Afghanistan, Algeria, Angola, Bangladesh, Chad, Egypt, Ethiopia, Iraq, Lebanon, Libya, North Korea, Nepal, Nigeria, Pakistan, Rwanda, Syria, Somalia, Sri Lanka, Vietnam, Yemen** must undergo personal visa interview at the Consulate and submit their PR Cards in ORIGINAL. No applicants from the mentioned nations with Study or Work permits are accepted. Processing timing is not less than 20 business days after the interview at the consulate. Work and study visas applications cannot be accepted.

- In some cases Russian Embassy or consulate may request the applicant to provide additional documents like paid hotel reservation, bank statement, etc. and/or appear for the interview.

- Applicants for Russian work visa or Russian study visa along other documents must provide HIV certificate which has been issued in less than 80 days.

- By Russian law, all foreign travelers are required to register their visas after entry into Russia. Use Visa Center registration services to avoid the hassle of your Russian visa registration. [Click here to know how to do Russian visa registration](#).

**NOTE:** Want to check if you prepared your Russian visa application documents correctly? Click on the following link: [Russian visa pre-screen service](#) and send us your file for quick evaluation.





# VISA APPLICATION

**IMPORTANT!** Please type or print using ballpoint

I declare that data supplied by me is correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Russian law. I undertake to leave the territory of the Russian Federation upon the expiry of the visa, if granted. I understand that possession of a visa does not entitle its bearer to enter Russia. I will not seek compensation if I am refused to enter Russia.

**\*\* - not to be filled by holders of diplomatic and official passports**

<b>1. Nationality</b> (If you formerly had USSR or Russian citizenship, please indicate when and why you lost it)		<b>6. Purpose of visit</b>	
<b>2. Last name</b> (as in passport)		<b>7. Category and type of visa</b>	
<b>3. First and middle names</b> (as in passport)		<b>8. Number of entries</b> Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/>	
<b>4. Date of birth</b> (dd/mm/yy)		<b>9. Date of entry in Russia</b>	<b>10. Date of departure from Russia</b>
<b>5. Sex</b> M <input type="checkbox"/> F <input type="checkbox"/>		(dd/mm/yy)	(dd/mm/yy)
<b>11. Passport No</b>		<b>Date of issue</b> (dd/mm/yy)	
<b>Issued by</b>		<b>Valid until</b> (dd/mm/yy)	
<b>12. Type of passport</b> diplomatic <input type="checkbox"/> official <input type="checkbox"/> tourist <input type="checkbox"/> other <input type="checkbox"/> please specify			
<b>13. Russian institution or organization to be visited?</b> (for tourists – name and reference number of the host tourist company, for businessmen – name of the host organization and town, for private persons – last name, first name, middle names and home address of the host)			
<b>14. Itinerary</b> (places of visit)			
<b>**15. Do you have a medical insurance valid in Russia?</b> yes <input type="checkbox"/> Please specify? no <input type="checkbox"/>			
<b>16. Who will pay for your trip to and stay in Russia?</b>			
<b>17. Marital status</b> married <input type="checkbox"/> single (never married) <input type="checkbox"/> divorced <input type="checkbox"/> separated <input type="checkbox"/> widowed <input type="checkbox"/>			
<b>18. Spouse's full name</b> (if divorced or separated, please indicate maiden name if applicable)			<b>19. Spouse's date of birth</b> (dd/mm/yy)
<b>20. Spouse's place of birth</b>			
<b>**21. Your father's full name</b>		<b>**22. Your mother's full name</b>	
<b>23. Have you ever been issued a Russian visa?</b> (When and where?)			
<b>**24. Has your passport ever been lost or stolen?</b> yes <input type="checkbox"/> no <input type="checkbox"/>			
<b>**25. List all countries you have visited in the last ten years and indicate the year of visit</b>		<b>**26. List all countries which have ever issued you a passport</b>	
<b>**27. List your last two places of work, excluding the current one</b>			
1. Name		Phone number	
Address		Your chief's surname	
Your position		Dates of joining – dismissal	(mm/yy) (mm/yy)
2. Name		Phone number	
Address		Your chief's surname	
Your position		Dates of joining – dismissal	(mm/yy) (mm/yy)

**\*\* - not to be filled by holders of diplomatic and official passports**

**\*\*28. List all educational institutions you ever attended, except high schools**

1. Name	Address and phone number		
Course of study	Dates of admission and graduation	(mm/yy)	(mm/yy)
2. Name	Address and phone number		
Course of study	Dates of admission and graduation	(mm/yy)	(mm/yy)

<b>**29. List all professional, civil and charity organizations which you are / were a member of or cooperate / cooperated with</b>	<b>**30. Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance? If yes, please specify</b>
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**\*\*31. Have you ever performed a military service? If yes, indicate the country, branch of service, rank, military occupation and dates of service**

**\*\*32. Have you ever been involved in an armed conflicts, either as a member of the military service or a victim? If yes, please specify**

**33. IMPORTANT! EACH APPLICANT MUST READ AND GIVE ANSWERS TO THE FOLLOWING QUESTIONS**  
A visa may be refused to persons who are within specific categories defined by the law as inadmissible to Russia.

<b>Have you ever been arrested or convicted for any offence?</b> yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input type="checkbox"/>
<b>Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder? Have you ever been a drug abuser or an addict?</b> yes <input type="checkbox"/> no <input type="checkbox"/>
<b>Have you ever been refused a Russian visa?</b> yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input type="checkbox"/>
<b>Has your Russian visa ever been canceled?</b> yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input type="checkbox"/>
<b>Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information?</b> yes <input type="checkbox"/> no <input type="checkbox"/>
<b>Have you ever overstayed your Russian visa or stayed unlawfully in Russia?</b> yes <input type="checkbox"/> no <input type="checkbox"/>
<b>Have you ever been deported from Russia?</b> yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input type="checkbox"/>

**Your answer yes in item 33 does not automatically signify ineligibility for a visa. In this case you may be required to personally appear before a consular officer.**

**34. Name, address and phone number of a person or hotel in Russia that you plan to stay with**

**35. Has this application been completed personally by you? If no, indicate the person completing this application in item 36** yes  no

**36. Application completed:** Surname, first name  
Relationship to applicant Applicant's address



I agree to my personal data on this application form being processed and communicated to the appropriate Russian authorities for the issue of a visa.

**Date (dd/mm/yy), applicant's signature**

**37. Other names ever used** (maiden name, pen-name, holy orders, et..)

**38. Your permanent address, phone and fax number, E-mail**

**39. Place of birth** (If born in Russia, please indicate when and what country you emigrated to)

**40. Place of work or study, present position** (name, address, phone and fax numbers, E-mail)

**41. Are any of your relatives staying in Russia now?**  
(full name, relation degree, date of birth, permanent address)

# **Russian visa application for USA, Canada, Great Britain and Georgia** **passport holders** ***(Instructional Manual)***

*This is a manual on how to fill-out Russian visa application form correctly to ensure the acceptance by strict visa officers at Russian consulates. Please note, that this type of the application form can be used only by the applicants with the passports of Canada, United States, United Kingdom and Georgia. The manual is structured to make it easy and clear what to write in the box for each question, starting from question one till the last question #41.*

## **#1. Nationality**

Indicate your citizenship. If you have dual or triple citizenship, write down one that corresponds to the passport that you are applying with.

## **#2. Last name**

Write exactly as in your passport

## **#3. First and middle names**

Write exactly as in your passport

## **#4. Date of birth**

Write exactly as in your passport in the following format: dd/mm/yy.

## **#5. Sex**

Indicate gender as per passport

## **#6. Purpose of visit.**

Depending on the nature of your visit choose one of the following: tourism; business; work; study; private in accordance with the following criteria:

- Tourists are those visiting for leisure, cruises, tours
- Business visitors are those who travel for conferences, business/government meetings, signing official documents, visiting company branches
- Work visa are for those who are going to take employment in Russia. Applicants of this category must possess a number of documents, which are required for the application. You must contact Visa Center for this list.
- Study visa are for those who are going to take educational course in Russia. Applicants of this category must possess a number of documents, which are required for the application. You must contact Visa Center for this list.
- Private visitors are those who travel to visit relatives. Private visa applicants must possess an official private invitation letter issued by FMS (Ministry of Immigration).

## **#7. Category and type of visa.**

You may leave this blank.

## **#8. Number of entries.**

Depending on how many times you intend to enter Russia, select one of the boxes (single, double or multi)

### **#9. Date of entry in Russia.**

Indicate the first possible day of entry into Russia. Please, note that it is not obligatory to enter Russia exactly on the indicated date. You may enter Russia later (but not earlier) as the visa is issued for the period of time between the date indicated in #9 and the date indicated in #10.

### **#10. Date of departure from Russia.**

Indicate date of departure. Note that Russian visa will have its validity ending at this date and you are not allowed to stay in Russia after the date indicated in #10. Date of departure from Russia. Indicate the date in accordance with the following format: dd/mm/yy.

For tourist visas:

Departure date may not be any later than 30 calendar days after the date indicated in #9

For business, work, study visas:

Exit date must be as per the letter of invitation. If your letter of invitation is processed by Visa Center, please leave this field blank

### **#11. Passport No.**

Indicate passport number, including all letters and digits.

#### **Issued by**

Indicate the name of the Authority that issued you the passport

#### **Date of issue**

Indicate the date of issue of your passport in accordance with the following format: dd/mm/yy.

#### **Valid until**

Indicate the date of expiry of your passport in accordance with the following format: dd/mm/yy.

### **#12. Type of passport.**

Indicate the type of passport that you are applying with for Russian visa. In greatest majority of cases you should choose “tourist”. If you are applying with Travel Document, choose “other” and indicate “Travel Document” right after.

### **#13. Russian institution or organization to be visited?**

If you apply with Visa Center, and Visa Center is providing you with visa support (invitation letters, vouchers, etc), then leave this space blank. Otherwise put here the name of the organization that has provided you with visa support. (If you are unsure, leave blank)

For tourist visa please indicate the name and reference number of the host tourist company. For business visa – name of the host organization and its city. For private visa – last, first and middle name as well as the home address of your host in Russia (in English).

### **#14. Itinerary**

Indicate here the cities in Russia that you plan to visit during your trip

### **#15. Do you have medical insurance valid in Russia?**

If you do not have one, leave the space blank and select “no” box. If you have the insurance then select “yes” box and provide the name of the insurance company and policy number. Insurance is recommended but not mandatory for USA & Canadian citizens.

**#16. Who will pay for your trip to and stay in Russia?**

Indicate who is paying for your trip.

**#17. Marital status.**

Select one of the boxes that corresponds to you current marital situation.

**#18. Spouse's full name.**

Indicate your spouse full name. Indicate maiden name of the spouse (if applicable) in case when you are divorced or separated.

**#19. Spouse's date of birth.**

Indicate your spouse's date of birth in accordance with the following format: dd/mm/yy.

**#20. Spouse's place of birth.**

Indicate your spouse's place of birth (city name, country name).

**#21. Your father's full name.**

Indicate your father's full name.

**#22. Your mother's full name.**

Indicate your mother's full name.

**#23. Have you ever been issued a Russian visa?**

Indicate the year(s) and the place(s) of issue of your previous Russian visa(s).

**#24. Has your passport ever been lost or stolen?**

select one of the boxes that corresponds to your situation.

**#25. List all countries you have visited in the last ten years and indicate the year of visit.**

Make a list that looks like, Country name – Year of visit.

**#26. List all countries which have ever issued you a passport.**

Indicate what countries you have passports from.

**#27. List your last two places of work, excluding the current one.**

For 1 and 2.

**Name.**

Indicate the name of the company.

**Address.**

Indicate the address of the company.

**Your position.**

Indicate the position you occupied while in the company.

**Phone number.**

Indicate the phone number of the company.

**Your chief's surname.**

Indicate the name of your supervisor at the company.

**Dates of joining – dismissal.**

Indicate month and year for the start and end of your employment with the company in accordance with the following format: mm/yy.

**#28. List all educational institutions you ever attended, except high schools.**

For 1 and 2.

**Name.**

Indicate the name of the educational institution.

**Course of study.**

Indicate your major.

**Address and phone number.**

Indicate the address and phone number of the educational institution.

**Dates of admission and graduation.**

Indicate the month/year of admission and month/year of graduation in accordance with the following format: mm/yy.

**#29. List all professional, civil and charity organizations which you are/were member of or cooperate/cooperated with.**

List the names of organizations that you belong to (i.e. Rotary club, ASCE, UNISON, etc), otherwise indicate "No".

**#30. Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance? If yes, please specify.**

If you have the above mentioned skills/training list the details, otherwise indicate "No".

**#31. Have you ever performed a military service? If yes, indicate the country, branch of service, rank, military occupation and dates of service.**

If you served in the military, provide the details as requested, otherwise indicate "No".

**#32. Have you ever been involved in the armed conflicts, either as a member of the military service or a victim? If yes, please specify.**

Indicate the details of your involvement in the military conflicts, wars, etc., if applicable. Otherwise indicate "No".

**#33. Important! Each applicant must read and give answers to the following questions.**

**Have you ever been arrested or convicted for any offense?**

Select "no" box if this does not apply to you. Otherwise, select "yes" box and provide the details as requested.

**Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder? Have you ever been a drug abuser or an addict?**

Select the box that applicable to your case.

**Have you ever been refused a Russian visa?**

Select "no" box if this does not apply to you. Otherwise, select "yes" box and provide the details as requested.

**Has your Russian visa ever been canceled?**

Select "no" box if this does not apply to you. Otherwise, select "yes" box and provide the details as requested.

**Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information?**

Select the box that applicable to your case.

**Have you ever overstayed your Russian visa or stayed unlawfully in Russia?**

select “no” box if this does not apply to you. Otherwise, select “yes” box and provide the details as requested.

**Have you ever been deported from Russia?**

Select “no” box if this does not apply to you. Otherwise, select “yes” box and provide the details as requested.

**#34. Name, address and phone number of a person or hotel in Russia that you plan to stay with.**

Indicate the contact information of your place of residence in Russia. If you applied for your invitation/visa support with Visa Center you may leave this space blank.

**#35. Has this application been completed personally by you? If no, indicate the person completing this information in item 36.**

Select the box that applicable to your case.

**#36. Application completed:**

If you selected “no” box, indicate the following details about the person who has assisted you: last and first name, his/her's contact address and relationship to you.

**#37. Other names ever used.**

Indicate any names that you have ever used. For example, maiden name.

**#38. Your permanent address, phone and fax number, E-mail.**

Indicate your residential address, phone. You may indicate fax and/or email.

**#39. Place of birth.**

Indicate city and country of birth as indicated in your passport.

**#40. Place of work or study, present position.**

Indicate the name of your employer, their full address, contact phone number. As well as indicate your position.

**#41. Are any of your relatives staying in Russia now?**

If yes, then indicate details: full name, relationship, date of birth, permanent address in Russia.