



285 Centennial Olympic Park Drive NW
Unit 1207
Atlanta, GA 30313
Phone: 404-452-7288
Fax: 404-551-5279
E-mail: info@travelandvisa.com

INSTRUCTIONS FOR APPLICATIONS

Once you have downloaded the PDF form, save it on your computer. Fill out the PDF form on your computer, save the file, print it out and send it with your paperwork, or email or fax it to us.

If filling out the form on your pc is any problem, you can print it out and complete the form by hand.

Send completed application to:

**Travel and Visa
285 Centennial Olympic Park Drive NW Unit 1207
Atlanta, GA 30313**

Please choose return shipping method: Return Shipping (Per Person)

Return shipping method:

- ☐ FedEx 2nd day delivery \$24
- ☐ FedEx Standard Overnight \$28
- ☐ FedEx Priority Overnight \$33
- ☐ FedEx Saturday delivery \$46
- ☐ FedEx First Overnight \$67
- ☐ Prepaid self-addressed mailer (please no USPS, we can only accept FedEx or UPS prepaid labels), \$7

Along with completed application, please send the following:

- ☐ Your Passport, (must be signed, have at least 2 blank designated visa pages, and valid for at least 6 months after the date your visa will expire)
- ☐ 1 passport size picture,
- ☐ a copy of flight itinerary and proof of hotel booking or a copy of a private invitation with the host's ID or passport scan.
- ☐ Payment (include your check or money order). If paying with a credit card please fill out the credit card payment authorization form below.
any additional paperwork listed in the requirements for visa of your choice

Total cost = Visa Fee + Shipping Fee

Please keep in mind that processing time is calculated from the next business day following the receipt of your documents. All Visa Processing is in business days, the shipping doesn't count towards your Visa Processing time. Please plan accordingly.

If you have any questions, comments, concerns, please contact us:

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CREDIT CARDHOLDER'S AUTHORIZATION FORM

In lieu of my credit card imprint I (name of card holder shown on credit card)

I, _____

hereby authorize Travel and Visa & its agents to charge my:

☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DISCOVER

Card #: _____ Exp. (mm/yy) _____ in the amount of \$ _____

Traveler 1: _____ date of birth (mm/dd/yy) _____

For the following Services (PLEASE SPECIFY):

My billing address: _____

City: _____ State: _____ Zip: _____

My mailing address (if differs from billing): _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____

E-Mail: _____

By signing below, I acknowledge charges described herein. Payment in full to be made when billed or in extended payments in accordance with standard policy of card issuer.

Change and/or Cancellation Policy: Visa & Visa Support fees are non-refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee.

Please contact us for details.

_____ Date: _____

(Signature of cardholder)



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**

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

2. Name	Address and phone number
<div></div>	<div></div>
Course of study	Dates of admission and graduation
<div></div>	<div></div>

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

****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**

****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.

Have you ever been arrested or convicted for any offence?	
yes <input type="checkbox"/>	When? (dd/mm/yy) <div></div> Where? <div></div> no <input type="checkbox"/>
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 a addict?	
yes <input type="checkbox"/> no <input type="checkbox"/>	
Have you ever been refused a Russian visa?	
yes <input type="checkbox"/>	When? (dd/mm/yy) <div></div> Where? <div></div> no <input type="checkbox"/>
Has your Russian visa ever been canceled?	
yes <input type="checkbox"/>	When? (dd/mm/yy) <div></div> Where? <div></div> no <input type="checkbox"/>
Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information?	
yes <input type="checkbox"/> no <input type="checkbox"/>	
Have you ever overstayed your Russian visa or stayed unlawfully in Russia?	
yes <input type="checkbox"/> no <input type="checkbox"/>	
Have you ever been deported from Russia?	
yes <input type="checkbox"/>	When? (dd/mm/yy) <div></div> Where? <div></div> 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	<div></div>
Relationship to applicant	Applicant's address
<div></div>	<div></div>

Place for photograph

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)