

## Instructions For Applications

Once you have downloaded the PDF form, save it your computer. Fill out the PDF form on your computer, save it, print it out.

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

Send the filled out application to:

Travel and Visa  
925B Peachtree Street, # 344  
Atlanta, GA 30309

Decide what return shipping you want: Return Shipping(Per Person)

Return shipping method:

FedEx 2nd day delivery \$23  
FedEx Standard Overnight \$27  
FedEx Priority Overnight \$30  
FedEx Saturday delivery \$45  
FedEx First Overnight \$65  
Prepaid self-addressed mailer \$0

With sending the complete filled out application, Please send:

Your Passport, with at least 6 months validity left, 2 blank pages available,  
1 passport size picture,

Payment (include your check or money order) if paying with a credit card please fill out the below credit card authorization form.

Total cost of the Visa = Consular Fee + our Services Fee + Shipping Fee

Please keep in mind, that the processing time is calculated from the next business day following the receipt of your documents.

All Visa Processing is in business day(s), the shipping doesn't count towards your Visa Processing time, please keep this in mind and plan accordingly.

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

Phone: 404-452-7288  
Fax:404-551-5279  
E-mail:info@travelandvisa.com



**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

# \_\_\_\_\_ Exp. d. (mm/yy) \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Traveler 1: \_\_\_\_\_ Date of birth (mm/dd/yy) \_\_\_\_\_

For the following Services (PLEASE SPECIFY):

\_\_\_\_\_

My billing address: \_\_\_\_\_

\_\_\_\_\_

My mailing address (if differs from billing): \_\_\_\_\_

\_\_\_\_\_

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**

<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>7. Category and type of visa</b> _____ _____
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<b>2. Last name</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"/>
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<b>3. First and middle names</b> (as in passport) _____ _____	<b>9. Date of entry in Russia</b> _____ (dd/mm/yy)	<b>10. Date of departure from Russia</b> _____ (dd/mm/yy)
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<b>4. Date of birth</b> (dd/mm/yy) _____	<b>5. Sex</b> M <input type="checkbox"/> F <input type="checkbox"/>
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<b>11. Passport No</b> _____ Issued by _____	<b>Date of issue</b> (dd/mm/yy) _____ <b>Valid until</b> (dd/mm/yy) _____
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<b>12. Type of passport</b> diplomatic <input type="checkbox"/> official <input type="checkbox"/> tourist <input type="checkbox"/> other <input type="checkbox"/> please specify _____
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<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) _____ _____ _____
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<b>14. Itinerary</b> (places of visit) _____ _____ _____
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<b>**15. Do you have a medical insurance valid in Russia?</b> yes <input type="checkbox"/> Please specify? _____ no <input type="checkbox"/>
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<b>16. Who will pay for your trip to and stay in Russia?</b> _____ _____
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<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"/>
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<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) _____
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<b>20. Spouse's place of birth</b> _____
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<b>**21. Your father's full name</b> _____	<b>**22. Your mother's full name</b> _____
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<b>23. Have you ever been issued a Russian visa?</b> (When and where?) _____ _____
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<b>**24. Has your passport ever been lost or stolen?</b> yes <input type="checkbox"/> no <input type="checkbox"/>
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<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> _____ _____ _____
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<b>**27. List your last two places of work, excluding the current one</b>	
<b>1. Name</b> _____ <b>Address</b> _____ <b>Your position</b> _____	<b>Phone number</b> _____ <b>Your chief's surname</b> _____ <b>Dates of joining – dismissal</b> _____ (mm/yy) _____ (mm/yy)
<b>2. Name</b> _____ <b>Address</b> _____ <b>Your position</b> _____	<b>Phone number</b> _____ <b>Your chief's surname</b> _____ <b>Dates of joining – dismissal</b> _____ (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)

**\*\*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) _____ Where? _____ 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 an 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) _____ Where? _____ no <input type="checkbox"/>
Has your Russian visa ever been canceled? yes <input type="checkbox"/> When? (dd/mm/yy) _____ Where? _____ 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) _____ 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)

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