

# TOURIST VISA REQUIREMENTS FOR RUSSIA

Total cost  
One person  
**\$233**

Total cost  
Two people  
**\$448**

Cost includes service fees, consular fees\* and return shipping  
For delivery **outside the contiguous U.S.** please add additional \$35.00.   
For **FedEx Overnight Delivery** please add \$10.00 to above costs

**Please Send to GENERATIONS VISA SERVICE: (see address below)**

- Your **signed passport**: having two completely blank “visa” pages & six months validity beyond the travel date. For help with passport processing, including adding visa pages, call GenVisa at 1-800-845-8968.
- One recent professional passport **photo** per person (approx 2x2). **Attach with a paper clip!**
- One completed **online, signed visa application** form per person. All applicants must fill out application form using Special Visa Application Web Service via the following link - <https://visa.kdmid.ru>.
- If you are a **Non-US citizen** please include a **copy of Green Card** (Alien Registration Card) and a copy of **Medical Insurance** verification. Canadian passport holders contact GenVisa for instructions.
- **Payment**: a check or money order payable to GenVisa in US Dollars and drawn on a US bank. Complete and *return this entire form* with the requested materials – use a traceable form of delivery.  
**Important:** Do not send your passport/materials more than 3 months prior to your Russia trip date.

Visa processing generally takes 4 to 6 weeks. If you need your passport returned **within 30 days of submission**: add **\$45 per person** for expedited service. If you need your passport back **within 21 days**: add **\$195 per person**. \*Consular fees, processing times and forms are subject to change without notice. For current requirements, updated forms and fees please check online at [www.genvisa.com/vikingrivercruises](http://www.genvisa.com/vikingrivercruises)

## YOUR RETURN ADDRESS

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

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

Return to:  Home or  Business (**recommended for security reasons**) Name & c/o: \_\_\_\_\_

**EXACT** address: \_\_\_\_\_ Apt/Ste#: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date you need your passport: \_\_\_\_\_ Your E-mail address (**Important**): \_\_\_\_\_

Date you enter Russia \_\_\_\_\_ Date you exit Russia \_\_\_\_\_ Will you be in Russia longer than group tour \_\_\_\_\_

YES OR NO

**Optional insurance:** \$8.00 per passport: in the unlikely event that your passport is lost or damaged in transit from GenVisa. This will cover your full out of pocket visa(s) and passport replacement costs up to \$2,000. Please check one of the boxes below.

- Yes, I have added an additional \$8.00 per person for the optional insurance. [FedEx signature required upon delivery.]
- No, I decline the optional insurance and understand that in the unlikely event my passport is lost or damaged, Generations Visa Service liability is limited to \$100. [No signature required upon delivery.]

Mail materials to:

**GENERATIONS VISA SERVICE**  
2233 WISCONSIN AVE N.W. #226  
WASHINGTON D.C. 20007-4119  
**1-800-845-8968**

Viking – Russia – 2013





## White Glove Service: Russian Visa Application

Generations Visa Service is pleased to offer Russian White Glove Service for clients who would like GenVisa to complete the Russian Visa Online Application Form.

For an additional \$60 per person, we will complete the online application on your behalf.

Instead of completing the online application form, each client will fill out (in pen or pencil) a document with the required questions. We will then input your information into the online visa application form and submit for processing.

To order the Russian Visa White Glove Service please contact GenVisa at (800) 845-8968 or (202)337-7080. Once we have received your order we will email, fax or mail the required paperwork to you.

### **Please Note:**

The online visa application form is a Russian government run website, therefore GenVisa is unable to offer technical support to applicants completing their own applications. Applicants, who chose to complete online application themselves, should take great care to fill in the information correctly. Any mistakes will delay processing and/or require the process to be repeated.

# **Important Tourist Visa Instructions for Russia**

Please read very carefully and refer to the following page-by-page instructions for specific information on how to complete Russia online application **before** contacting GenVisa. When applying for a tourist visa to Russia, please submit the following required items to GenVisa no earlier than 90 days prior to your departure. Please allow 4 to 6 weeks for regular processing.

## **Passport**

1. Please provide your actual signed passport with at least 6 months validity remaining and two completely blank visa pages (please be aware that visas cannot be issued on pages labeled “Amendments or Endorsements”).
2. Passports cannot be frayed, torn, separated or altered in any way.
3. For information on obtaining a passport renewal or additional passport pages please go to [www.genvisa.com](http://www.genvisa.com) or contact GenVisa at (800) 845-8968.

## **Photographs**

1. One (1) recent (taken within the past six months) approximately 2" x 2" professional passport type photograph, in color, front view with a white background.
2. Photos must be printed on photo paper. Please do not sign or attach the photo to the application form! Home photos and digital photos are not acceptable.

## **Visa Application Form**

The Embassy of Russia has instituted a web-based visa application form. The application must be completed online and can be found at <https://visa.kdmid.ru>.

Please follow the attached page-by-page application instructions to complete the online visa application. Screenshots of the web-based application are included, along with instructions or additional information in **Red Text**.

### **Before You Start**

- ✓ Please be aware after 20 minutes of non-use the application will time out.
- ✓ Click Save draft on any screen to save all information entered to that point. After saving, click Next to continue.
- ✓ Blank spaces are not acceptable responses for questions unless otherwise specified.

### **After You Finish**

- ✓ **IMPORTANT: NO HANDWRITTEN CORRECTIONS OF ANY KIND ARE ACCEPTED ON THE APPLICATION FORM.** If you find mistakes on your application form please log back into your online application and edit it online. Then reprint a new application for submission.
- ✓ Applicants are required to sign and date the visa application on the second page underneath the box for the photograph. Please sign underneath the words “Date (dd/mm/yy), applicant’s signature.” Do not sign above these instructions.
- ✓ After the application is printed, please do not sign or hand write any information on line 36 as this will void the application.

## Page-by-Page Instructions for Completing Your Online Visa Application

1. Please go to <https://visa.kdmid.ru> by clicking on the link provided or by entering it into the address bar at the top of your Internet browser.
2. On the first page of the application form please select **United States** and then your language preference.
3. Once you have read the information in the light blue box, please click **I have read this information** and then click **Complete new application form**.

Country (select the country where you will be applying for your visa)

UNITED STATES

Select the country where the diplomatic representative authority, Consular department of the Russian Federation or Russian visa application centre located, where you intend to apply for the visa.

Contacts

Hints and help language

ENGLISH

Select language in which you would like the hints, regarding completion of the application form, to be displayed.

**Before you start completing the application form please make sure that you have access to/are in possession of the following:**

1. Internet browser, which supports 128-bit encryption with operating JavaScript. Our website currently supports Internet Explorer versions 7.0 and above, and Mozilla Firefox versions 3.6 and above. We do not guarantee correct running and functioning of our website if other internet browsers are used.
2. A program which enables viewing and printing of PDF files. We recommend [Adobe Acrobat Reader](#).
3. Inkjet or laser printer to print the visa application form.
4. Your valid national passport.
5. Relevant documents, required for the visa application process, depending on the duration and purpose of your trip.

*Complete and extensive information (such as a list of required documents, order of document submission, photograph requirements, service prices, visa service duration etc.) can only be obtained from the diplomatic representative authority, Consular department of the Russian Federation or the Russian visa application centre, where you intend to apply and submit documents for the visa.*

**WARNING:** if during the completion process of the form you make a pause of more than 20 minutes, your session will time out and expire. Unless you save your application number or its draft, you will have to start the completion process from the beginning.

**Order of completion of the electronic visa application form:**

1 Choose the name of the country from the drop menu titled "Country", where the diplomatic representative authority, Consular department of

I have read this information

**Complete new application form**

Select this option to complete a new application

**Open previously completed application**

Select the option to continue completing an application, for editing, viewing or printing of a previously completed application or to create a new application based on previously submitted information



**Consular department  
of the Ministry of Foreign Affairs of the R**  
Completion of electronic visa application forms

Write down your answer:

**Security question**

What is the middle name of your youngest child?

**Answer**

Elizabeth

**Enter text displayed on the image**

2T27Z

**Submit**

**Cancel**

1. **Security Question:** from the drop down menu please select a question.
2. **Answer:** Please type in the answer to the question (must be a minimum of 6 characters long).
3. **Enter text displayed on the image:** in the light blue box at the bottom of the page.
4. Click **Submit**.

Consular department  
of the Ministry of Foreign Affairs of the Russian Federation  
Completion of electronic visa application forms

Your electronic visa application details

Your application ID: 719857  
Please, write down your application ID and keep it in a safe and secure place.

**Print application ID** **Next**

5. Click **Print Application ID**. A copy of the printed Application ID and the answer to the security question of your choice should be sent to GenVisa with the required documents.
6. After printing the Application ID please click **Next** to start working on your application.

**Visa details**

|   |   |
|---|---|
| <input type="button" value="Visa details"/><br><input type="button" value="Personal details"/><br><input type="button" value="Passport details"/><br><input type="button" value="Visit details"/><br><input type="button" value="Miscellaneous information"/><br><input type="button" value="Appointment details"/> | <p><b>Nationality</b><br/> <input type="text" value="UNITED STATES"/> *</p> <p>If you had USSR or Russian nationality at some time please select "yes" and indicate when and why you lost it<br/> <input type="radio" value="no"/> *</p> <p><b>Purpose of visit (section)</b><br/> <input type="text" value="TOURISM"/> *</p> <p><b>Purpose of visit</b><br/> <input type="text" value="TOURISM"/> *</p> <p><b>Visa category and type</b><br/> <input type="text" value="COMMON TOURIST"/> *</p> <p><b>Number of entries</b><br/> <input type="radio" value="SINGLE"/> *</p> <p><b>Date of entry into Russia</b><br/> <input type="text"/> <input type="button" value="Date"/> <input type="text"/> *</p> <p><b>Date of exit from Russia</b><br/> <input type="text"/> <input type="button" value="Date"/> <input type="text"/> *</p> |
|---|---|

1. **Nationality:** United States
2. **Purpose of visit (section):** Tourism
3. **Purpose of visit:** Tourism
4. **Visa Category and type:** Common Tourist
5. **Number of entries:** Single
6. **Date of entry into / exit from Russia:** please note that Russian Visas are only valid for the exact dates you will be in Russia, please do not guess or estimate your days of travel as it could impede your entrance or exit from Russia.

**Personal details**

|  |   |
|--|---|
| Visa details   | <b>Surname (as in passport)</b><br><input type="text"/>   |
| Personal details   | <b>First name, other names, patronymic names (as in passport)</b><br><input type="text"/>   |
| Passport details   | <b>Other names used in the past (maiden, religious, etc.)</b><br><input type="text"/><br>Last/first/middle name<br><input type="text"/><br><b>Delete</b> <b>Add</b> |
| Visit details  |   |
| Additional information   |   |
| Last visit details   |   |
| Miscellaneous information  |   |
| Appointment details  | <b>Sex</b><br><input type="button"/>  |
| <b>Date of birth</b><br><input type="text"/> <input type="button"/> <input type="text"/> *                                     |   |
| <b>Your place of birth</b><br><input type="text"/> *   |   |
| If you were born in Russia, select "yes" and specify when and which country you have immigrated to<br><input type="button"/> * |   |
| <b>Marital status</b><br><input type="button"/>  |   |

**Previous** **Save draft** **Next**

1. **Surname:** Must be listed exactly how it is in your passport (e.g. Smith Jr or Smith-Roberts).
2. **First name, other names, patronymic names (as in passport):** Must be listed exactly how it is in your passport (e.g. Ann M or Ann Mary). Patronymic is a middle name.
3. Complete the third through seventh questions with the appropriate information for you.
4. **Marital Status:** Please note, if you select Married, Separated or Divorced, you will need to supply the spouse's name, date and place of birth.

**Passport details**

|                           |  |
|---------------------------|--|
| Visa details              | Type of passport<br><input type="text"/> *   |
| Personal details          | Passport number<br><input type="text"/> *  |
| Passport details          | Date of issue<br><input type="text"/> <input type="button" value="▼"/> <input type="text"/> *  |
| Visit details             | Date of expiry<br><input type="text"/> <input type="button" value="▼"/> <input type="text"/> * |
| Additional information    | Issued by<br><input type="text"/> *  |
| Last visit details        |  |
| Miscellaneous information |  |
| Appointment details       |  |

1. **Type of passport:** tourist
2. **Passport number:** for US citizens this is a 9-digit number listed in the top right corner of the picture page of your passport.
3. **Date of issue/expiry:** It is essential that this information be entered correctly; **please double-check the accuracy of the information entered before clicking next.**
4. **Issued by:** For US passport holders it will be United States Department of State OR National Passport Center. Please enter whichever is listed under Authority on the picture page of the passport.

**Visit details**

|  |  |
|--|--|
| <a href="#">Visa details</a><br><a href="#">Personal details</a><br><a href="#">Passport details</a><br><a href="#">Visit details</a><br><a href="#">Additional information</a><br><a href="#">Education and previous employment</a><br><a href="#">Last visit details</a><br><a href="#">Miscellaneous information</a><br><a href="#">Appointment details</a> | <p><b>Name of host travel company</b> *</p> <input type="text" value="MIR"/><br><hr/> <p><b>Reference number</b> *</p> <input type="text" value="000286"/><br><hr/> <p><b>Confirmation number</b> *</p> <input type="text" value="130319"/><br><hr/> <p><b>Itinerary (places of visit)</b></p> <p><b>City name</b> *</p> <input type="text" value="SAINT-PETERSBURG"/><br><input type="button" value="Delete"/><br><p><b>City name</b> *</p> <input type="text" value="MOSCOW"/><br><input type="button" value="Delete"/><br><input type="button" value="Add"/><br><hr/> <p><b>Do you have medical insurance policy valid in Russia?</b> *</p> <p>yes <input type="button" value="▼"/></p> <p><b>Provide details</b> *</p> <input type="text" value="VIKING RIVER CRUISES TRAVEL PROTECTION PLA"/> |
|--|--|

1. **Name of host travel company:** MIR
2. **Reference number:** 000286
3. **Confirmation number:** 130319
4. **Itinerary (Places of visit):** Please enter Moscow in the first box. Then click **Add** and a second box will appear. Enter Saint Petersburg in the second box. DO NOT enter any other cities or towns that will be visited throughout the trip.
5. **Do you have medical insurance policy valid in Russia?:** US citizens are not required to have medical insurance to visit Russia. Foreign nationals should click yes and then list the name and policy number of their medical insurance.

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

PREPAID TOUR WITH VIKING RIVER CRUISES \*

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

Name of a person or hotel

RIVER CRUISE WITH VIKING RIVER CRUISE \*

Address

ON BOARD \*

Phone

0000000 \*

Delete

Add

1. **Who will pay for your trip to stay in Russia:** Prepaid Tour with Viking River Cruises.
2. **Name of a person or hotel:** River Cruise with Viking River Cruises.
3. **Address:** Enter **On Board** “followed by the name of the ship on which you are traveling (i.e. Viking Helgi, Viking Truvor, Viking Ingvar, or Viking Rurik).”
4. **Phone:** Please list zeros (0000000) if staying only on a ship. **Do not list 800 numbers for Viking River Cruises!**
5. For passengers who are doing pre or post hotel stays in Moscow or St. Petersburg click the **Add** button to list hotels **with corresponding COMPLETE address information and phone numbers.**

|                                   |   |
|-----------------------------------|---|
| Visa details                      | Have you ever been arrested or convicted for any offence? *   |
|                                   | <input type="button" value="no"/>   |
| Personal details                  | 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? |
|                                   | <input type="button" value="no"/>   |
| Passport details                  | Have you ever been refused a Russian visa? *  |
|                                   | <input type="button" value="no"/>   |
| Visit details                     | Has your Russian visa ever been canceled? *   |
|                                   | <input type="button" value="no"/>   |
| Additional information            | Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information? *   |
|                                   | <input type="button" value="no"/>   |
| Education and previous employment | Have you ever overstayed your Russian visa or stayed unlawfully in Russia? *  |
|                                   | <input type="button" value="yes"/>  |
| Last visit details                | Have you ever been deported from Russia? *  |
|                                   | <input type="button" value="no"/>   |
| Miscellaneous information         | Has this application been completed personally by you? *  |
|                                   | <input type="button" value="yes"/>  |
| Appointment details               |   |

1. **Have you ever been arrested or convicted for any offense?** If the answer is Yes (do not click yes for parking or traffic tickets), then please contact Generations Visa Service for more information.
  
2. Answer the second through seventh questions yes or no as applicable based on your personal history.
  
3. **Has this application been completed personally by you?** If you completed your own application then select yes. If not, select no and fill in the name, relationship and address of the person who completed the form on your behalf.

**Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance?**

**Have you ever performed a military service?**

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

**Organization name**

**Have you ever been involved in armed conflicts, either as a member of the military service or a victim?**

1. **Do you have any specialized skills, training, or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substances?** If the answer is yes, please select yes and provide details. Please note: if you served in the military, the police, worked as a security guard or in a similar line of business you **MUST** answer yes and state that you have at least a basic fire-arms training.
2. **Have you ever performed a military service?** If the answer is yes, please select yes and provide details.
3. **List all professional, civil and charity organizations which you are/were a member of or cooperate with:** It is not necessary to list all organizations; listing one or two is fine.
4. **Have you ever been involved in armed conflicts, either as a member of the military service or a victim?** If the answer is yes, please select yes and provide details, such as Conflict Name, Country Name and Conflict Date.

|                                   |   |
|-----------------------------------|---|
| Visa details                      | List all educational institutions you ever attended, except high schools  |
| Personal details                  | <p><b>Name</b></p> <input type="text"/>   |
| Passport details                  | <p><b>Course of study</b></p> <input type="text"/>  |
| Visit details                     | <p><b>Address and phone</b></p> <input type="text"/>  |
| Additional information            | <p><b>Date of admission</b></p> <input type="text"/>  |
| Education and previous employment | <p><b>Date of graduation</b></p> <input type="text"/>   |
| Last visit details                | <p><b>Delete</b></p>  |
| Miscellaneous information         | <p><b>Add</b></p>   |
| Appointment details               | <p><b>List your last two places of work, excluding the current one</b></p> <p><b>Name</b></p> <input type="text"/> <p><b>Address</b></p> <input type="text"/> <p><b>Your position</b></p> <input type="text"/> <p><b>Phone number</b></p> <input type="text"/> <p><b>Your chief's surname</b></p> <input type="text"/> <p><b>Date of joining</b></p> <input type="text"/> <p><b>Date of dismissal</b></p> <input type="text"/> <p><b>Delete</b></p> |

1. If you did not attend college, please leave the educational institutions section blank.
2. If the company you worked for went out of business or has changed its name, please list the old name and the old address where the company used to be located.

**Visa details**

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

**Personal details**

**Passport details**

**Visit details**

**Additional information**

**Education and previous employment**

**Last visit details**

**Miscellaneous information**

**Appointment details**

**Has your passport ever been lost or stolen?**

**List all countries you have visited in the last ten years and indicate the date of visit**

**Country name**  
CHINA

**Visit date**  
1 January 2006

**Delete**

**Add**

**List all countries which have ever issued you a passport**

**Country name**  
UNITED STATES

**Delete**

**Add**

**Previous**   **Save draft**   **Next**

- 1. Have you ever been issued a Russian visa?** If the answer is yes, then please select yes and fill in the appropriate details.
- 2. Has your passport ever been lost or stolen?** Please be aware that the Russian Embassy will reject your application if you have had a passport lost or stolen and do not indicate so on the application.
- 3. List all countries you have visited in the last ten years and indicate the date of visit:** Select the country name from the list and visit date (if unsure about exact date, an estimate is fine). Click **Add** to list multiple countries. If you are a frequent traveler, listing the most recent destinations should be sufficient.
- 4. List all countries which have ever issued you a passport:** If a US passport holder **YOU MUST select United States from the pull down menu**. Dual citizens should add both countries.

|                                   |  |
|-----------------------------------|--|
| Visa details                      | <b>Your father's full name</b>                                       |
|                                   | <input type="text" value="John Smith"/> *                            |
| Personal details                  | <b>Your mother's full name</b>                                       |
|                                   | <input type="text" value="Elizabeth Smith"/> *                       |
| Passport details                  | <b>Your permanent address</b>  |
|                                   | <input type="text" value="123 Home ST, Lansing, Michigan, 48823"/> * |
| Visit details                     | <b>Your permanent telephone</b>                                      |
|                                   | <input type="text" value="5171234567"/> *                            |
| Additional information            | <b>Your permanent fax</b>  |
|                                   | <input type="text" value="5171234567"/>                              |
| Education and previous employment | <b>Your permanent email</b>  |
|                                   | <input type="text" value="john.smith@gmail.com"/>                    |
| Last visit details                |  |
| Miscellaneous information         |  |
| Appointment details               |  |

1. Please list Father and Mother's full names, even if deceased. Listing your mother's married name is fine.
2. For your permanent address **please list COMPLETE (!) home address**. If you do not have a fax number or email address, please leave blank.

|  |
|--|
| <b>Name of employer</b>                |
| <input type="text" value="RETIRED"/> * |
| <b>Work position</b>                   |
| <input type="text" value="NA"/> *      |
| <b>Employer address</b>                |
| <input type="text" value="NA"/> *      |

3. **Name of employer:** if retired please indicate so. **DO NO use N/A to answer this question!** If retired, enter N/A for **Work position** and **Employer address** (**Both mandatory fields for currently employed individuals**). **The Employer address MUST BE COMPLETE, including the phone #.** If currently a housewife or self-employed, please state so and list appropriate details. For self-employed enter COMPLETE home address and the phone number in the **Employer address** field.

The screenshot shows a vertical navigation bar on the left with blue buttons labeled: Visa details, Personal details, Passport details, Visit details, Additional information, Education and previous employment, Last visit details, Miscellaneous information, and Appointment details. The 'Visit details' button is highlighted. To the right, under the heading 'Select the location where you will be applying for your visa', there is a 'Destination name' field containing 'Visa Application Center ILS (Washington)' with a red asterisk indicating it is required. Below this are 'Delete' and 'Add' buttons. A dashed line separates this from a date selection field labeled 'Date of your visit to consulate or visa center', which includes a calendar icon, a dropdown arrow, and a date input field with a red asterisk. Another dashed line separates this from a 'Miscellaneous information' section. At the bottom are three buttons: 'Previous', 'Save draft', and 'Next'.

1. **Destination name:** please select **Visa Application Center ILS (Washington)**.
2. **Date of your visit to consulate or visa center:** Please list tomorrow's date, as a date in the future will be required to complete the application.

**Visa details**

|  |                       |
|--|-----------------------|
| <i>Nationality</i>   | <b>UNITED STATES</b>  |
| <i>If you had USSR or Russian nationality at some time please select "yes" and indicate when and why you lost it</i> |                       |
| <i>Purpose of visit (section)</i>  | <b>TOURISM</b>        |
| <i>Purpose of visit</i>  | <b>TOURISM</b>        |
| <i>Visa category and type</i>  | <b>COMMON TOURIST</b> |
| <i>Number of entries</i>   | <b>SINGLE</b>         |
| <i>Date of entry into Russia</i>   | <b>29/05/2013</b>     |
| <i>Date of exit from Russia</i>  | <b>06/06/2013</b>     |

**Edit**

1. After the application is complete, you will be taken to a screen showing all the information that you entered. **Please take some time to double check for typos, incorrect dates or misspellings.**
2. To edit the application, click **Edit** in the bottom left corner of each section.

**Appointment details**

|   |   |
|---|---|
| <i>Select the location where you will be applying for your visa</i> |   |
| <i>Destination name</i>   | <b>Visa Application Center ILS (Washington)</b> |
| <i>Date of your visit to consulate or visa center</i>               | <b>29/03/2013</b>                               |

**Edit**

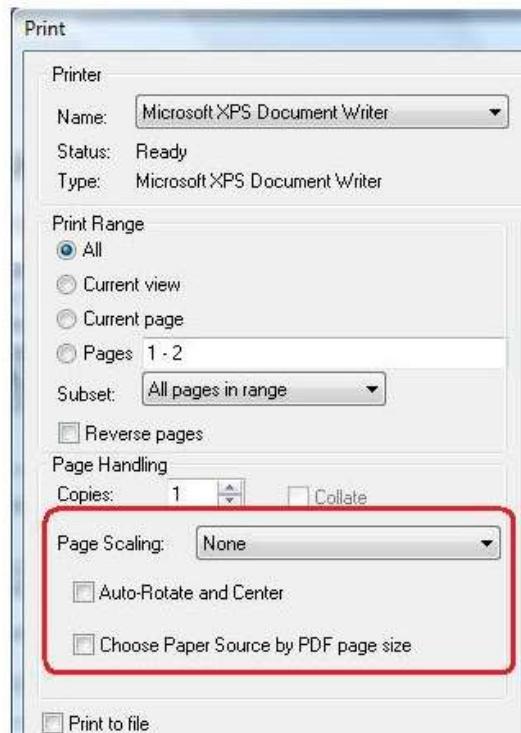
**Save**      **Cancel**

3. Once the application has been checked and there are no corrections to be made, click the Save button at the bottom of the screen.
4. To edit submitted Russian application use the following steps:
  - a) Go to <https://visa.kdmid.ru> to access the submitted application.
  - b) Select open previously completed application form at the bottom of the webpage.
  - c) Enter your application ID number and select “RETRIVE”
  - d) Answer all 4 security questions and select “GET NEW DRAFT ID”
  - e) New application ID will be assigned to you. Please make sure to record it.
  - f) Proceed to correcting the application form by scrolling down to the incorrect information that you previously submitted and overriding it.
  - g) Finish the application by saving and resubmitting it online.
  - h) Print a new application for submission to GenVisa.

Your application has been successfully saved. Now you can print it out using the buttons below.  
Electronic visa application form will be stored for 30 days from the moment of its last saving.

**Application form must be printed on A4 or Letter format paper in the following order:**

- Open the file in Adobe® Reader;
- Click on "File" in menu, then click on "Print";
- Choose following configurations in new opened "Page Handling" window:
  - Select "None" in "Page Scaling";
  - "Auto-Rotate and Center" must be unselected;
  - "Choose Paper Source by PDF page size" must be unselected;



**Print A4    Print Letter    Add another application    Exit**

1. Please choose the **Print Letter** option. **VERY IMPORTANT:** if the application does not print properly with all the information intact, including the registration number at the top and the border at the bottom, please reprint using "fit to page" or "scale to page" options on your printer setting screen!
2. If completing a second application click the **Add another application** button and begin the second application.

 **VISA APPLICATION**

20002-725325 | 11/27/2012 10:00:12 PM Completed: visa.kdmid.ru  
Destination: Visa Application Center ILS (Washington)

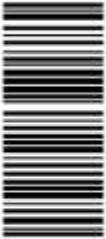
Click on Tools to convert PDF documents to Word Excel.

I declare that all data given in this form is complete and true. 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 Russia upon the expiry of the visa if granted. I understand that possession of a visa does not entitle its bearer to enter Russia automatically. 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)<br><br>UNITED STATES | 6. Purpose of visit<br><br>TOURISM   |
| 2. Last name (as in passport)<br><br>SMITH  | 7. Category and type of visa<br><br>COMMON TOURIST   |
| 3. First and middle names (as in passport)<br><br>JOHN  | 8. Number of entries<br>Single entry <input checked="" type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/> |
| 4. Date of birth (dd/mm/yy)<br><br>29/01/1950   | 9. Date of entry in Russia<br><br>29/05/2013 (dd/mm/yy)      10. Date of departure from Russia<br><br>06/06/2013 (dd/mm/yy)                            |
| 5. Sex<br><br>M <input checked="" type="checkbox"/> F <input type="checkbox"/>  |  |

1. The application that will appear on your screen will be a two-page application form. Both pages need to be submitted to the Russian Embassy.
2. **Destination Visa Application Center ILS (Washington)** should appear at the top of the first page as well as the date and time the application was completed.

|  |   |
|--|---|
| <p>36. Application completed: Surname, first name<br/><br/>Relationship to applicant<br/><br/>Applicant's address</p> <p><br/>Place for photograph</p> <p>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.<br/><br/>Date (dd/mm/yy), applicant's signature</p> | <p>37. Other names ever used (maiden name, pen-name, holy orders, etc.)</p> <p>38. Your permanent address, phone and fax number, E-mail<br/><br/>1234 HOME ST, 5171234567</p> <p>39. Place of birth (if born in Russia, please indicate when and what country you emigrated to)<br/><br/>LANSING, MICHIGAN</p> <p>40. Place of work or study, present position (name, address, phone and fax numbers, E-mail)<br/><br/>RETIRED, NA, NA</p> <p>41. Are any of your relatives staying in Russia now?<br/>(full name, relation degree, date of birth, permanent address)</p> |
|--|---|

3. The bottom of the second page of the application will appear like the image above. Please date and sign the application below the **Date (dd/mm/yy), applicant's signature**.
4. **Do not write anything in Line #36, the only handwriting on the page will be the signature underneath the photo!**
5. Even though you correctly checked or answered "No" online, a few fields on the printed copy of the application form will remain blank. It is perfectly fine. Your answerers were properly captured. **Do not handwrite anything in those fields!**