

TOURIST VISA REQUIREMENTS FOR RUSSIA

Consular fee: \$198 p/person
GenVisa service fee: \$ 74 p/person
Roundtrip FedEx fee: \$ 48 p/address
Total Cost: \$320 One Person

Consular fee: \$198 p/person
GenVisa service fee: \$ 74 p/person
Roundtrip FedEx fee: \$ 48 p/address
Total Cost: \$592 Two People

Cost includes service fees, consular fees* and **roundtrip** shipping via secure, traceable FedEx service.

Please use the following link to print the pre-addressed, prepaid FedEx label: <http://returns.nrgsoft.com/genvisa.php>

For the **Overnight Return Delivery** upgrade please add an additional \$15.00 per address. ☐

For delivery outside the **contiguous** U.S. please add an additional \$45.00. ☐

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

- Your actual **SIGNED** passport: having two completely blank "visa" pages & 42 months validity beyond the travel date. For help with passport processing please call GenVisa at 1-800-845-8968.
 - **One** recent professional color passport **photo** per person (approx. 2" x 2"). **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>. Please follow **Instructions for Completing Your Online Visa** to submit the online visa application. **For help completing the online form refer to White Glove Service instructions, pages 8-10 (enclosed).**
 - **Supporting paperwork** provided to you by Gate1 Travel (visa support letter and hotel voucher). **If you are applying without a visa support letter, please add an additional \$35.00 per person.** ☐
 - If you are a **non-US citizen**, please use the Single-Entry visa kit by clicking [HERE](#).
 - 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 [prepaid FedEx Label](#).
- Important:** Do not send your passport/materials more than **180 days** prior to your Russia trip date.

Visa processing generally takes up to 8 weeks. If you need your passport returned **within 45 days of submission: add \$45 per person** for expedited service. If you need your passport back **within 30 days: add \$195 per person**. If you are traveling **within 21 days**, please use the Single-Entry visa kit by clicking [HERE](#).

*Consular fees, processing times, and forms are subject to change without notice. For terms and conditions, current requirements, updated forms, and fees please check online at www.genvisa.com/gate1

YOUR RETURN SHIPPING ADDRESS

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

Return to: ☐ Home or ☐ Business (recommended for security reasons) Name & c/o: _____

PHYSICAL address: _____ Apt/Ste#: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Date you need your passport: _____ Your E-mail address (Important): _____

Date **YOU** Depart from the US on this tour/cruise: _____

Date you enter Russia _____ Date you exit Russia _____ Will you be in Russia longer than the tour/cruise: **Yes or No**

Shipping insurance: \$9.00 per passport to cover your full out-of-pocket **direct** visa(s) and passport replacement costs up to \$2,000 in the unlikely event that your package is lost or damaged in transit. Please check one of the boxes below.

☐ **Yes**, I have added an additional \$9.00 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, GenVisa's liability is limited to \$100 [No signature required upon delivery].

Mail materials to:

GENERATIONS VISA SERVICE
2233 WISCONSIN AVE N.W. #405
WASHINGTON D.C. 20007-4151
1-800-845-8968



Gate 1 – Russia M/E

GENERATIONS
VISA SERVICE
11/29/2021

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 visa online application **before** contacting GenVisa with questions regarding online application process. When applying for a tourist visa to Russia, please submit the following required items to GenVisa no earlier than 180 days prior to your departure.

☐ **Valid Passport**

1. Please provide your actual **SIGNED** passport with at least **42 months remaining validity** and **two completely blank visa pages** (please be aware that visas cannot be issued on pages labeled "Amendments or Endorsements"). **Unsigned passports will be returned for signature for an additional shipping fees.**
2. Passports **cannot** be frayed, torn, separated, or altered in any way.
3. For information on the first-time passport or getting your passport renewed, please go to 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. Using a pencil, please write your name lightly (without imprint) on the back of the photo for identification purposes.
2. Photos must be printed on quality photo paper. Please do not permanently attach the photo to the application form! **Home photos are not acceptable.**

☐ **Visa Application Form**

The Embassy of Russia has instituted a web-based visa application form. Unless you choose **White Glove transcribing service (pages 8-10)** for an additional fee, the application form must be completed online and can be found at the following website - <https://visa.kdmid.ru>. Please take the following steps to properly complete the online application form. Make sure you have the following set of instructions available to you to guide you through the entire process:

1. Please select the **United States** as the country where you will be applying for your visa and then your language of choice.

*Canadian passport holders residing in Canada, please select Canada and refer to **ADDITIONAL PROCESSING INSTRUCTIONS FOR CANADIAN CITIZENS RESIDING IN CANADA, page 11.***

Note: if you choose Russia as a country of submission, your application will not be accessible to the Russian Embassy in the United States, and you will have to start the process over from scratch!



The screenshot shows the header of the website with the Russian coat of arms and the text: "Consular department, Ministry of Foreign Affairs of the Russian Federation, Completion of electronic visa application form". Below the header, there is a welcome message and two dropdown menus. The first dropdown is labeled "Country (select the country where you will be applying for your visa)" and has "UNITED STATES" selected. The second dropdown is labeled "Hints and help language" and has "ENGLISH" selected. There are also links for "Contacts" and "Hints and help language".

2. Click on "I have read this information" box and then click "Complete new application form".
3. **You MUST use *genvisa1* as your log in password!** That will enable us to correct your application online, should you make any mistakes. Please confirm your password - ***genvisa1***. **If you used your own password, please make sure to provide it along with your application on a separate piece of paper.**



The screenshot shows the login section of the website. It has a header with the Russian coat of arms and the text: "Consular department, Ministry of Foreign Affairs of the Russian Federation, Completion of electronic visa application form". Below the header, there is a blue bar with the text: "Please, write down your electronic visa application form ID" and "Application ID: 10124650". There are two input fields for "Password" and "Confirm password". Below the password fields, there is a CAPTCHA image with the text "Enter text displayed on the image" and a box for the user to enter the text. The CAPTCHA image shows the letters "K Z Z K V".

4. Please click the **"Print Application ID"** and keep it for your records.
5. Click **"Next"** to begin the application.
6. Please carefully review and follow [Instructions for Completing Your Online Visa](#) below to guide you through the online visa application process.
7. Please be aware, after 20 minutes of non-use, the application will time-out resulting in loss of data. Click **"Save Draft"** on every page to save all information entered to that point. After saving, click **"Next"** to continue.
8. Unless otherwise instructed, blank spaces are generally not acceptable responses for any application questions.

After You Finish

- Applicants are required to date and sign the visa application on the first page, underneath the box for the photograph. *Please date and sign underneath the words "Date (dd/mm/yyyy), applicant's signature." Do not sign above this notation.*
- **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 ([see editing instructions on p. #5](#)). Then reprint a new application for submission.

Instructions and Information for Completing Your Online Visa Application

The following information is provided to serve as a guide in answering most questions on your application. Please answer all questions on the application as completely as possible.

Visa Details

1. Nationality: **United States**
2. Purpose of visit (section): **Tourism**
3. Purpose of visit: **Tourism**
4. Visa Category and type: **Common Tourist**
5. The Number of entries: Please chose the desired category – **Multiple**.

NOTE: IF YOU ARE UNCERTAIN ABOUT THE TRIP AT THIS POINT, PLEASE CHOOSE MULTIPLE ENTRY CATEGORY, AND USE THE FORMULA BELOW TO PROPERLY INDICATE DATES OF YOUR STAY, BASED ON YOUR PASSPORT EXPIRATION!

6. Date of entry into / exit from Russia:

For Multiple entries: please provide the actual/intended date of arrival into Russia according to the Visa Support Letter provided by your tour operator. For the date of exit from Russia, your answer will depend on your passport expiration date. Please refer to the two scenarios below:

1. *If your passport expires in more than 42 months from the entry date into Russia, please add three calendar years to your Russia entry date and subtract one day - this becomes your date of exit from Russia.*

EXPLANATION – Because the Russia visa is valid for 3 years, and assuming your passport is still good for at least another 3 years and 6 months (your passport needs to be valid 6 months past the exit date from Russia), your date of exit from Russia can be listed as 3 years from the time of entry, minus one day.

EXAMPLE – If you indicate a Russia entry date of September 30, 2022, you will list your date of exit from Russia as September 29, 2025.

2. *If your passport expires in less than 42 months from the entry date into Russia, take the passport expiration date and subtract 6 months plus one day from the date of the passport expiration. This date should be used as your date of exit from Russia.*

EXPLANATION – To use the full three years of validity of your Russian visa, your passport would need to be valid for at least 3 years and 6 months from the time of exit from Russia. Because your passport is not valid for that long, your Russian visa will only be valid up until 6 months before your passport expiration date.

EXAMPLE – If your passport has an expiration date of September 14, 2024, you will subtract 6 months and one day from this date. Your exit date from Russia in this case will be March 13, 2024.

Personal Details

1. **Surname (Last Name):** Must be listed exactly how it is spelled in your passport (e.g. Smith Jr, Smith-Roberts, Mc Donald).
2. **First name and middle names (exactly as in passport)**
3. **Have you ever had other names?** For other names ever used please do not forget to include the maiden name and/or name(s) from previous marriage(s).
4. **Marital Status:** Please note, if you select Separated or Divorced, you will still be required to supply the spouse's name, date and place of birth.

Passport Details

1. **Type of passport:** Choose **Ordinary**. **If you mistakenly choose any other category, such as official or diplomatic, your application will convert into a different form NOT SUITABLE for your trip!**
2. **Passport number:** US citizens use the 9-digit number listed in the top right corner of the data page of your passport. For other nationalities, please include any letters in front of the passport number, if applicable.
3. **Date of issue/expiry:** this information must be entered correctly in a specified format; please double-check the accuracy of the information entered before clicking "Next".
4. **Issued by:** For US passport holders it will be the **US Department of State**. For all other nationalities look under the **Authority** on the data page of the passport.

Visit Details (Information below is not a sample! Use verbatim as indicated below!)

IF YOU RECEIVED Supporting paperwork from Gate1 Travel (visa support letter and hotel voucher), please use visit details information provided in the following two sections of the instructions **FOR LAND TOURS** or **FOR RIVER CRUISES**.

IF YOU DO NOT HAVE supporting paperwork from Gate1 Travel (visa support letter and hotel voucher), please skip to section called **APPLYING WITHOUT VISA SUPPORT LETTER FOR LAND TOURS:**

Which institution you are going to visit? Select **Travel Company**

Gate1 Travel uses **OOO COMINTOUR** for its visa support letters. Please use the information provided below:

1. **Name of organization:** **OOO COMINTOUR (letters O, not zeros!)**. Please do not write anything else!)
2. **Address:** **21-23 MOHOVAYA ST., ST. PETERSBURG, RUSSIA, 191028**
3. **Reference number:** **000551** (This is not your booking/reservation number)
4. **Confirmation number:** **Please fill in the actual CONFIRMATION # that you will find at the top of the visa support letter, provided by Gate1 Travel! DO NOT LIST ZEROS, DASHES OR SLASHES in front of the number (This is not your booking/reservation number)**
5. **Itinerary (Places of visit):** Please enter **Moscow** in the first box. Then click "Add" and **Saint Petersburg** in the second box. Repeat as many times as necessary to enter **ALL** cities listed on the visa support letter provided by **Gate1 Travel**. Please note, for each city entered you will be required to provide the name, address, and phone number of a hotel in that city.
6. Do you have a medical insurance policy valid in Russia? - US citizens are not required to have medical insurance to visit Russia, answer "No" if you wish. Foreign nationals should click "Yes" and then list the name and policy number of their medical insurance.
7. Who will pay for your trip and stay in Russia: Select **Independently**.
8. Do you plan to stay anywhere (hotel, individual) during your stay in Russia?
9. Answer **"Yes"**, and select **Hotel** under **Type of place of visit**
10. **Hotel name:** **You must enter your hotels one by one, with corresponding addresses and phone numbers in the next fields.** For hotel details for your specific tour please refer to the visa support letter or tour materials that you received from Gate1 Travel.

11. Address and Telephone: Enter **COMPLETE** addresses and accurate local phone numbers of hotels in which you are staying in each of the cities that you listed in the Itinerary (Places of visit) field. Please refer to visa support letter or tour materials that you have received from Gate1 Travel.

Below please find contact information for some of the hotels that Gate1 Travel uses for this tour:

Marriott Grand Hotel Moscow

26/1 Tverskaya St., Moscow, 125009, Russia, 7 (495) 935-8500

Indigo hotel St Petersburg

Tchaikovskogo St. 17, St. Petersburg, 191187, Russia, 7 (812) 454 5577

Sheraton Palace Hotel

1st Tverskaya Yamskaya Street 19, Moscow, 125047, Russia, 7 (495) 931-9700

Marriott Courtyard Voznesensky Moscow

7 Voznesenskiy Pereulok, Moscow, 125009, Russia, 7 (495) 981 3300

Crowne Plaza St Petersburg

Ligovsky Ave, 61, St. Petersburg, 191040, Russia, 7 (812) 244 0001

Courtyard St. Petersburg Center West/Pushkin Hotel

166 Griboedov's Canal, via 33 Kanonerskaya St., St. Petersburg, Russia, 7 (812) 610-5000

Sheraton Palace Hotel

1st Tverskaya Yamskaya Street 19, Moscow, 125047, Russia, 7 (495) 931-9700

FOR RIVER CRUISES:

- Which institution you are going to visit? Select **Travel company**
- Name of organization: **OOO VODOHOD** (Do not write anything else!) **Letters O, not numerals!**
- Address: **17 SKAKOVAYA ALLEYA, BLDG 1, FLOOR 4, STE #22, MOSCOW, RUSSIA, 125040**
- Reference number: **002057** (This is not your booking/reservation number)
- Confirmation number: **Please fill in the actual CONFIRMATION # that you will find at the top of the visa support letter provided by Gate1 Travel! DO NOT LIST ZEROS, DASHES OR SLASHES in front of the number (This is not your booking/reservation number)**
- Itinerary (Places of visit): Please enter **Moscow** or **St. Petersburg** in the first box, depending on the city your cruise starts at. Then **add the rest of the cities listed in your Visa Support Letter one by one** by clicking the "Add" button. **All cities of your cruise itinerary have to be listed in the order in which they appear on the Visa Support Letter.**
- Do you have a medical insurance policy valid in Russia? - **US citizens are not required to have medical insurance to visit Russia, answer "No" if you wish.** Foreign nationals should click "Yes" and then list the name and policy number of their medical insurance.
- Who will pay for your trip and stay in Russia: Select **Independently**
- Do you plan to stay anywhere (hotel, individual) during your stay in Russia?
- Answer **"Yes"**, and select **Hotel** under **Type of place of visit**
- Hotel name: **River Cruise with Gate1 Travel.**
- Address: Enter **Cruise ship accommodation on board** followed by the name of the ship on which you are traveling (i.e., **MS Zosima Shashkov**). Telephone: **0000000**, if staying on a ship. **Do not list 800 numbers for Gate1 Travel!**

APPLYING WITHOUT VISA SUPPORT LETTER

GenVisa can purchase a required visa support letter on your behalf for \$35 per person. If you wish to purchase a visa support letter, please include \$35 per person in the total amount.

- Which institution you are going to visit? Select **Travel company**
- Name of organization: **OOO INTOUREXPO** (Please do not write anything else!)
- Address: **43 LESNAYA STREET, OFFICE #234, MOSCOW, RUSSIA 127055**
- Reference number: **010902** (This is not your booking/reservation number)
- Confirmation number: **312100** (This is not your booking/reservation number)

6. **Itinerary (Places of visit):** *Enter your travel itinerary one city at a time, typing it in the box field. Then click "Add" for another box to enter your next city, and so forth. Please note that for each city entered you will need to provide the name, address, and phone number of the hotel where you are staying.*
7. **Do you have a 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 the policy number of their medical insurance.
8. **Who will pay for your trip to stay in Russia:** Select **Independently**
9. **Do you plan to stay anywhere (hotel, individual) during your stay in Russia?**

FOR RIVER CRUISES:

Answer "Yes" and select **Hotel** under **Type of place of visit**.

Hotel name: Enter **River Cruise with Gate1 Travel**

Address: Enter **Cruise ship accommodation on board** followed by the name of the ship on which you are traveling (i.e., **MS Zosima Shashkov,**)

Telephone: **0000000**, if staying onboard a ship. **Do not list 800 numbers for your cruise/tour operator!**

FOR LAND TOURS:

Answer "Yes" and select **Hotel** under **Type of place of visit**.

Hotel name: Enter **Marriott Grand Hotel Moscow**

Address: Enter **26/1 Tverskaya St., Moscow, 125009, Russia**

Telephone: Enter **7 (495) 935-8500**.

Additional Information

1. **Have you ever been arrested or convicted for any offense?** If the answer is Yes (do not check "Yes" for parking or traffic violations), please provide a separate personal statement, **signed and dated**, addressed to The Embassy of the Russian Federation, Consular Section, explaining in detail circumstances for the arrest/conviction, specifying the time and the place of the offense.
2. **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 the address of the person who completed the form on your behalf.
3. **Do you have any specialized skills, training, or experience related to firearms and explosives or nuclear matters, biological or chemical substances?** If you do, 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 "basic firearms training".**
4. **Have you ever performed a military service?** If you served in the Armed Forces, please select "Yes" and provide the required details.
5. **List all professional, civil and charity organizations which you are/were a member of or cooperate with:** It is not a mandatory field; therefore, it is not necessary to list all organizations - naming one or two is fine.

Education and Work Experience

1. **Have you ever attended any educational institutions, excluding secondary school?** Check "Yes" and provide details from college, accredited university, or high school, **even if you did not graduate**! Otherwise, check "No". If you have multiple degrees from different universities, it is OK to list only the one relevant to your employment. If you do not have a college degree, but currently hold or have held a supervisory/management position at work, please provide a personal statement addressed to the Russian Embassy, Consular Division, stating that you have never had a college degree and that it was not a requirement for your job.
2. **Have you ever changed your place of employment before entering the current job?** **This is a mandatory field that needs to be answered "Yes" even if you were never gainfully employed.** Please check "Yes" and provide detailed information on the **previous** occupation before your current position, if you changed your employment in the past. If you are retired, please provide information on your most recent employment before retirement. **If you never worked, please check "Yes" anyway and state Homemaker/Housewife and provide your home address and contact information in the required fields.**

Last Visit Details

1. **Have you ever been issued a Russian visa?** If the answer is yes, please select “Yes” and fill in the appropriate details. If you are in possession of the previously issued Russian visa please include a copy of it along with your Russian visa application. If you do not have an accurate record of your Russian visa issue date, it is OK to guess.
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. **Have you ever visited other countries in the past ten years?** Select the country name from the list and fill in visit date (if unsure about exact date, an estimate is fine). Click the **Add** to list multiple countries. *If you are a frequent traveler, listing the most recent destinations stamped in your current passport book is enough.*
4. **Have you been issued with a passport of the country other than the passport that is indicated in the electronic visa application form?** *If the answer is yes, indicate all countries that have ever issued you a passport.* This question pertains to all applicants who either by birth or through the process of naturalization had or acquired citizenship from a different country.

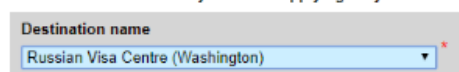
Miscellaneous Information

1. Please list your parents’ full names, **even if deceased**. It is OK to list your mother’s last married name.
2. For your permanent address *please provide the complete physical home address (no P.O boxes!), including the street, city, state, zip code and phone number!* Applications are rejected even with one digit of the zip code missing. If you do not have a fax number or email address, please leave the field blank.
3. **Do you work (study) in the present time?** – *as with Previous Employment, this field must be answered in the affirmative (“Yes”), even if you are not currently employed. Please check “Yes” and provide accurate and complete information for mandatory fields: Work position, FULL physical Employer address (no P.O boxes!), and Work telephone number. For self-employed enter the COMPLETE physical home address (no P.O boxes!) and phone number in the Employer address and Work telephone fields. Please Note: Even if you are not currently employed, please still check “Yes” and state Retired/Homemaker and provide the COMPLETE physical home address and phone number in the Employer address and Work telephone fields. For minors and students please provide the school/college contact information as to their current employment status.*

Appointment Details

Destination name: please select **Russian Visa Centre (Washington)** as shown in the sample below.

Select the location where you will be applying for your visa



Indicate which Russian Embassy or Consulate where you intend to apply for your visa. Your application will be sent to the selected authority, for a decision to be made regarding your application.

Option to Edit Application

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 please click “**Edit**” in the bottom left corner of each section.
3. Once the application has been checked and there are no corrections to be made, please click the **Save and Submit** button at the bottom of the screen.
4. **To edit saved and submitted application**, please choose “**open previously completed application**”, retrieve the application using your secure login info and choose “**create new draft ID**” option. A new application ID will be assigned to you with all the previously submitted information in the new form. Scroll down to the fields that you would like to change, make the necessary changes, save and resubmit the application for printing.
5. **Printing Instructions**

Make sure that you submit your application by clicking on Save and submit button at the end of a preview page.

Save and submit


Cancel

Please print your application using the **Print Letter** button from the options given at the bottom of the page, as shown below.

Print A4 Print Letter Fill out another electronic visa application form Exit

VERY IMPORTANT: if the application does not print properly with all the information intact, including the registration number at the top of the first page, please reprint using “fit to page” or “scale to page” options on your printer setting screen.

The application that will appear on your screen will be a multiple-page application form (usually 3 pages). All pages need to be submitted to GenVisa. Destination **Russian Visa Centre (Washington)** should appear at the right upper corner of the first page as well as the application ID and the date and time the application was completed (see image below).

Photograph and signature.	Service information (automatically generated).
 <div data-bbox="386 533 581 785" style="border: 1px solid black; padding: 10px; text-align: center;">Place for photograph</div>	<p style="text-align: center;">Application form recipient: Russian Visa Centre (Washington)</p> <p>Basis (voucher, dir. No, inv. No): 016290</p> <p>The estimated date of visit to the RC:</p> <p style="padding-left: 40px;">Application No (web-site): 37548706</p> <p style="padding-left: 40px;">The date of processing: 12/24/2019</p> <p style="padding-left: 40px;">Application No (VAC):</p> <p style="padding-left: 40px;">The date of processing by the VAC:</p>
<p>Date (dd/mm/yyyy), personal signature</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p>Request No in Russian Consulate (RC):</p> <p>I hereby agree to the processing and transfer of my personal data in electronic form for the purposes of making a decision on visa issuance. I declare that data provided in the application form are full and correct. I am aware that any false information may be a cause for the denial of visa or for the cancellation of the previously issued visa and may lead to other consequences provided for by the legislation of the Russian Federation. Subject to the receipt of visa, I pledge to leave the territory of the Russian Federation before the visa expiration date. I am aware that valid visa does not automatically allow to enter the territory of the Russian Federation. In case of denial of entry, I will not seek any compensation for potential losses.</p>

Page 1 of 3

The bottom of the first page of the application will appear like the image above. Please date and sign the application inside the box below the **Date (dd/mm/yyyy), personal signature** line.

White Glove Service: Russian Visa Application

As a courtesy to our clients, Generations Visa Service is pleased to offer **Russian White Glove transcribing service** to travelers who would like GenVisa to complete and submit the Russian Visa Online Application Form on their behalf.

Should you opt for this service, we will complete and submit the online application on your behalf for an additional \$69 per person. **Instead of completing the online application form**, each client will fill out legibly (in pen) the following three-page document with the required personal information. We will then input your answers into the online visa application form and submit for processing at the Russian Embassy website.

To request the Russia Visa White Glove Service, fill out in block letters the enclosed form (pp. 8-10) for each traveler. Please make sure to provide accurate and complete answers. Failure to do so may result in delays and additional processing fees. Some of the fields are prefilled for your convenience. You do not need to modify those entries unless you have a unique travel situation that you would like to bring to our attention.

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 choose to complete online application themselves, should take great care to fill in the information correctly. Any mistakes will delay the process and/or result in reapplication and additional processing fees



White Glove Russian Visa Service: \$59 per person

If you would like help with online Russia visa application, answer **legibly** and completely in block letters ALL the questions below in pen and return to GenVisa with the rest of the required information listed on the tourist visa requirements for Russia form.

	Questions	Answers
PERSONAL DETAILS		
1	Full name as in the passport	
2	Other names ever used, maiden etc.	
3	Place of birth (city, state, country)	
4	Your Father's full name (required)	
5	Your Mother's full name (required)	
6	Marital status (check one that applies)	<input type="checkbox"/> married <input type="checkbox"/> single <input type="checkbox"/> divorce <input type="checkbox"/> separated <input type="checkbox"/> widowed
7	Spouse's full name, date and place of birth <i>(applies for separated or divorced applicants as well)</i>	Name _____ Date of Birth: dd/mm/yy _____ Place of Birth: _____
8	Your Complete permanent home address (no P.O. Boxes please), phone number and e-mail address (email address is optional)	Address _____ _____ _____ Phone # _____ E-mail address _____
VISIT DETAILS		
9	Exact Entry date (required) Exact departure date (required) (DD, MONTH (spelled out) YEAR)	_____/_____/_____ _____/_____/_____
10	Name of the Russian Host company or your Tour Operator in the US	
11	Reference number (if known)	
12	Cities to be visited (according to your confirmation letter)	
13	If not on a river cruise, list name(s), complete address(es) and phone number(s) of hotel(s) that you plan to stay at	

ADDITIONAL INFORMATION

(Check all that apply. If the answer is "yes" to any of the questions listed below, provide a personal letter addressed to the Russian Consulate giving all the details.)

14	<input type="checkbox"/> been arrested or convicted for any offence. If "yes" indicate when, where and why. <input type="checkbox"/> been affiliated with a communicable disease <input type="checkbox"/> been refused a Russian visa <input type="checkbox"/> Russian visa has been cancelled <input type="checkbox"/> overstayed the Russian visa or stayed unlawfully in Russia <input type="checkbox"/> been deported from Russia
15	Do you have any specialized skilled, training or experience related to firearms and explosives or to nuclear matters, biological or chemical substance? <input type="checkbox"/> no <input type="checkbox"/> yes (please specify bellow. e.g. Basic firearms training.)
16	Have you ever performed a military service? Please provide all required details! <input type="checkbox"/> no <input type="checkbox"/> yes if yes provide full details: Country _____ Branch service _____ Rank _____ Occupation _____ Terms from dd/mm/yy _____ to dd/mm/yy _____
17	Have you ever been involved in armed conflicts, either as a member of the military service or a victim? <input type="checkbox"/> no <input type="checkbox"/> yes if yes provide full details: Name of the conflict (e.g. Vietnam war) _____ Country _____ Starting Date: dd/mm/yy _____

ADDITIONAL VISA DETAILS

18	Have you ever been issued a Russian visa? <input type="checkbox"/> no <input type="checkbox"/> yes if yes specify: Which Russian Consulate in the US _____ When was the visa issued: dd/mm/yy _____
19	Have your passport ever been lost or stolen?
20	Previous Travel (<i>list up to 10 countries that you have visited in the last ten years with the date of entry in the following format DD/Month/Year</i>) <u>Hint: Use entry stamps in your current passport book to identify countries of visit and entry dates.</u> Country _____ Date: dd ____ mm ____ yy ____ Country _____ Date: dd ____ mm ____ yy ____ Country _____ Date: dd ____ mm ____ yy ____ Country _____ Date: dd ____ mm ____ yy ____ Country _____ Date: dd ____ mm ____ yy ____ Country _____ Date: dd ____ mm ____ yy ____ Country _____ Date: dd ____ mm ____ yy ____ Country _____ Date: dd ____ mm ____ yy ____ Country _____ Date: dd ____ mm ____ yy ____ Country _____ Date: dd ____ mm ____ yy ____

21	List all countries which have ever issued you a passport (other nationalities you have or have had in the past by birth or otherwise)	
EDUCATION AND WORK EXPERIENCE		
22	List educational institution, including high school (name, major, physical address, dates of admission and graduation (mm/yyyy)), from which you received the highest level of education . Provide full details even if you did not graduate!	Name _____ Address _____ _____ Major _____ Date of Admission: mm/yyyy _____ Date of Graduation: mm/yyyy _____
23	Provide last/previous employment information prior to current employment or retirement. Make sure to provide all the required details: (the company's name, address, position, phone #, chief's name, dates of joining and dismissal (mm/yyyy))	Company's Name _____ Address _____ _____ Phone # _____ Position _____ Chief's Name _____ Date of Joining: mm/yyyy _____ Date of Dismissal: mm/yyyy _____
24	Are you currently employed or retired?	<input type="checkbox"/> employed <input type="checkbox"/> retired
25	If currently employed, provide detailed employment info (the name of employer, work position, complete address, work telephone, and e-mail address) . For minors, please provide school information in full detail!	Company's Name _____ Position _____ Address _____ _____ Phone # _____ E-mail address _____
MISCELLANEOUS INFORMATION		
26	Do you currently have relatives in Russia?	<input type="checkbox"/> no <input type="checkbox"/> yes
27	If answered "yes" to question #26, provide following details: Full name of your relative(s), relationship degree, date of birth and complete address in Russia	

Additional information: _____

Signature of the Applicant _____ Date: _____

Send materials to
GENERATIONS VISA SERVICE
 2233 WISCONSIN AVE N.W. #311
 WASHINGTON D.C. 20007-4126
 1-800-845-8968



Additional requirements for applicants born in the former USSR or Russia

Applicants **MUST** submit the following documents:

Proof of USSR/Russian citizenship: if you were born in a state of the former Soviet Republic or Ukraine you must supply a copy of your Soviet or Ukrainian passport along with a letter stating when you immigrated to the US.

Evidence of emigration: copy of old passport and stamps showing date of emigration. If applicant emigrated on a parent's passport, then parents' emigration papers must be submitted, including copies of passport pages showing the children included in their passport.

Documents which confirm 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 official document certifying that their Russian citizenship was abrogated), otherwise the application(s) will not be accepted.

Naturalization Certificate. A copy of the applicant's Naturalization Certificate.

Renunciation Certificate. Certificate of Renunciation of Citizenship from the Russian Embassy (if available)

Copy of previous Russian visas if you've been to Russia.

The Russian Embassy may request additional documents and a personal interview, at their discretion.



Smart Traveler Enrollment Program

“Stay Informed, Stay Connected, Stay Safe!”

For a nominal fee Generations Visa Service will register you and your travel details with the nearest U.S. Embassy or Consulate in the countries you are visiting. This registration allows the US government to efficiently safeguard its citizens while overseas.

Benefits of Enrolling in Smart Traveler Enrollment Program:

- Receive important information from the Embassy about up-to-the-minute safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in the case of an emergency.

Personal Information (Please fill out legibly in block letters)

Traveler #1's full name (LAST, First, Middle):
Date of Birth (MM/DD/YYYY): / /
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Passport Number: P _____
Email Address*:
Phone Number:

Traveler #2's full name (LAST, First, Middle):
Date of Birth (MM/DD/YYYY): / /
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Passport Number: P _____
Email Address*:
Phone Number:

*Email addresses will not be used for solicitation purposes

Travel Information

Country #1:
Approx. Date of Entry (MM/DD/YYYY): / /
Approx. Date of Exit (MM/DD/YYYY): / /
Name and Address of the first hotel:
Name of the Tour Operator: Gate1 Travel
Contact in Country, if known (phone or email):
800-682-3333

Country #2 (if applicable):
Approx. Date of Entry (MM/DD/YYYY): / /
Approx. Date of Exit (MM/DD/YYYY): / /
Name and Address of the first hotel:
Name of the Tour Operator: Gate1 Travel
Contact in Country, if known (phone or email):
800-682-3333

☐ **Yes**, please enroll me in Smart Traveler Program. I have added an additional **\$15.00 per person** for this service.

Please include STEP enrollment fees in the total payment for visa processing.

PLEASE NOTE: If you receive an email confirmation from the Department of State titled “Smart Traveler Enrollment Program Invitation,” one of our agents has enrolled you in the Program with the information provided. No further action is required on your part.