

# TOURIST VISA REQUIREMENTS FOR RUSSIA

Total cost - One person - \$336

Total cost - Two people - \$648

Cost includes GenVisa Service fee, Visa Support Letter fee, consular fee\* and return shipping

For delivery **outside the contiguous U.S.** please add additional \$35.00.

For **FedEx Overnight** Delivery please add \$10.00 per address 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 please call GenVisa at 800-845-8968 for requirements and fees.
- **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 complete the online visa application. **For help completing the online form refer to White Glove Service instructions, pages 8-10 (enclosed).**
- **Ocean/Sea Cruise passengers see Important Notes under Visit Details section of the instructions.**
- If you are a **Non-US citizen** please include a **copy of Green Card** (Alien Registration Card) and a copy of **Medical Insurance** policy. Canadian residents please refer to page 12 of this kit for specific instructions and pricing information.
- 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 180 days prior to your Russia trip date.

Visa processing generally takes up 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 terms and conditions, current requirements, updated forms and fees please check online at [www.genvisa.com](http://www.genvisa.com)

## 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 **THIS TOUR** Departs the US: \_\_\_\_\_

Date you enter Russia \_\_\_\_\_ Date you exit Russia \_\_\_\_\_ Will you be in Russia longer than the cruise: **Yes or No**

If you wish to utilize a FedEx label for a convenient, secure and traceable delivery to GenVisa office, please check this box, add \$24 to the total processing fee and proceed to the following portal: <http://returns.nrgsoft.com/genvisa.php>

**Optional insurance:** \$9.00 per passport: in the unlikely event that your passport is lost or damaged in transit. 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 \$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;

Generations Visa Service liability is limited to \$100 [No signature required upon delivery]

Mail materials to:

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



# 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. **Please allow up to 6 weeks for regular processing.**

## **Passport**

1. Please provide your actual **SIGNED** passport with at least **6 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 and result in additional shipping fees.**
2. Passports **cannot** be frayed, torn, separated or altered in any way.
3. For information on first time passport or getting your passport renewed 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. 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 in order 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 **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 be not be accessible to the Russian Embassy in the United States and you will have to start the process over from scratch!**



Welcome to the specialised website of the Consular department of the Ministry of Foreign Affairs of the Russian Federation. On this website you can fill out the electronic version of the Russian visa application form and print the visa application form, required for applying for a visa to the Russian Federation.

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

UNITED STATES

[Contacts](#)

Hints and help language

ENGLISH

Select the country in which there is a Russian embassy or consulate where you will receive a visa.

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

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.**



Please, write down your electronic visa application form ID

Application ID: 10124650

Password

Confirm password

Enter text displayed on the image

K 7 7 KV

If there are technical issues with the system, or you want to complete your application some other time, you can save your work and later, start where you left off. In order to access your application later, however, you will need: (1) your Application ID, and (2) the password that you will enter on this page.

Enter the password confirmation

Enter the writing from the picture and press "Submit". If the symbols are difficult to make out, refresh the page

4. Please click **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/yy), applicant’s signature.” Do not sign above this notation.*
- After the application is printed, please do not make any hand written notation or corrections anywhere on the application as it will void the application.
- **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. **Number of entries:** Please chose desired category – **Single, Double or Multiple.**
6. **Date of entry into / exit from Russia:**

***For Single and Double entry:*** *please provide the actual/intended dates of your entry and departure, first entry and second/final departure in case of double entry visa.*

***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 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 MINUS one day** and 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 (you need valid passport 6 months past 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**, 2019, you would list your date of exit from Russia as September **29**, 2022.
2. If your passport expires in less than 42 months from the entry date into Russia, first you need to determine what your passport expiration date is. Take that passport expiration date and **subtract 6 months and one day from the date of 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 prior to your passport expiration date. That is why you need to determine what that date is and use it as your date of exit from Russia.  
EXAMPLE – If your passport has an expiration date of September **14**, 2022, you would subtract 6 months and one day from this date. Your exit date from Russia in this case will be March **13**, 2022.

## 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):** For other names ever used please do not forget to include maiden name and/or name(s) from previous marriage(s).
3. **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**.  
*Please note: if you mistakenly chose any other category, such as official or diplomatic, your application will automatically convert into a different form NOT SUITABLE for the purpose of your trip!*
2. **Passport number:** US citizens use a 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:** It is essential that this information 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!*)

1. Which institution you are going to visit? Select **Travel company**
2. **Name of organization:** **ZAO GLOBALINTEX** (Please do not write anything else!)
3. **Address:** **4 Zemlyanoy Val, Bldg. 1, Moscow 105064, Russian Federation**
4. **Reference number:** **018718** (This is not your booking/reservation number)
5. **Confirmation number:** **232470** (This is not your booking/reservation number)
6. **Itinerary (Places of visit):** *Please list the first city you will be visiting and click Add and a second box will appear, please list the next city in the second box. Repeat as many times as necessary. **PLEASE NOTE: for each city entered you will be required to provide COMPLETE physical name, address and phone number of a hotel in that city. Since no itinerary information is listed on the actual Russian visa, it is OK to list just Moscow and St. Petersburg to save you some time.***
7. **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 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 Land Tours:** Answer "Yes", and select **Hotel** under **Type of place of visit**  
**Hotel names, Addresses and Telephones:** *You have to enter the hotels of your choice one by one with corresponding COMPLETE physical addresses and accurate local phone numbers in the next field.*  
**Below please find contact information for some of the hotels that travelers use for their stay in Russia:**  
**Moscow Marriott Grand Hotel**  
26/1 Tverskaya Street, Moscow, 125009, Russian Federation, 7 (495) 937-0000  
**Radisson Royal Hotel Saint Petersburg**  
49/2 Nevskiy Prospect, Saint Petersburg, 191025, Russian Federation, 7 (812) 322-5000  
**For River Cruises:** Answer "Yes", and select **Hotel** under **Type of place of visit**  
**Hotel name:** Enter **River Cruise** with followed by the name of your tour operator/travel agency.  
**Address:** Enter **Cruise ship accommodation** Telephone: **0000000**, if staying on a ship. *Do not list 800 numbers for your cruise/tour operator!*  
**For Ocean Cruises:** Answer "Yes", and select **Hotel** under **Type of place of visit**  
**Hotel name:** Enter **Ocean Cruise** with followed by the name of your tour operator/travel agency.  
**Address:** Enter **Cruise ship accommodation** Telephone: **0000000**, if staying on a ship. *Do not list 800 numbers for your cruise/tour operator!*

**Important Notes:** Ocean/Sea Cruise ship passengers can visit Russia on a visa-waiver arrangement if the stop in the port of call doesn't exceed 72 hours and tourists stay overnight on board the cruise ship.

Cruise passengers may disembark from the ship without a tourist visa if they participate in tours organized by the cruise companies. They will require a tour ticket along with their valid passports and migration cards provided to them onboard to go through the customs and immigration. **We recommend that you check information on organized cruise tours and visas with your cruise company in advance.**

Passengers who wish to disembark independently to explore the port of call on their own will require Russian visas in advance. **Note: you will need a separate entry for every time you wish to leave the ship on your own!**

## **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 offence.
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 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”.**
4. **Have you ever performed a military service?** If the answer is yes, please select “Yes” and provide 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 or accredited university! Otherwise, check “No”. If you have multiple degrees from different universities, it is OK to list only the one relevant to your employment.
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 **previous** employment(s) if you changed your employment in the past and are retired at the moment. **If you never worked, please check “Yes” and state Homemaker/Housewife and provide your home address contact information.**

## **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 **add** to list multiple countries. ***If you are a frequent traveler, listing the most recent destinations stamped in your current passport book is sufficient.***
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 complete physical home address (no P.O boxes!), including street address, city, state, zip code and the phone number!** Applications are rejected even if only one digit of the zip code is 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 in Previous Employment, this field must be answered “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 COMPLETE physical home address (no P.O boxes!) and the phone number in the Employer address and Work telephone fields.***  
**For Retired/Homemaker, please check “Yes” and state Retired/Homemaker/Housewife and provide COMPLETE physical home address and the phone number in the Employer address and Work telephone fields.**  
**For minors and students please provide school/college contact information as their current employment.**

## Appointment Details

**Destination name:** please select **Visa Application Center ILS (Washington)** as shown in the sample below.

Appointment details	
Select the location where you will be applying for your visa	
Destination name	Visa Application Center ILS (Washington)
<a href="#">Edit</a>	
<a href="#">Save</a>	<a href="#">Cancel</a>

## 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 new entries, save and resubmit the application for printing.

## Printing Instructions

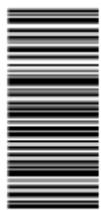
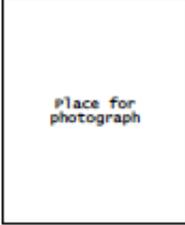
Please print your application using the **Print Letter** option only!

**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. All pages need to be submitted to the Russian Embassy. Destination **Visa Application Center ILS (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).

<b>ON-LINE VISA APPLICATION FORM</b>		20002-20318404 \ 23.01.2017 22:03:08 Visa Application Center ILS (Washington)
1. Nationality (if you formerly had USSR or Russian citizenship, please indicate when and why you lost it).	UNITED STATES	
2. Surname (as in passport).	SMITH	
3. First name, other names, patronimic (as in passport).	RAYMOND DAVID	

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

Photograph and signature.	Service information (automatically generated).
 	Application form recipient: Visa Application Center ILS (Washington) Basis (voucher, dir. No, inv. No): 016290 The estimated date of visit to the RC: Application No (web-site): 20318404 The date of processing: 1/23/2017 Application No (VAC): The date of processing by the VAC:
Date (dd/mm/yyyy), personal signature	Request No in Russian Consulate (RC): 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.

## **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 \$59 per person. **Instead of completing the online application form**, each client will fill out (in pen) the following three-page document with the required 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 Russian Visa White Glove Service fill out legibly, 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 chose 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, simply 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
<b>PERSONAL DETAILS</b>		
1	<b>Full name</b> as in the passport	
2	Other names ever used, maiden etc.	
3	Place of birth (city, state, country)	
4	Your Father's full name <b>(required)</b>	
5	Your Mother's full name <b>(required)</b>	
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 <b><i>(applies for separated or divorced applicants as well)</i></b>	Name _____ Date of Birth: dd/mm/yy _____ Place of Birth: _____
8	<b>Your Complete permanent home address (no P.O. Boxes please),</b> phone number and e-mail address (email address is optional)	Address _____ _____ _____  Phone # _____  E-mail address _____
<b>VISIT DETAILS</b>		
9	Exact <b>Entry</b> date <b>(required)</b> Exact <b>departure</b> date <b>(required)</b> (DD, <b>MONTH (spelled out)</b> YEAR)	_____/_____/_____ _____/_____/_____
10	Name of the Russian Host company or your <b>Tour Operator in the US</b>	
11	Reference number <b>(if known)</b>	
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	



21	List all countries which have ever issued you a passport ( <i>other nationalities you have or have had in the past by birth or otherwise</i> )	
<b>EDUCATION AND WORK EXPERIENCE</b>		
22	List educational institution, except high school ( <i>name, major, address, phone #, dates of admission and graduation (mm/yy)</i> ) Do not provide information for colleges that you did not graduate from.	Name _____ Address _____ _____ Major _____ Date of Admission: dd/mm/yy _____ Date of Graduation: dd/mm/yy _____
23	If you changed your employment in the past and/or are retired at the moment list previous place of work ( <i>company's name, address, position, phone #, chief's name, dates of joining and dismissal (mm/yy)</i> ) <b>Required!</b>	Company's Name _____ Address _____ _____ Phone # _____ Position _____ Chief's Name _____ Date of Joining: dd/mm/yy _____ Date of Dismissal: dd/mm/yy _____
24	Are you currently employed or retired?	<input type="checkbox"/> employed <input type="checkbox"/> retired
25	If currently employed, <b>provide detailed employment info</b> ( <i>name of employer, work position, complete address, work telephone and e-mail address</i> ) For minors, please provide school information.	Company's Name _____ Position _____ Address _____ _____ Phone # _____ E-mail address _____
<b>MISCELLANEOUS INFORMATION</b>		
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 PROCESSING INSTRUCTIONS FOR CANADIAN CITIZENS RESIDING IN CANADA

Russia processing in Canada is essentially the same as in the US. Two important things to keep in mind:

1. when submitting online application via the following link: <https://visa.kdmid.ru>, please choose Canada as the country where you will be applying for your Russian visa as shown on the image below:



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

Welcome to the specialised website of the Consular department of the Ministry of Foreign Affairs of the Russian Federation. On this website you can fill out the electronic version of the Russian visa application form and print the visa application form, required for applying for a visa to the Russian Federation.

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

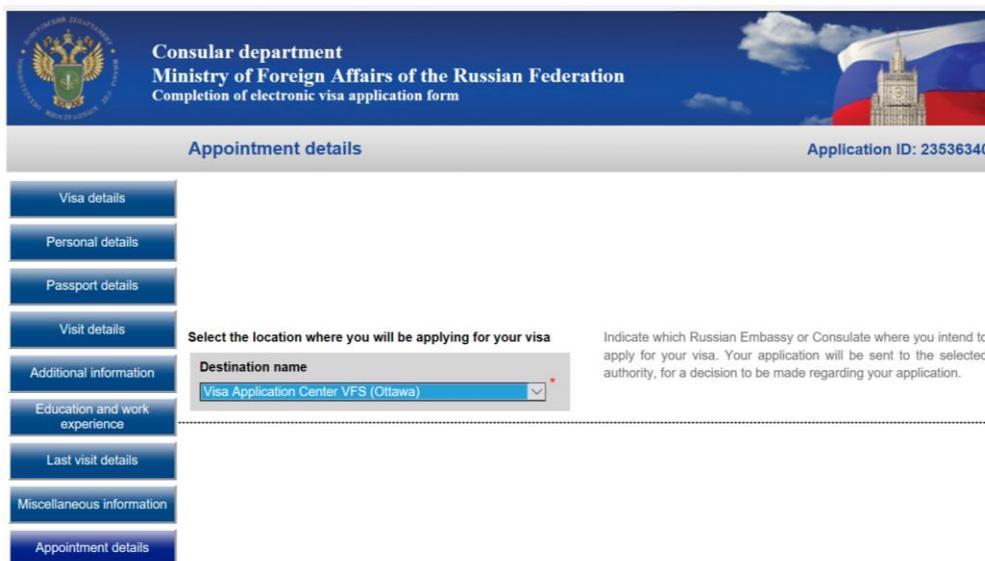
Select the country in which there is a Russian embassy or consulate where you will receive a visa.

Contacts

Hints and help language  
ENGLISH

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

2. on the **Appointment details** screen choose **Visa Application Center VFS (Ottawa)**



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

Appointment details Application ID: 23536340

Visa details

Personal details

Passport details

Visit details

Additional information

Education and work experience

Last visit details

Miscellaneous information

Appointment details

Select the location where you will be applying for your visa

Destination name  
Visa Application Center VFS (Ottawa)

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.

### Processing fees in Canada in US Dollars:

The total cost in Canada, which includes GVS service fees, consular fees, outsourcing fees and roundtrip international shipping, is **\$399US for one person** and **\$765US for two people** for processing in 6-8 weeks.

For Expedited processing in 5-6 weeks please **add \$45US person**.

For Expedited processing in less than 30 days please add **\$176US per person**.

Processing fees can be paid by check payable to GenVisa in US Dollars and drawn on a US bank or by major credit card: American Express, Visa or Master Card. A 3% credit card surcharge is assessed on all credit card transactions.

**Additional requirements for applicants born in the former USSR or Russia Applicants MUST submit the following documents:**

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 confirms that they are no longer citizens of the Russian Federation:** so called "Visa to Israel" or stamp in their passport saying that they left for "permanent residence abroad" before the 6th of February, 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 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**

<b>Country #1:</b>
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:

<b>Country #2 (if applicable):</b>
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:

**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. Use Credit Card payment option below ONLY if you are applying for STEP enrollment separately on its own:**

Card Holder Name: \_\_\_\_\_ Signature \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Expires: \_\_\_\_/\_\_\_\_  
 Billing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**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 necessary on your part.**