

Russian visa application guide

The Russian government has introduced a new online application effective July 1, 2011. Beginning Friday, July 1st, no other application forms will be accepted by Russian consulates worldwide. All applicants must apply online beginning July 1st.

The new application form has been created by the Russian government, and A Briggs will not be able to provide technical support such as accessing the information, editing applications or correcting errors. In the meantime, the instructions below are a guide to help you with the on line process.

IMPORTANT: If you leave any part of the application incomplete, it may delay the processing of your visa. Answer all questions as instructed below.

Make sure your passport is valid for six months beyond the date of your return from Russia. Also, your passport must have at least one blank visa page – and note that the amendment page in the back of your passport is not a blank visa page.

Russian visa applications are accepted only within 90 days of the proposed entry. Please apply only within 90 days of your travel to Russia.

NOTE: The online Russian application form requires information about the person, hotel, institution, or organization to be visited as well as the registration number of the inviting authority. All this information will be included on your invitation letter. The visa will be issued for the specific date in and out of Russia requested in the invitation letter.

Attention BUSINESS visa applicants who need a BUSINESS invitation before applying for a visa

If you would like A Briggs to secure a business invitation letter for you, please **do not** fill out the online visa application until **after** you have applied for your invitation and received an email from us confirming that we have secured your invitation. We will secure your invitation and send it to you, and it will include important details that you will need to complete the online visa application.

Remember: if you want A Briggs to obtain your invitation and then your visa, there are three steps: first, place your online order with A Briggs, second, apply for your invitation, and, third, after receiving your invitation, apply online for your visa. You can place your order with A Briggs [here](#).

ORDERING YOUR INVITATION

To start the process of securing your invitation, place your order on the [A Briggs order page](#). Upon completing the order, note your order number.

Next, fill out the Business Invitation Request form located on the main [Russia visa instruction page](#). After you have completed the Business Invitation Request form, print and scan the completed form.

Then scan and print your passport information page – that is, the page in the front of your passport showing your name and photo.

Then email to A Briggs at russiavisa@abriggs.com the PDF scan of your passport information page, the scan of the Business Invitation Request form, and your A Briggs order number all in separate attachments.

Please note that invitation fees are non-refundable.

We recommend that you print this instruction page and use it as a guide before starting the application on line.

Instructions for completing the online visa application form:

Please answer all questions as completely as possible, no blank spaces should be left. If a question doesn't apply, please type "NONE" or N/A where appropriate.

Getting started: Click on the online electronic application on line located on [A Briggs instruction page](#). To register with the Web Service in order to complete a visa application, select the REGISTRATION menu option, fill out a registration form and become a new user. Print the page with your assigned DECLARANT ID AND PASSWORD and keep it for your records! You will not be able to edit your application without this information.

The following menu items are visible and accessible for the registered user: APPLICATION and LIST. Select APPLICATION, check "YES" to agree with the terms and conditions and start filling out the application using the following instructions.

Citizenship: Present citizenship. If you are formerly a USSR citizen, please provide the date and name of the country to which you immigrated. If you are former citizen of the USSR, in addition to other documents, you will be required to submit a copy of your renunciation certificate or Proof of immigration stamp on your old passport. Citizens of CIS countries must submit a copy of their national passport even if it's expired.

Names: as listed on your passport. The Russian government calls the middle name "Patronymic Name"

Purpose of visit: TOURISM (or "business", "private", "student") in both fields.

Visa category and type: Common tourism, business, private, student – select from the drop down menu.

Number of entries: select single entry, double or multiple. If you plan to enter Russia more than once, select the corresponding number of entries. Note, maximum of two entries is allowed for a tourist or private visa. You may request a multiple-entry visa only if you are applying for a business visa.

Date of entry/exit (dd/mm/yyyy): Provide your actual dates of entry and departure from Russia. They must correspond to the invitation letter, which will determine the validity of your visa.

Directive number: For business travelers only: please enter a telex # if applicable or the number located on top of the invitation letter; for example: N 2M2584672. Leave this space blank if you're applying for a tourist visa.

Reference number: For tourist visa only: please enter following number: **002134** if A Briggs is providing the invitation letter.

If you're providing the invitation letter on your own, enter the six digit number located above the seal of your invitation letter. For example: 002447

Number of confirmation: For tourist travelers only. Please enter the number located on top of the invitation letter. For example: N M-000044144. If A Briggs is providing an invitation letter for you, please enter “RF” in this field.

Name of institution or tourist organization to be visited: If A Briggs is providing a tourist invitation for you, please type “Global Intex- 002134”. If you’re providing your own tourist invitation, the name can be found on the round seal at the bottom of your invitation letter. For business applicants using their own invitation letter, please contact your sponsor for the exact name of inviting organization. It may be different from the name of your sponsoring company in Russia.

Route of journey (points of destination): select Moscow or any other city from the pull down list. If it’s not listed, type it in the space provided and use the “+” button to add it to the drop down list.

Present occupation, name and address of employer: Provide your employment information with the street address, and phone number of your company and your title.

Do you have medical insurance valid in Russia: Please check “yes” or “no”. Specify the name of your insurance provider if checked ‘yes’. Proof of insurance coverage is required for non US citizens only.

Who will pay for your trip: type “self” if the purpose of travel is tourism or the name of your employer if the purpose is business.

Mother’s name: Either married or maiden name, both are acceptable. **Father’s name:** Show last and first names in that order.

Have you visited other countries for the last 10 years? List all countries you’ve visited and indicate the year of visit. You do not need to list all countries if you cannot remember them, just provide the information to best of your memory. Be sure and list all the countries for which visas or entry/exit stamps appear in your current passport.

Did other countries give out the passport to you? Indicate the countries which have ever issued you a passport.

Where you worked in other places? Provide two last places of work, addresses and phone numbers. You can also write: “out of business” or “not available” if applicable. Answer as N/A is not acceptable

Whether you received education in high educational establishment? List up to two colleges or universities where you received higher degrees and approximate years of attendance. You can provide the address with only city and state – you do not need a street address. If this question doesn’t apply, type “NONE”

List all professional, civil and charity organization which you’re a member of: List a few major ones or type “NONE”

Do you have any specialized skills, training or experience related to fire arms and explosives or to nuclear, biological or chemical activities? List special skills or experience or type “NONE”

Have you ever been issued a Russian visa: indicate when and where previous Russia visas have been issued. If your answer is yes, you should indicate USA and the city where your visa was issued.

Where you plan to stay in Russia? If A Briggs is providing a tourist letter of invitation, specify the names of the hotels in which you’re planning to stay. If you’re providing the invitation letter on your own, read the information listed on the voucher under accommodation and enter that information. Do not list private person’s or your

relative's addresses and names in this section if the purpose of trip is tourism. You can only provide names and private residence addresses in this field if you're applying for a private, student or business visa. Tourist applicants must provide a hotel name.

Are any of your relatives staying in Russia now? Unless you have Russian relatives (citizens of Russian Federation), answer NO.

Notes: Type "NONE"

Appointment date (dd/mm/yyyy): type the date you're completing the application.

Your visa appointment location: Select United States and indicate the corresponding city for particular consulate where you intend to have your application processed. IMPORTANT!! **Select one of the following locations for registration of your application: ILS Washington DC, ILS Houston or ILS San Francisco. Once location is selected, you will see in the "Embassy" field: "VISA APPLICATION CENTER ILS" next to the city location.**

A Briggs does not process Russian visa requests through New York consulate. If you're applying for a business visa and your invitation letter is in a form of TELEX, contact your sponsor to verify which consulate the telex information has been sent to and indicate that particular location.

Printing instructions:

After you've completed the application online, make sure you have ADOBE Reader software before printing.

Click on one of the print options on the next screen: LETTER or A4.

Print the application form. Then attach your passport-quality photo in the box next to the bar code. The photo must fit the designated area by the exact size. The photo must be glued on the form. Please do not use a tape or stapler to affix your photo. SIGN and DATE your application.

IMPORTANT! Once the application is complete and printed, you cannot make any manual corrections on it! Do not write on the application form to add or edit the information. Use the "EDIT" menu option if you need to make a correction and print the corrected version of your application.

Shipping Instructions: Once you completed and signed your application form, please ship it with all related information and your actual passport to the specific A Briggs office location that corresponds to 'your visa appointment location' indicated on your application form. Please include a copy of the confirmation page with your DECLARANT ID AND PASSWORD.

A Briggs locations for Russian visa processing:

1. 1921 Sunderland Place NW Washington DC 20036 202 464 3000
2. 3801 Kirby Drive, Suite # 120 Houston TX 77098 713 655 1090
3. 50 California Street, Suite # 1500 San Francisco CA 94111 415 626 5860