

AMERICAN VISA OF DC

1801 Columbia Rd., NW #200, Washington, DC 20009

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THIS IS NOT AN APPLICATION; IT IS ONLY A COVERING LETTER FOR AMERICAN VISA OF DC

RUSSIA

Visa Requirements:

- Signed Passport valid for six months with at least two blank visa pages (side by side).
- One [online visa application](#) form completed, printed, and signed.
- One color passport sized photos 2" x 2" ONLY on white or very light background.
- Official hotel confirmation and voucher from Russian tourist sponsor. ([For tourist visa](#)).
- **Original Official Invitation** from friend or relative in Russia ([For personal visit visa](#)).
- **Official invitation or telex#** from Russian Foreign Ministry or letter in Russian for 3 Year visa ([For business visa](#)).
- **Original Official invitation** from Russian Foreign Ministry ([For work or study visas](#)).
- HIV/AIDS test certificate. ([For Work visas](#)).
- Copy of the Green Card ([For Non-U.S. Citizens](#)).

Validity of Visas: Tourist and Business visas are valid for the exact dates on the invitation or hotel confirmation or 3 years if regular processing.

Jurisdiction: Residents of all states can be processed in Washington DC. If the invitation is by Telex, it must have been sent to DC to be processed here. Any Telex sent to another jurisdiction, will be forwarded to our affiliate in that area for processing.

Contact Person's Name: _____ Phone and email: _____

SHIPPING INSTRUCTIONS: Return completed process to:

Company Name (If applicable): _____ Contact Name _____
Address _____ Apt#/Mail Code _____
City _____ State _____ Zip Code _____
Phone # _____ Email Address _____

TRAVELER(S) INFORMATION:

Departure Date from U.S.A.: _____ **Need by this date:** _____ *Rush fees **will be applied to meet this date if necessary**

1) Last Name: _____ First Name _____

Passport #: _____ Passport Expires: _____ Date of Birth ____ / ____ / ____

2) Last Name: _____ First Name _____

Passport #: _____ Passport Expires: _____ Date of Birth ____ / ____ / ____

Processing Fees: (please check one)

| Processing Time: | American Visa of DC Fee: | Russian Embassy Fee | Money Order Fee | Fed Ex Shipping Fee | TOTAL |
|--|--------------------------|---------------------|-----------------|---------------------|-------|
| 8 – 14 Business Days Single Entry: | \$95 | \$123 | \$25 | \$30 | \$273 |
| 3 - 7 Business Days Single Entry: | \$150 | \$213 | \$25 | \$30 | \$418 |
| 48 HOURS Single Entry: | \$200 | \$243 | \$25 | \$30 | \$498 |
| 8 - 14 Business Days Double Entry: | \$95 | \$177 | \$25 | \$30 | \$327 |
| 3 - 7 Business Days Double Entry: | \$150 | \$321 | \$25 | \$30 | \$526 |
| 48 HOURS Double Entry: | \$200 | \$351 | \$25 | \$30 | \$606 |
| 10 - 14 Business Days 3 Year Multiple Entry: | \$95 | \$303 | \$25 | \$30 | \$453 |
| 9 Business Days 3 Year Multiple Entry: | \$150 | \$303 | \$25 | \$30 | \$508 |
| 8 Business Days 3 Year Multiple Entry: | \$200 | \$333 | \$25 | \$30 | \$588 |

PAYMENT: (check one)

I authorize American Visa of DC to charge my credit card for payment of passport/visa services.

Card holders' name _____ Number _____ Exp. Date: _____

Signature _____ Today's Date: _____

Check or Money Order made out to "American Visa of DC" for \$ _____ enclosed.

My company has a prearranged billing agreement.

American Visa of DC Inc. assumes no responsibility for the loss, damage or delay of passports or visas caused by an Embassy, Consulate, government office, postal or courier service, delivery service or travel agency. Requirements and fees relating to this request are subject to change without notice.