

RUSSIAN VISA APPLICATION

INSTRUCTIONS

General Guidance

- Holders of Diplomatic or Official passports do not need to fill out fields marked **.
- Avoid using acronyms when filling out the application.
- Photos must be cut to size and GLUED in designated area.
- ALL DATES MUST be in Day/Month/Year order.
- Applications should either be on 1 sheet of paper, or if printed on 2 sheets, must be stapled back-to-back on all 4 corners to appear as if on 1 sheet.
- Processing time for temporary duty, less than a year or those going in and out of Russia throughout the year, is a minimum of **15 WORKING DAYS**.
- Processing time for assignments, more than a year, is a minimum of **35 DAYS**.

Application Guidelines:

- 1. Nationality:** *If you formerly had Soviet or Russian Citizenship, please indicate when and why you lost it.*
- 2. Last Name:** *as in passport*
- 3. First and middle names:** *as in passport*
- 4. Date of birth:** *Day/Month/Year*
- 5. Sex**
- 6. Purpose of visit:** *USG personnel traveling on an official or diplomatic passport should specify "Official Business"*
- 7. Category and type of visa:** *Applicant should request an official visa if traveling on an official passport, and a diplomatic visa if traveling on a diplomatic passport.*
- 8. Number of entries:** *The Russian Embassy DOES NOT routinely issue one-year multiple entry visas, even when requested. Single and double entry visas are issued more frequently and if a traveler knows he/or she may be entering Russia more than once on official business in a 90 day period, it is recommended you apply for a double entry visa.*
- 9. Date of entry in Russia:** *Day/Month/Year - Dates must match dates cited in the cover letter your agency submits to the Special Issuance Agency requesting SIA process your application for a Russian visa.*
- 10. Date of departure from Russia:** *Day/Month/Year - Dates must match dates cited in the cover letter your agency submits to the Special Issuance Agency requesting SIA process your application for a Russian visa.*
- 11. Passport Number, Date of issue (Day/Month/Year), Issued by (USA, Cite Passport Agency that Issued), Valid until (Day/Month/Year)**
- 12. Type of passport:** *check appropriate box*
- 13. Russian institution or organization to be visited?** *USG personnel traveling for meetings/consultations with the Embassy or one of the Consulates General should*

specify as such. USG personnel who are traveling to Russia for a conference sponsored by a Russian institution must specify as such and include the name of the sponsoring institution, private company, or Russian government agency. Applicants who are not going to Embassy Moscow or one of the Consulates General must have a letter of invitation or a Telex number from the Russian Ministry of Foreign Affairs to include with their visa application.

- 14. Itinerary example:** *Specify which cities individual will visit*
- 15. Do you have Medical Insurance?** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 16. Who will pay for your trip to and stay in Russia:** *If traveling on official business, please indicate the “U.S. Government”.*
- 17. Marital status**
- 18. Spouse’s full name** (even if divorced or separated. Please indicate maiden name if applicable.)
- 19. Spouse’s date of birth** Day/Month/Year
- 20. Spouse’s place of birth** City and State
- 21. Your Father’s Full Name:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 22. Your Mother’s Full Name:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 23. Have you ever been issued a Russian visa?** (When and where?)
If yes, please fill in the when and where. (Example: 08/08/99 Russian Embassy, Washington D.C.)
- 24. Has Your Passport Ever Been Lost or Stolen:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 25. Countries visited in the past 10 years:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 26. Countries that have issued you a passport:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 27. List last two places of work:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 28. List all institutions of higher learning:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 29. List all professional, civil, social organizations you are a member of:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 30. Special skills:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 31. Military background:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 32. Involvement in Armed Conflict:** *Holders of Diplomatic or Official passports do not need to fill out fields marked **.*
- 33. IMPORTANT!** *Each applicant must provide answers to the following questions. A visa may be refused to persons who are within specific categories defined by the law as inadmissible to Russia. Read each question carefully and answer truthfully. Answering “yes” to any of the answers will not automatically make*

- you ineligible for a visa but it will require individuals to appear in person before a Russian consular officer.*
- 34. Name, address and phone number of a person or hotel in Russia that you plan to stay with:** Provide the name, address, and telephone number of the hotel in Russia. An acceptable answer is also listing the address and telephone number of the U.S. Embassy and/or a consulate if you are traveling to Russia for consultations.
- 35. Has this application been completed personally by you? If no, indicate the person completing this application in item 36.** *If yes, date and sign your application below your photograph! If no, have the assisting person complete item 36. Please note, though someone other than the applicant may assist in filling out the application, it is still mandatory that the applicant sign the application.*
- 36. Application completed:** *Surname, first name / Relationship to applicant / Applicant's address*
- 37. Other names ever used** *(maiden, pen-name, holy orders, etc.)*
- 38. Your permanent address, phone and fax number, E-mail** It is sufficient to list your work contact information instead of providing your personal contact information.
- 39. Place of birth:** *If born in Russia, please indicate when and to what country you emigrated to.*
- 40. Place of work or study, present position:** *Provide name of institution/organization, applicant's current position, address, phone and fax numbers, email. Applicants who have not provided this information in the past, have been denied a visa.*
- 41. Are any of your relatives mentioned below staying in Russia now?** *Provide their full name, relation, date of birth, permanent address.*

To learn more about traveling to Russia, please visit the State Department's Travel Page:
http://travel.state.gov/travel/cis_pa_tw/cis/cis_1006.html

Remaining questions should be directed to the Department of State's Special Issuance Agency at 202-955-0198 or e-mail CA-PPT-SIA-VISA@state.gov.

Other Useful Links

| http://travel.state.gov/specialissuance/visa_information_official.php
(Accessible to anyone with a .gov or .mil e-mail)

| <http://intranet.ca.state.gov/passports/customerservice/18081.aspx?CID=708>
(Accessible to Department of State Employees)