



## Just Passports

600 West 9<sup>th</sup> Street, Suite B

Austin, TX 78701

512-263-7578 or 877-771-RUSH (7874)

www.justpassports.com

## WORK ORDER-RUSSIA VISA

DEPARTURE DATE: \_\_\_\_\_ NEED BY DATE: \_\_\_\_\_

### APPLICANT'S INFORMATION

\_\_\_\_\_  
(FIRST NAME) (MIDDLE NAME) (LAST NAME)

APPLICATION ID NUMBER: \_\_\_\_\_

PASSWORD/SECURITY QUESTION/ANSWER: \_\_\_\_\_

### JUST PASSPORTS SERVICE AND CONSULATE FEES (CHECK ONE)

\_\_\_\_\_ \$248.00 – 8-20 BUSINESS DAY PROCESSING (SINGLE ENTRY)

\_\_\_\_\_ \$363.00 – 4-7 BUSINESS DAY PROCESSING (SINGLE ENTRY)

\_\_\_\_\_ \$418.00 – 1-3 BUSINESS DAY PROCESSING (SINGLE ENTRY)

\_\_\_\_\_ \$302.00 – 8-20 BUSINESS DAY PROCESSING (DOUBLE ENTRY)

\_\_\_\_\_ \$471.00 – 4-7 BUSINESS DAY PROCESSING (DOUBLE ENTRY)

\_\_\_\_\_ \$526.00 – 1-3 BUSINESS DAY PROCESSING (DOUBLE ENTRY)

\_\_\_\_\_ \$428.00 – 8-20 BUSINESS DAY PROCESSING (MULTIPLE ENTRY)

\_\_\_\_\_ \$723.00 – 4-7 BUSINESS DAY PROCESSING (MULTIPLE ENTRY)

\_\_\_\_\_ \$778.00 – 1-3 BUSINESS DAY PROCESSING (MULTIPLE ENTRY)

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### RETURN DELIVERY FEE

\_\_\_\_\_ \$30.00 – FEDERAL EXPRESS (MONDAY – FRIDAY)

\_\_\_\_\_ \$50.00 – FEDERAL EXPRESS (SATURDAY)

\_\_\_\_\_ \$0.00 – PREPAID RETURN DELIVERY AIR BILL ENCLOSED

\_\_\_\_\_ \$0.00 – P/UP AT JUST PASSPORTS OFFICE

TOTAL AMOUNT: \$ \_\_\_\_\_



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### RETURN DELIVERY ADDRESS

CONTACT NAME: \_\_\_\_\_

COMPANY NAME (IF APPLICABLE): \_\_\_\_\_

STREET (NO P.O. BOX): \_\_\_\_\_

SUITE/APT. NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER #1: \_\_\_\_\_

PHONE NUMBER #2: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### PAYMENT METHOD

CARD TYPE: \_\_\_\_\_ CVV NUMBER: \_\_\_\_\_  
(AMEX OR DISCOVER ONLY)

CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

AUTHORIZED AMOUNT TO BE CHARGED TO THE CREDIT CARD: \$ \_\_\_\_\_

CARD HOLDER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OR**

PAY BY CASH, COMPANY CHECK, OR MONEY ORDER. SORRY WE DO NOT ACCEPT PERSONAL CHECKS.

### IMPORTANT NOTE

TERMS AND CONDITIONS ARE LISTED ON [www.justpassports.com](http://www.justpassports.com). REQUIREMENTS AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE, AND ALL FEES ARE NON-REFUNDABLE. THE PASSPORT AGENCY RESERVES THE RIGHT TO PRIORITIZE THE PROCESSING TIME ACCORDING TO THE INTERNATIONAL DEPARTURE DATE.

**“THE PASSPORT & VISA PROS”**



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## RUSSIA VISA

1. SIGNED PASSPORT
  - MUST HAVE SIX (6) MONTHS REMAINING VALIDITY ([CLICK HERE IF YOU DON'T](#))
  - MUST HAVE TWO (2) BLANK VISA PAGE ([CLICK HERE IF YOU DON'T](#))
2. ONE (1) COMPLETED APPLICATION ([CLICK HERE](#))
  - MUST BE FULLY COMPLETED AND PRINTED ON PIECE OF PAPER (FRONT & BACK) OR THE CONSULATE WILL REJECT AND WILL NOT GIVE A REFUND. IF THE APPLICATION IS NOT PRINTED CORRECTLY, JUST PASSPORT WILL CHARGE \$20.00 TO CORRECT IT.
  - PLEASE LET ME KNOW THE APPLICATION ID NUMBER AND THE SECURITY QUESTION/ANSWER.
  - PLACE "ILS HOUSTON ON THE VISA ISSUING OFFICE QUESTION
  - PLACE ANY FORWARD DATE IN THE APPOINTMENT DATE QUESTION.
  - PLACE AN "N/A" IN THE FIELDS THAT DO NOT APPLY TO YOU
  - IF APPLYING FOR A MULTIPLE ENTRY VISA, PLEASE PRINT TWO (2)
3. ONE (1) COLOR PASSPORT SIZE PHOTO (2x2)
  - IF APPLYING FOR A MULTIPLE ENTRY VISA, PLEASE SEND TWO (2)
4. COVER LETTER (***SEE NEXT PAGE***)
5. ITINERARY – IF AVAILABLE
6. INVITATION LETTER (***SEE INVITATION RULES BELOW***)
7. COPY OF ALL OF THE ABOVE AND PLEASE STAPLE THEM TO THE WORK ORDER

### INVITATION RULES

TOURIST – COPY OF THE VOUCHER AND CONFIRMATION FROM THE AUTHORIZED RUSSIA HOTEL

BUSINESS – COPY OF THE OFFICIAL INVITATION OR TELEX NUMBER

MULTIPLE – ORIGINAL INVITATION

### VISA VALIDITY

THE VALIDITY, DURATION OF STAY, AND NUMBERS OF ENTRIES OF THE VISA IS DETERMINED BY WHAT IS ON THE INVITATION, TELEX NUMBER, OR HOTEL CONFIRMATION AND VOUCHER. THE CONSULATE FEES AND PROCESSING TIMES CAN CHANGE WITHOUT NOTICE. THE FEES ARE NON REFUNDABLE.



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### COVER LETTER

DATE: \_\_\_\_\_

RUSSIA CONSULATE  
1333 W. LOOP S., 13<sup>TH</sup> FLOOR  
HOUSTON, TX 77027

TRAVELER'S NAME (S)

PASSPORT NUMBER (S)

01) \_\_\_\_\_

\_\_\_\_\_

02) \_\_\_\_\_

\_\_\_\_\_

03) \_\_\_\_\_

\_\_\_\_\_

04) \_\_\_\_\_

\_\_\_\_\_

05) \_\_\_\_\_

\_\_\_\_\_

POINT OF ENTRY \_\_\_\_\_ ON \_\_\_\_\_ BY \_\_\_\_\_

ITINERARY WHILE IN RUSSIA (*INCLUDE ALL OF THE PLACES TO BE VISITED*)

\_\_\_\_\_  
\_\_\_\_\_

POINT OF EXIT \_\_\_\_\_ ON \_\_\_\_\_ BY \_\_\_\_\_

INDEX AND REFERENCE NUMBER (*IF APPLICABLE*): \_\_\_\_\_

TELEX OR VOUCHER NUMBER (*IF APPLICABLE*): \_\_\_\_\_