

DOCUMENT CHECKLIST

RUSSIA TOURIST VISAS

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email info@travcour.com with your preferred time.

THE FOLLOWING SERVICES ARE

AVAILABLE; Standard service – 20 days

Express service – 3 working days

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

- Order form fully completed and signed**
- Visa application, completed, printed & signed.**
- 1 x passport photos - professional photos only on pale Grey background.**
- While traveling to Russia, you should submit a tourist voucher issued by a tourist company or hotel in Russia which is approved by the Ministry of Foreign Affairs. We can assist in obtaining this if required.**

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.

Please indicate a chosen time and date for your appointment:

Preferred centre Location?

Nationality

If you had USSR or Russian Nationality at some time, please say yes and indicate when and why you lost it.

Purpose of visit:

Visa category & type:

Number of entries:

Date of entry into Russia:

Date of exit from Russia:

Surname (as in passport)

First names

Have you ever been known by any other names?

Sex

Date of Birth

Country of Birth:

Your place of birth:

If you were born in Russia please say yes and specify when and what country you have immigrated to.

Marital status: If Married please specify your partners information such as name, sex, date of birth, address and if your partner will be travelling with you.

Type of passport:

Passport number.

Passport Date of Issue:

Passport Date of Expiry:

Issued by:

Which institution are you going to visit?

Itinerary (places to visit)

Do you have National insurance number? (if yes please provide it)

Policy of mandatory medical insurance (MMI) Issued in Russia

Have you ever been issued a MMI?

Who will pay for your trip & stay in Russia?

Do you plan to stay anywhere in Russia?

Type of place to visit:

Hotel name:

Address:

Telephone:

Have you ever been arrested or convicted for any offence?

Have you ever been refused entry to Russia on arrival?

Have you ever been deported or removed from Russia or any other Country?

Armed forces, government or municipal administration authorities, judicial authorities, law enforcement authorities, private security companies.

Have you ever worked for any of such organisations?

If yes please specify:

Have you ever been involved in armed conflicts, either as a member of the military service or a victim?

Have you ever been suspected of any war crimes or crimes against humanity?

Have you ever been a member of an organisation recognised as a terrorist organisation?

Have you ever by any means expressed views that justify or glorify terrorist or extremist activities?

Have you by any means publicly declared for dismantling the constitutional system or territorial integrity of the Russian Federation?

Have you ever used Drugs or been a Drug addict?

Do you speak Russian?

Do you have family in Russia?

Do you have children?

Will you accompany children?

Do you have social network account?

Are you planning to apply for a permanent residence permit in Russia?

Mothers Surname:

Mothers Name:

Mothers Date of Birth:

Mothers Birth country:

Birth Place:

Has your mother died?

Father Surname:

Father Name:

Father Date of Birth:

Fathers Birth country:

Fathers Place of birth:

Has your Father died?

Do you have a permanent address? If yes please put your address.

Your phone number:

Your email address:

Current place of work: please include: position, Company Names, Type of job role, Company Address, Company contact number & Email.

Start date of job:

Your overall monthly income

Do you have any other sources of income?

Do you have any bank accounts, securities, stocks, private property including those in Russia?

Total amount of money you are planning to spend on accommodation and food while you stay in Russia?

Total amount of money you are planning to spend on this trip/stay to Russia?