

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

YOUR PERSONAL CONCIERGE SERVICE

Visa Services Canada, Inc. is pleased to offer our clients full private personal Visa Concierge service to help ease the burden of dealing with visa paperwork. You can fill out the following form by hand in ink in BLOCK LETTERS.

Send us an email or give us a call to start you on the road to a visa application.

toll-free 1-866-378-1229
Email: info@visaservicescanada.ca

When you want concierge service *Visa Services Canada* assigns a specific named visa specialist to not only assist in your document preparation and review, and also to complete the data entry on your behalf. Your Visa Concierge will make it their priority to respond to your initial request within 5 business hours on working days.

We can make this daunting process simple for you.

From start to finish, your assigned Visa Concierge will help you in all aspects of your visa questionnaire preparation. Your assigned helper will assist in ensuring you provide the correct details and documents.

Once you request a Visa Concierge your assigned helper will personally reach out to you by telephone and email to discuss your needs and make this as simple, quick and pain-free for you as possible.

Visa Concierge Services include:

- Assistance with document preparation and review to minimize any rejections or delays.
- Application forms completed and delivered by email for your personal signature.
- Secondary personal review of all documents prior to submission.
- Review and recommendation of most appropriate visa and service level based on needs.
- Personalized updates during all phases of the process via preferred method of contact.

Visa Concierge Service fees -- Additional Visa Concierge fee per person: \$199 in addition to the visa processing and embassy fees. \$75 per additional destination/service. Please note that the Visa Concierge fee does not include visa processing or processing fees for the embassy.

Thank you
Ms Pamela Wheat, President

Visa Services Canada, Inc.

275 Slater Street, Suite 900, Ottawa ON, K1P 5H9

phone: 613 231-7054

toll-free 1-866-378-1229

Email: info@visaservicescanada.ca

Website: www.VisaServicesCanada.ca



Russia Visa Concierge Service

This document is a worksheet to help you gather and provide the information needed for *Visa Services Canada* to build a detailed and complete Russian visa application on your behalf. Please print out these pages, complete the worksheet in ink and scan, obtain a scan of the data page of your passport (the page with the picture on it) and email it all to your personal VSC Visa Concierge in Ottawa.

Applicant's Trip Details

- Tourist Trip Business Trip
- Visit to Russian National or Legal Resident of Russia
- Other: please specify: _____

Applicant's Nationality _____

Was applicant born in the USSR or Russia? No Yes

If Yes: which republic? _____

If Yes: when did they emigrate? _____

If Yes: to where did they emigrate? _____

Number of Entries of Russia

- Single Entry Double Entry Multiple Entries

Exact Dates of Travel to Russia

Arrival in Russia: _____ / _____ / _____ (day / month / year)

Departure from Russia: _____ / _____ / _____ (day / month / year)

Applicant's First Names _____

Applicant's Last Name _____

Does applicant have an official invitation document or telex or Voucher? Yes No
Please provide a PDF scan of the official Russian invitation document with this application.

Does applicant want VSC to acquire a tourist voucher for them? Yes No
Applicants who choose this will be charged for a Russian tourist invitation voucher.

Cities to be visited in Russia: _____

Medical Insurance Details _____

TOURIST - Name and Address of all Hotels in order of stay

1) **Name of Russian Hotel:** _____

1) Address of Russian Hotel: _____

1) City, Region, Postal Code: _____

1) Phone number of Hotel: _____

2) **Name of Russian Hotel:** _____

2) Address of Russian Hotel: _____

2) City, Region, Postal Code: _____

2) Phone number of Hotel: _____

3) **Name of Russian Hotel:** _____

3) Address of Russian Hotel: _____

3) City, Region, Postal Code: _____

3) Phone number of Hotel: _____

BUSINESS - Name and Address of official business invitor

Name of Russian organization: _____

Address of Business: _____

Address (continued): _____

City, Region, Postal Code: _____

Russian Telephone Number: 7- _____

PRIVATE VISIT - Name and Address of invitor

Name and birth date of Russian host: _____

Address of Russian host: _____

Address (continued): _____

City, Region, Postal Code: _____

Russian Telephone Number: 7- _____

Additional Information Required

Any Criminal Activity?

No

Yes

Give details:

Any Diseases?

No

Yes

Give details:

Were you ever refused a Russian visa?

No

Yes

Give details:

Did you ever have a Russian visa cancelled?

No

Yes

Give details:

Did you ever overstay a Russian visa?

No

Yes

Give details:

Were you ever deported from Russian?

No

Yes

Give details:

Do you have weapons of mass destruction experience ?

No

Yes

Give details:

Details of your military service:

List memberships in organizations:

Detail your War Experiences:

Education

List up to two universities/schools (but not high school).

Provide full legal address with postal code and telephone, and dates of education/enrollment.

1) School and full school dates (month/year)

1) School Address

1) Course of Study

Education

2) School and full school dates (month/year)

2) School Address _____

2) Course of Study _____

Previous Employment

List up to two previous (not current) jobs, even if self-employed. This is mandatory. Retired persons must list two previous jobs, but will not have a current place of employment. Provide full legal address with postal code and telephone number and dates of employment.

1) **Employer and full employment dates (month/year)**

1) Position _____

1) Address _____

1) Telephone _____

1) Chief's surname _____

2) **Employer and full employment dates (month/year)**

2) Position _____

2) Address _____

2) Telephone _____

2) Chief's surname _____

Last Visit Details (Previous Russian Travel)

Has applicant had a Russian visa? No Yes

City and Date of Issue: _____

Has applicant ever lost a passport? No Yes

Details: _____

Applicant's Foreign Visit History (MANDATORY)

List all the countries you have visited in the past ten (10) years, plus exact entry date. All country entries in your current passport must be listed on the application, even if it is multiple-entries of the same country. List these in the exact order they appear in your passport, on each page in order. Please use a separate page for this list.

Applicant's Other Nationalities and Passports

List all other countries (other than Canada) which ever issued a passport to you. These are countries of which you are now or have been a citizen. This does not refer to visas.

Miscellaneous Information Required

Applicant's Father's Details

Father's Name: _____

Father's Current or last Nationality: _____

Applicant's Mother's Details

Mother's Name: _____

Mother's Current or last Nationality: _____

Applicant's Marital Status

- Single
- Married
- Separated or Divorced

Applicant's Spouse's Details (mandatory even if divorced)

Spouse's Full Legal Name: _____

Spouse's Date of birth: _____

Spouse's Place of birth: _____

Applicant's Home Address

Street Address: _____

Street Address (continued): _____

City, Province, Postal Code: _____

Telephone number: _____

E-Mail Address: _____

Applicant's Current Work / School Address

Employer or School: _____

Position: _____

Street Address: _____

Street Address (continued): _____

City, Province, Postal Code: _____

Telephone number: _____

E-Mail Address: _____

Applicant's Relatives in Russia

Name of Relative in Russia: _____

Relative's date of birth: _____

Relative's Address: _____

City, Region postal Code: _____

Applicant's Signature

The information provided is honest and truthful to the best of my abilities:

Signed: _____ Date _____

Once completed, scan document and obtain a scan of the information page of the applicant's passport (the page with their picture on it) and email it all to your VSC Visa Concierge.

SECURE PAYMENT FOR CONCIERGE SERVICE

Visa Services Canada, Inc. is pleased to offer the most secure means of payment available in Canada for the processing of your concierge service.

INTERAC e-Transfer®

Interac e-Transfer is a funds transfer service between personal and business accounts at Canadian banks and other financial institutions. You do not have to provide any account details or even a credit card number to our company.

Our staff never see any of your account details when you use an e-transfer method of payment. You deal only with your bank or financial institutions to make payment in a totally secure environment right from your home or office.



HOW IT WORKS

1. Fill in the entire visa application form, and send it and the passport scan to our office by courier or e-mail as applicable.
2. Our professional staff review your application and determine the total payment for the concierge service to be made by you.
3. Our staff send you an e-mail detailing the full and final charges. This email will contain all the instructions for making the e-transfer. It will include the e-mail and security codes, and step-by-step instructions for you.
4. You, or a friend or relative acting on your behalf, make the e-transfer to VSC for all the concierge service charges and fees.
5. It takes up to 30 minutes for the bank to send the e-transfer notification to our office. We then receive the funds and can then pay the embassy on your behalf. Payment must be received before the concierge service can be started on your behalf.

YOUR E-MAIL ADDRESS

Applicants **MUST** provide at least one (1) working and monitored e-mail address on the VSC cover page so that our staff can contact you with details of the payment. Please provide two.

An application form without a typed, correct, and monitored e-mail address cannot be processed.

Applicants who respond immediately are assisted first. Applicants who do not respond within three days (72 hours) will have their applications cancelled and their passports prepared for return. Failure to respond promptly may result in you missing your journey.