

# VISA SERVICES CANADA

[WWW.VISASERVICESCANADA.CA](http://WWW.VISASERVICESCANADA.CA)

## BUSINESS VISA SUPPORT ( TELEX) FEES FOR RUSSIA

\*\*\* Visa Support fees and times in Russia are subject to change without notice \*\*\*

*Visa Services Canada* is pleased to offer a visa support service where we will get business support telexes on your behalf which can be used to support a visa application. Telexes we acquire from Moscow are sent directly to the consular offices in Canada by the Russian government.

### BUSINESS VISA SUPPORT DOCUMENTS - by TELEX

- |   |                     |         |
|---|---------------------|---------|
| <input type="checkbox"/> - Single Entry 30-90 day Business Visa         | Processing: 7 days  | US\$200 |
| <input type="checkbox"/> - Double Entry 30-90 day Business Visa         | Processing: 7 days  | US\$200 |
| <input type="checkbox"/> - Multiple Entry Business Visa ( 6 months )    | Processing: 15 days | US\$300 |
| <input type="checkbox"/> - Multiple Entry Business Visa ( 1 year )      | Processing: 15 days | US\$300 |
| <input type="checkbox"/> - <b>SERVICE CHARGE</b> (per invitation/telex) |                     | \$50.   |

### TELEX REQUIREMENTS

- high-quality colour PDF scan of your current valid passport data page sent by email.  
Passports must be valid for a minimum of six months after the telex validity dates.
- high-quality colour PDF scan of your previous Russian visa(s) by sent by email.
- PDF scan of these typed and signed forms sent by email.
- Email everything as a single package to *info @ visaservicescanada . ca*

All telexes are valid for use at the Russian Embassy in Ottawa. If you require the telex to be sent to either Toronto or Montreal you must inform us of this on the attached form.

The telex details will be emailed to you. This contains all details of your official invitor and the address and codes necessary for filling in the Russian visa application. You cannot complete the Russian visa form until you have received this data.

Please be aware that processing time can extend beyond the usual days due to Russian holidays.

# VISA SERVICES CANADA®

*Freedom to Travel, Personalized®*



Visa Services Canada, Inc.  
 275 Slater Street, Suite #900  
 Ottawa, ON, K1P 5H9, CANADA  
 Phone: 613-231-7054  
 Toll-free: 866-378-1229

www.VisaServicesCanada.ca  
 info@visaservicescanada.ca

**ALL APPLICANTS: full legal names**

1.	
2.	
3.	
4.	
5.	

**Travel Agency stamp / business card.**  
**Your business card.**  
 - optional -

**SHIPPING ADDRESS** - all details mandatory

Street Address			Apartment #	
City			Province	
Postal Code		Country (if not Canada)		
Phone		Office Phone		
Cell Phone		Fax		
Email				

Visa Countries (in order of arrival)	Visa type tourist / business / etc	Entries 1 / 2 / multi	Service level regular / fast	Date of entry & exit (dd / mm / yy)

**SHIPPING OPTIONS**

- Personal pick-up in Ottawa
- Canadian shipping \$30
- Cdn10:30am shipping \$40
- Foreign shipping (cost+)

**Payment:** call to make payment by money order / bank draft / e-transfer

Visa	<b>Cardholder</b>			
Mastercard	<b>Card #</b>			
M.O. / draft	<b>Expiry date</b>		<b>CCV #</b>	
E-Transfer				

Original ink signature & date (authorizing credit card charge and terms of service). Credit card must be in the name of an applicant.

Do not write in this area

X

Terms: By using *Visa Services Canada* you are authorizing the company to handle your personal information and your passport, and to hand over such passports and information to a foreign diplomatic mission in Canada or abroad for the purpose of acquiring a visa. By using the services of VSC you are accepting in whole the following terms, conditions, and limitations: VSC cannot and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. VSC is not responsible for the safety or security of your passport once the passport has entered the diplomatic grounds or passed into the control of a shipper. VSC is not liable for any stolen or lost passport, and has no liability for late shipping delivery of passports and visas. Cash, bank drafts, credit cards and money orders are subject to a 2.5% bank charge. I understand this liability statement.

<b>Internal Use Only</b>	SHIPPING		Date sent by VSC	
Tracking #			Date received by client	



**Visa Services Canada**

**BUSINESS TELEX  
APPLICATION FORM**

900 - 275 Slater Street, Ottawa Ontario K1P 5H9  
Canada 613-231-7054

**Russian  
National  
Group**

NAME (passport)(family, first, middle)	
SEX (male / female)	
DATE of BIRTH (dd/mm/yyyy)	
PLACE of BIRTH (city/prov/country)	
CITIZENSHIP	CANADIAN
PASSPORT NUMBER (AA123456)	
PASSPORT DATES of VALIDITY	
PROVINCE of RESIDENCE	
CITIES BEING VISITED in RUSSIA	
DATE of LAST VISIT to RUSSIA	
YOUR JOB POSITION / JOB TITLE	
YOUR COMPANY NAME	
YOUR COMPANY FULL ADDRESS & PHONE	
DATE of ENTRY to RUSSIA	(dd/mm/yyyy)
PORT OF ENTRY IN RUSSIA	
DATE OF DEPARTURE (dd/mm/yyyy)	(dd/mm/yyyy)
PORT of DEPARTURE from RUSSIA	
ORGANIZATION TO BE VISITED	
ADDRESS & TELE PHONE of ORGANIZATION in RUSSIA	
NAME OF HOTEL	
ADDRESS OF STAY or of HOTEL	
PURPOSE OF TRIP	BUSINESS
NUMBER of ENTRIES	SINGLE                      DOUBLE                      MULTIPLE
Embassy for Telex	



# VISA SERVICES CANADA

Suite 900 - 275 Slater St.  
Ottawa, ON, K1P 5H9, CANADA  
[WWW.VISASERVICSCANADA.CA](http://WWW.VISASERVICSCANADA.CA)  
613-231-7054

I, \_\_\_\_\_, authorize *Visa Services Canada* to act on my behalf in acquiring a visa for my passport. *Visa Services Canada* is authorized to drop-off and pick-up my passport and any other personal documents from the embassy, high commission, consulate, diplomatic mission of the country of \_\_\_\_\_ while aiding me in acquiring a visa. *Visa Services Canada* is also authorized to receive information about my application from the visa office while acting on my behalf.

Signed on this \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_,  
in the city of \_\_\_\_\_ in the province of \_\_\_\_\_, in Canada.

Signature \_\_\_\_\_



Witness \_\_\_\_\_



**OFFICE COPY**



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Signature \_\_\_\_\_



Witness \_\_\_\_\_



**EMBASSY COPY**