

VISA SERVICES CANADA

WWW.VISASERVICESCANADA.CA

BUSINESS VISA APPLICATION FEES FOR RUSSIA

*** Visa fees and times are subject to change by the embassy without notice ***

VISA FEES for Canadian citizens

(Russian fees as of 17 July 2017)

Single Entry Russian Visa (available to all Canadian tourists)

- Regular visa \$176
- Urgent visa \$302

Double Entry Russian Visa (requires travel to former USSR/CIS state; China; or Mongolia ONLY)

- Regular visa \$251
- Urgent visa \$453

Multiple Entry Russian Visa (requires original of Russian invitation, or a telex, and AIDS test)

- Regular visa \$428
- Urgent visa \$806

**SERVICE FEES for Ottawa & NCR (613 & 819), BC, NS, NB, PEI, NFLD, NU, YT, NWT.
SERVICE FEES for ONTARIO (not 613/819), MANITOBA, SASK. and ALBERTA.**

- REGULAR SERVICE FEE (20 business days) \$75.
- URGENT SERVICE FEE (4-7 business days) \$150.

SERVICE FEES for QUEBEC (not 819).

- REGULAR SERVICE FEE (20 business days) \$140.
- URGENT SERVICE FEE (6-8 business days) \$215.

MEDICAL INSURANCE

No medical insurance is officially required for Canadian citizens.

Citizens of Austria, Belgium, Bulgaria, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland should submit national medical insurance certificate valid for Russia or guarantee of medical coverage from a Russian hosting organization for all period of stay. Medical insurance certificate should contain Russian contact number for emergency or assistance.

FORMER SOVIET or RUSSIAN NATIONALS

All former citizens of USSR, or citizens that immigrated from Soviet Union or Russian Federation before 06 February 1992 must submit one of the documents confirming that they are no longer citizens of the Russian Federation (“visa to Israel” or “permanent residence abroad” stamp, official document certifying that their Russian citizenship was renounced or photocopy of USSR passport); otherwise, applications cannot be accepted and processed. In accordance with Russian laws, citizens of the Russian Federation regardless of any other citizenship must travel on valid Russian documents only.

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.	

SHIPPING ADDRESS - all details mandatory

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

Do not write in this area

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

<ul style="list-style-type: none"> Visa Mastercard M.O. / draft E-Transfer 	Cardholder <input type="text"/> Card # <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Expiry date <input type="text"/>
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Original ink signature & date (authorizing credit card charge and terms of service). Credit card must be in the name of an applicant.

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 1 % bank charge. I understand this liability statement.

Internal Use Only SHIPPING	<input type="text"/>	Date sent by VSC	<input type="text"/>
Tracking #	<input type="text"/>	Date received by client	<input type="text"/>

VISA SERVICES CANADA

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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

Single Entry 30-90 day Business Visa	Processing: 6 days	US\$200 <input type="checkbox"/>
Double Entry 30-90 day Business Visa	Processing: 6 days	US\$200 <input type="checkbox"/>
Multiple Entry Business Visa (6 months)	Processing: 13 days	US\$300 <input type="checkbox"/>
Multiple Entry Business Visa (1 year)	Processing: 13 days	US\$300 <input type="checkbox"/>

SERVICE CHARGE (per invitation/telex) \$50.

(NOTE: This charge is only made if you are only buying the support, and not the visa, from VSC. If you are also buying the visa, then no service charge is made for the visa support.)

REVIEW YOUR FORMS BY EMAIL

Most Russian applications are incorrectly filled out due to the complexity of the Russian visa application system. *PLEASE* email the PDF of your Russian application form to us for review *PRIOR* to shipping the package to Ottawa. The first review is free. After we have provided the corrections all further reviews and editing will be charged at the rate of \$50. Email to *info @ visaservicescanada .ca*

Once you have typed and printed out and signed all the forms, ship everything, including your passport and photos, by trackable courier (Puro or FedEx) or Canada Post trackable courier, to:

Visa Services Canada, Inc.
275 Slater Street, Suite 900
Ottawa ON K1P 5H9
ph. (613) 231-7054



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

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SPECIFIC BUSINESS VISA REQUIREMENTS FOR RUSSIA

17 July 2017

- The form must be filled out on-line using the computer. Go to the following Russian government website in order to fill in the electronic Russian visa application form on your computer. Type this web address in the address bar, *not* in a search engine.

<https://visa.kdmid.ru>

- **NO** ink amendments are allowed. **NO** white out is allowed. Sign in **BLACK INK** only. Do not touch the edge of the signature box.

- You must provide a **second photocopy** of the Russian form itself (not the supporting documents).

BUSINESS VISA

You must put these items in the application package:

- original passport, valid for at least 6 months after return to Canada,
- one clear uncut photocopy of information page of passport,
- two (2) versions of the Russian government on-line application form, (both signed in BLACK ink),
 - a) first version SINGLE-SIDED on two pages of paper
 - b) second version DOUBLE-SIDED printed front-to-back on one page.
- one recent passport-style photograph, *MUST BE 45 mm x 35 mm* size. Do not cut. Do not glue.
- a signed letter from your company, stating who is travelling, where, when and for what purpose.

- **INVITATION / VISA SUPPORT**: an Invitation from your Russian host must be issued by the Russian government in Moscow and be submitted in original (a copy if for a single-entry visa). If you do not have an invitation you must have Visa Support which is provided by Consular Department of the Ministry of Foreign Affairs of Russia or by Ministry's local offices only. (VSC can provide this document)

- HIV/AIDS test results. Applicants seeking a multi-entry visa must provide a new HIV certificate.
- copy of health coverage valid in Russia for all European applicants.

- ALL applicants must provide a letter of intent explaining in detail the reason for the journey and detailing what your company does in Canada and in Russia.

- ALL applicants must provide their Russian on-line application form security password.

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VISA SERVICES CANADA

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SPECIFIC WORK VISA REQUIREMENTS FOR RUSSIA

17 July 2017

- The form must be filled out on-line using the computer. Go to the following Russian government website in order to fill in the electronic Russian visa application form on your computer. Type this web address in the address bar, *not* in a search engine.

<https://visa.kdmid.ru>

- **NO** ink amendments are allowed. **NO** white out is allowed. Sign in **BLACK INK** only. Do not touch the edge of the signature box.

- You must provide a **second photocopy** of the Russian form itself (not the supporting documents).

WORK VISA

You must put these items in the application package:

- original passport, valid for at least 6 months after return to Canada,
- one clear uncut photocopy of information page of passport,
- two (2) versions of the Russian government on-line application form, (both signed in BLACK ink),
 - a) first version SINGLE-SIDED on two pages of paper
 - b) second version DOUBLE-SIDED printed front-to-back on one page.
- one recent passport-style photograph, *MUST BE 45 mm x 35 mm* size. Do not cut. Do not glue.
- a signed letter from your company, stating who is travelling, where, when and for what purpose.

- **INVITATION / VISA SUPPORT**: an Invitation from your Russian employer must be issued by the Russian government in Moscow and be submitted in original. If you do not have an invitation you must have Visa Support which is provided by Consular Department of the Ministry of Foreign Affairs of Russia or by Ministry's local offices only.

- ALL applicants must provide a letter of intent explaining in detail the reason for the journey and detailing what your company does in Canada and in Russia.

- HIV/AIDS test results. Applicants seeking a multi-entry visa must provide a new HIV certificate.
- copy of health coverage valid in Russia for all European applicants.

- ALL applicants must provide their Russian on-line application form security password.

REVIEW YOUR FORMS BY EMAIL

Most Russian applications are incorrectly filled out due to the complexity of the Russian visa application system. *PLEASE* email the PDF of your Russian application form to us for review *PRIOR* to shipping the package to Ottawa. The first review is free. After we have provided the corrections all further reviews and editing will be charged at the rate of \$50. Email to *info @ visaservicescanada .ca*

VISA SERVICES CANADA

17 July 2017

RUSSIAN ELECTRONIC VISA APPLICATION FORM

A HELPFUL MANUAL

Welcome to the manual which will help you fill in your Russian on-line visa application.

Canadians, and legal residents of Canada, applying for a Russian visa now have a two-part application process. The first part is electronic, and the second part is on paper. Russian regulations requires all initial visa applications to be made electronically over the internet directly to the Russian government.

Please PRINT these instructions and have them with you when you apply on-line.

First, go to the following Russian government website in order to fill in the electronic Russian visa application form on your computer. Type this web address in the address bar, *not* in a search engine.

<https://visa.kdmid.ru>

This web-site contains the official secure Russian Visa application form as issued by the consular department of the Ministry of Foreign Affairs of the Russian Federation. You must have Adobe Acrobat Reader installed on your computer in order to process this form.

STEP 1. REGISTRATION FOR A NEW APPLICATION

For a new application: Select CANADA and language, and check that you have read the information, then press COMPLETE NEW APPLICATION FORM button at the bottom of the page.

Enter a password and confirm password, then enter the numerical security code in the box.

Record or print out your new Russian ID number. You can use it later to go back and edit.

Go to Step #3.

STEP 2. EDITING PREVIOUS APPLICATION

If you already have an ID number from a previous Russian visa application form, you can edit the form to produce a new application form.

If you edit, please be aware that the form may remove the inviting institution. Please retype this data on the form you are now editing.

a) click "*Open previously completed application*" from the bottom of the page.

b) Retrieve previous application using your ID number from the previous application form, as well as you name and year of birth and password.

c) Select "*Get a new draft ID*". (write it down for future reference).

d) edit the form which will already have your details typed in. Save it and print it and sign it.

STEP 3. NEW APPLICATION - VISA DETAILS

a) Select Nationality (Canadian).

b) Were you born in Russia or the USSR?

c) Purpose of entry (Tourist - Business - Private - Work - Humanitarian - etc)

BUSINESS: Please select BUSINESS VISITS and BUSINESS and COMMON BUSINESS.

Other visa types as appropriate to your official invitation. Please provide the original invitation.

d) Number of entries you will make into Russia (single - double - multiple)

e) Dates of entry and exit of Russia. This must be for the exact day of entry & exit.

STEP 4. PERSONAL DETAILS

- a) Type in your full legal name exactly as in your passport (no commas).
- b) Any other names? Add it now.
- c) Sex - select.
- d) Place of birth must match the place named in your passport exactly. Do not add extra names.
- e) If born in Russia, indicate YES and type the date you immigrated and to what country.
- f) Type in personal details about your marital status and full legal name of spouse as per passport.

STEP 5. PASSPORT DETAILS

- a) Regular Canadian passport are classified as **ORDINARY PASSPORTS** by Russia.
Do **not** select "Official" unless you have a special passport for government use only.
- b) Passport Number (has two letters and six digits - eg. " AB123456")
- c) Date of issue and date of expiry of your passport
- d) "Issued by" refers to the city in which the passport was issued (do **not** type "Canada"), as per the lower right corner on the passport details page.

STEP 6. VISIT DETAILS

BUSINESS invitation and telex holders are best to contact us first for translation of your invitation unless you can read the name of the Russian institution and city which actually issued the invitation.

- a) Itinerary. Please select or enter the names of the Russian cities you intend to visit. These must match exactly the cities on your invitation and or telex and or voucher.
- b) Medical/Health insurance: enter insurance company name.
- c) Who is paying for the trip: tourists select "Independently"; business type "Company".

ADDRESS in RUSSIA

You must list one or more hotels, or a person with whom you will stay in Russia.

List your hotels by full name and real legal street and place and postal code address and telephone number. Get these details from the hotel's internet site.

Business Visas: enter name and address of hotel(s).

Work-Private-Visit-Humanitarian: enter name and date of birth, and address/telephone number as per your official invitation.

STEP 7. ADDITIONAL INFORMATION

CRIMINAL ACTIVITY

DISEASES/DRUGS

REFUSED A RUSSIAN VISA

RUSSIAN VISA CANCELLED

THIRD PARTY RUSSIAN VISA

OVERSTAYED RUSSIAN VISA

DEPORTED FROM RUSSIA

FORM COMPLETED BY YOU

WEAPONS OF MASS DESTRUCTION

Detail your knowledge of weapons of mass destruction.

MILITARY EXPERIENCE & WAR EXPERIENCE

List your military experience.

ORGANIZATION

List your memberships in organizations.

WAR EXPERIENCE

List your war experience, even as a victim.

STEP 8. EDUCATION and PREVIOUS EMPLOYMENT

- a) Type in two universities/schools (but not high school). Provide full legal address with postal code and telephone number and dates of education/enrollment.
- b) Type in two previous (not current) jobs, even if self-employed. Provide full legal address with postal code and telephone number and dates of employment.

STEP 9. LAST VISIT DETAILS (Previous Russian Travel)

a) PREVIOUS RUSSIAN VISA

Type in the city/country (Ottawa Canada), and the date it was issued.

b) LOST PASSPORTS.

c) FOREIGN VISIT HISTORY for past ten years.

List all the countries you have visited in the past ten (10) years, plus entry date. Up to 25 entries. All country entries in your current passport must be listed on the application, even if multiple-entries of the same country.

d) COUNTRIES WHICH ISSUED A PASSPORT TO YOU.

This refers to any other country (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.

STEP 10. MISCELLANEOUS INFORMATION

a) PARENTAL INFORMATION

Type in details of your parents by full legal names, even if dead.

b) HOME ADDRESS

Type your complete legal real home address with postal codes, email and telephone.

c) WORK ADDRESS

Type your complete legal real work address with postal codes, email and telephone.

d) RELATIVES IN RUSSIA

Do you have relatives living in Russia? If yes, list them and all their personal details.

STEP 11. APPOINTMENT DETAILS

PLACE OF SUBMISSION

Select the following office as the place for obtaining the visa depending on your place of residence.

- **Visa Application Centre (OTTAWA)** - Ottawa & NCR (613 & 819), BC, NS, NB, PEI, NFLD, NU, YT, NWT.
- **Visa Application Centre (OTTAWA)** - ONTARIO (not 613/819), MAN, SASK, AB.
- **Visa Application Centre (MONTREAL)** - Quebec (except 819 for National Capital Region).

Caveat to place of submission:

If you have a **TELEX** of invitation from Russia, then the place of submission is the place to which the TELEX was sent. It is best to have a TELEX sent to the Russian Embassy in Ottawa. If your Telex went to Ottawa then you must select **OTTAWA** despite your actual residence.

STEP 12. COMPLETING THE FORM

Click NEXT to complete the application form.

The long document you now see is NOT your application. It is only a draft for your information. At the bottom of the page click SAVE to complete the process and move on to printing

STEP 13. PRINTING THE FORM

SAVE and SUBMIT and PRINT the final version of the form.

PRINT the form (“**Print Letter**”). Also, select Fit-to-Print on your printer control. Open *Adobe Acrobat Reader*, print letter (A4 document needs to fit to page to show all).

PRINT TWO (2) VERSIONS OF THE FORMS:

- 1) **single-sided** (4 sheets of paper)
- 2) **double-sided** (2 sheet of paper)

Send the document to the printer - **DOUBLE-SIDED PRINTING**. You can print it once, then put the paper back into your printer upside down, and print it again on the back of the page. This will produce a double-sided form. The typed text does not have to be in colour.

Remember to sign the forms in black ink only.

STEP 14. SAVE THE FORM

Save the PDF file for later use. Save the PDF to your own computer so you can refer to it and print it again if necessary.

STEP 15. QUALITY CONTROL CHECK

- a) After you have printed the form, examine it carefully to ensure the top and bottom of each page has been printed. You must be able to read the small code numbers on the top of the first page, and include all lines and boxes at the bottom of both pages. If you have cut off the top and/or bottom of the pages, print it again after selecting “letter size” instead of A4.
- b) Read the entire completed form to ensure your answers make sense. If anything is missing or wrong go back in and edit the form and produce a new form and a new print of the new form.

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SIGN the form in **black ink**. An original ink signature is required. **DATE** the form below the signature using **black ink**. Use the DD/MM/YY format only (eg. 25/09/17). Do not touch the edges of the box or the typed text when signing or dating the form.

REVIEW YOUR FORMS BY EMAIL

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RUSSIA REJECTS ALL INCORRECT FORMS



VISA SERVICES CANADA

Suite 900 - 275 Slater St.
Ottawa, ON, K1P 5H9, CANADA
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 _____



OFFICE COPY



VISA SERVICES CANADA

Suite 900 - 275 Slater St.
Ottawa, ON, K1P 5H9, CANADA
WWW.VISASERVICSCANADA.CA
info@visaservicescanada.ca
613-231-7054 toll-free 866-378-1229

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 _____



EMBASSY COPY

THIS SIZE IS MANDATORY - NO EXCEPTIONS - NO CDN PHOTO SIZES ALLOWED

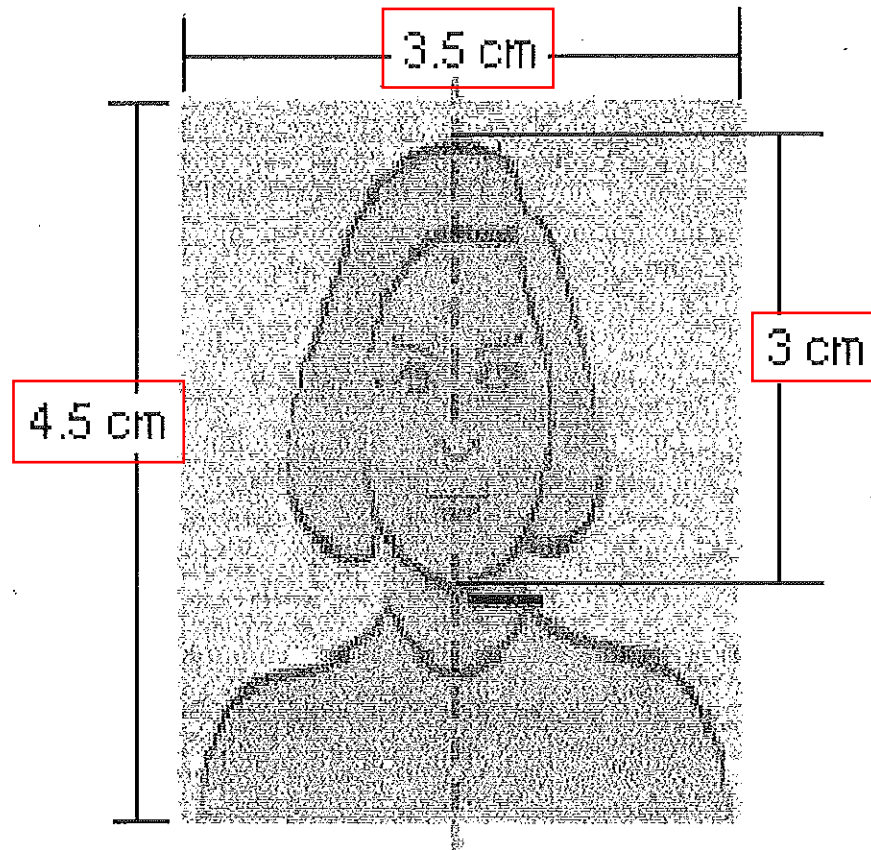


Photo specifications: 35 x 45mm

Your photograph must be taken within the last six months against the white or light background. The photo must show a full front view of the applicant's head and shoulders showing full face centered in the middle of the photograph.

THIS SIZE IS MANDATORY - NO EXCEPTIONS - NO CDN PHOTO SIZES ALLOWED

VISA SERVICES CANADA

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EMBASSY REGISTRATION

For your personal safety and security we can register you with the embassy of Canada in the country or countries to which you will travel on your upcoming business or tourist journey.

During times of national emergency such as natural disasters, war, or bombings, the government of Canada may seek out all Canadian nationals in a disaster or security zone. Canadians who are registered are the first ones found and can be the first evacuated in some cases.

This is a fast and efficient way of ensuring the Canadian Government can find you in case of an emergency, and can give your family some security during your travels.

- **YES, please register my trip with the government** (\$20. fee per person)

ABOUT ME

Last name as in passport	
First name as in passport	
Date of birth: (DD/MM/YYYY)	
Gender as in passport:	
Canadian Passport number:	

ABOUT MY TRIP

Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

MY CONTACT DETAILS OUTSIDE CANADA

You must provide at least one way of contacting you outside Canada

Email address which you check regularly	
Telephone number with area code	
Mobile telephone number with area code	

Send me a text message with destination travel advice and advisories upon arrival

EMBASSY REGISTRATION continued**MY EMERGENCY CONTACT IN CANADA IS**

You must provide at least one means of contacting this person.

Emergency contact in Canada's full name	
Emergency contact in Canada's Email	
Emergency contact in Canada's telephone number with area code	
Emergency contact in Canada's mobile number with area code	

I AM GOING TO A SECOND COUNTRY

Second Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

I AM GOING TO A THIRD COUNTRY

Third Destination country	
Region in country if known	
Additional information (address or hotel name)	
Arrival date at destination (DD/MM/YYYY)	
Departure date from country (DD/MM/YYYY) I do not know my departure date	

PRIVACY STATEMENT

The information collected here will be shared with the Government of Canada in order to register you as a Canadian abroad. The data will not be shared with any other government or with any private company. By filling out this form you acknowledge that you understand how your data will be used and retained, and that *Visa Services Canada* is not liable for the data after it has been given to the Government of Canada.