

VYTIS TOURS

Call us for assistance – (718) 423-6161

Email: info@vytistours.com

Russian Tourist Visa Requirements and Processing for US Citizens

Basic Information

1. Vytis Tours provides Invitation Support voucher for a **Tourist** visa (included in price)
2. Russian Consulate may issue **different type of Russian tourist visa** depending on how soon is your departure date to Russia and your flight itinerary:

Single-entry tourist visa (one entry, one exit, duration up to 30 days)

Is issued ONLY IF your departure date from USA to Russia is in less than 9 business days AND/OR your passport expiration date is less than 12 months;

Multi-entry tourist visa (unlimited entries/exits, each stay up to 6 months, duration up to 3 years) is issued in all other cases;

3. Valid and signed passport should be submitted - the visa is glued onto a passport page.
4. Russian visa application has to be signed and dated before being submitted to Russian Consulate.
5. *Vytis Tours provides the optional visa travel & medical insurance support for US residents. Please let us know if you consider it and we'll send you information about the options and costs.*

Documents Required for Russian visa processing

- Passport
- Two photographs
- Visa application
- Full itinerary from home country to home country, if not taking one of our tours
- Former USSR/Ukraine/Belarus or other republics citizens - call Vytis Tours

Passport Requirements

1. Passport must **be signed**
2. Passport **expiration date:**
 - Single-entry visa - should be 6 months after the intended departure date from Russia
 - Multi-entry visa - should be 13 months after the intended departure date from Russia
3. Passport must have at least **TWO** (2x) completely **blank pages with the word VISA** on top.

Photograph **Strict** Requirements - **two (2) photos are required**

We advise you to go to a visa/passport photographer familiar with visa style requirements. FedEx/UPS offices, CVS and Costco are the ones of the proven choices.

All application photographs submitted to Vytis Tours should comply with the following:

1. **Photograph size must be within the parameters W 1" 1/2 x H 1" 3/4** (width: one inch and half wide; height: one inch and three quarters)
2. **Must have white background**
3. Should be **in-focus and have good contrast**
4. **With no shadows**, glare, noise or distortion on the image or background
5. **The face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed and displaying a neutral expression**
6. **Must have been taken within the last 3 months**
7. Client's head should not take more than 60% of the image (otherwise it will not be scanned correctly)
8. Client's shoulders should cover the whole width of the photograph
9. Provide the full frontal view of your head with your face centered in the middle
10. You should not look down or to either side, and the face should cover about 60 percent of the photo area
11. No dark glasses or head cover is allowed (except for religious purposes)
12. **Printed on heavy-weight photo paper (at least 59lbs/220 g/m)**
13. Your photo should **not** be affixed to your application and the photograph may not display evidence of adhesive tape or staples.

Tourist Visa Processing Time for US Citizens

Multi-entry visa

- Regular processing – 15 business days \$375 per application
- Multi Rush* processing – call Vytis Tours

Single-entry visa

- Rush*^ processing – 5 business days – call Vytis Tours
- Expedite*^ processing (3-4) business days – call Vytis Tours.

* Before 9:00AM delivery only. All documents are valid, complete and in order, application is done and confirmed.

Russian Application Preparation

The Russian Consulate requires a visa application completed online. This application, hosted by the Russian government, may take 25-40 minutes to complete and requires very detailed information.

If you had Russian visa(s) before, please, include the copies of all available visa pages from the expired US passports.

When it is time for you to start the online application process - Read the following till the end.

Complete Russian visa application online at <https://visa.kdmid.ru/>.

Note: Russian visa online application is kept active for no more than 30 days since the last save. You can start doing the online application on one day, save it, then interrupt and finish on the other day.

Please be sure to write down the Application# and Password – this is very important!

During the application process, as you complete each section, press <**Save**> button and then press <**Next**>button.

At some point during online process you will see the questions:

Which institution you are going to visit? Please type in the following:

Please type in the following

The Answer is: Travel Company

Name of Organization: OOO ATLANTA

Address: 3/4 PYATNITSKAYA STREET, BLDG., 2ND FLOOR, MOSCOW, 115035, RUSSIA

Reference number: 017328

Confirmation number: 909123

Who will pay for your trip and stay in Russia?

If you are ever worked – choose "Independent"

If you never worked – choose "Other Individual"

Name Surname – enter the name of a spouse or relative who is paying for your trip

Spouse/Relative Date of Birth

Notes: type in "Husband" or "Wife" or "Relative"

List countries you have visited within the last ten years and the date of visit: Open your current (if your current passport is relatively new - use previous/expired (if any) passport). Go through all customs stamps and visas (if any) and make a list of all your abroad travel within the last 10 years. If Custom stamp is unreadable - do not include it in the list.

Do NOT repeat countries; list only the most recent visits.

Please also don't forget to enter:

- Your college and grad school (if applicable) the full address, phone, email. If you are a doctor/lawyer - two are required.
- Information on your prior two jobs – full address and phone - Current job –contact information

Send the following directly to Vytis Tours by FedEx/UPS.

Your FedEx package should include:

1. Your original, valid, **signed passport** with at least two (2) blank pages that say VISAS at the top.

2. Two (2) color passport **photos** (per person) which cannot be the same photo as the one in your passport. (see [the strict](#) requirements above)
3. Visa **application forms** (2x copies per person), printed, signed and dated. (do Not glue/staple photo).
4. Note with your **application password**
5. **Payment.** (Can be paid with credit card also)
6. **Address & phone** where to send 'visa-done' passport back to you.
7. Prepaid printed Return Air bill

Our Shipping Address:

Vytis Tours

40-24 235th Street

Douglaston, NY 11363

Email info@vytistours.com

Upon the receipt of your application package, Vytis Tours will review your data and supporting documents and may send you an e-mail specifying whether you are required to submit any additional information. The review time is 3-4 business days.

TERMS AND CONDITIONS: Vytis Tours acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. Embassy/Consulate and/or U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a visa. Vytis Tours accepts no responsibility for the services of the Passport Agency or

Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be nonrefundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee.