

Please visit the following link to complete a Russian Visa Application:

<https://visa.kdmid.ru/PetitionChoice.aspx>

- Upon visiting the Russian visa application website you will see two drop down menus with titles reading '**Country (select the country where you will be applying for your visa)**' and '**Hints and Help Language,**' please make sure to select the **United States** and **English** for the respective fields. You will then click the button titled '**Complete new application form.**'
- You will then generate a password for your application. Write down your **APPLICATION ID NUMBER** and the **PASSWORD** you generated for your application. Please provide a cover letter with this information to be included with the application documents you are sending us.

I have provided a guide for each page of the application below:

Visa Details: Fill out as instructed. The entry and departure date will be based on the invitation/voucher you provide. If using our tourist voucher service validity will not exceed 30 days including the entry day you list on the application. Other visa types may be granted lengthier validity visas depending on the information included on the invite provided.

Personal Details: Surname is your LAST NAME. Fill out as instructed.

Passport Details: Select 'tourist' passport. Please put 'US Dept. of State' for place of issue. Make sure all passport info is an exact match of your passport's info page.

Visit Details: You will be prompted to answer which institution you are going to visit. Please fill out the information as follows.

- If you will be using your own TOURIST VOUCHER/INVITE LETTER, please fill out the information accordingly:
 - Name of organization: Should begin with OOO or OAO, example: OOO Visa Centre. If it is a voucher/invite indicating a different type of visa the company name may not be preceded by these characters.
 - Address: This should be included on the voucher/invite following the name of the organization.
 - Reference Number: should begin with a zero and will be exactly six numbers, example 014449.
 - Voucher number/ Confirmation number: should be located at the top of the voucher and could be as little as four digits and as many as seven.
 - Please note: Other visa types will have different types of information to be entered into the application. Please call your account manager to receive assistance in locating this information.

- If you are requesting a voucher/ support letter from PassportsandVisas.com, please select 'Travel Company' for the answer to 'Which institution will you be visiting?'
 - Name of Organization: enter OOO Atlanta
 - Address: Pyatnitskaya Street, bldg. 3/4 (2nd floor), Moscow, 115035, Russia
 - Reference Number: 015679
 - Confirmation number: Please request this information from your Account Manager. You can enter 000000 to hold your place.
- Itinerary: List all the cities you will be visiting. If you have your own support letter, make sure they are included on the letter.
- Medical Insurance: Not required for US citizens, all EU citizens must have international traveler's health insurance.
- Please note who will be paying for your trip. Put 'independently' if you are covering the cost of the trip.
- Fill in your Russian hotel info accordingly.

Additional Info: Fill out as instructed.

Education and Previous employment:

- List all secondary schools you have attended. If none leave blank. We strongly encourage putting something in these fields.
- List two previous places of employment. You must list at least one previous place of employment even if the job was only a brief stint or if it was 50 years ago. **The consulate is very strict about job/school history.**

Last Visit Details: Fill out as instructed.

Misc Info: Fill out as instructed.

- If you are retired please select yes to current work/study and state you are retired and list your home address and phone number.
 - If you are attending school please list that under current work / study.

Appointment Details:

- Destination name: **Visa Application Center ILS (Washington), Visa Application Center ILS (San Francisco) OR Visa Application Center ILS (Houston)**

Please review the details you have entered, click save and submit the application and print the application by clicking **Print A4**. Please sign the second page of the application and date the application underneath where you are instructed to place your photo. Do not attach your photo, our operations team will do so.

Notes to pay attention to:

- Addresses must be entered in a complete fashion, include all details including zip codes.
- Passport info must match exactly what is inputted into your application.
- Please pay attention to the spelling of your name and all info.
- Make sure your dates of entry and exit are entered accurately along with the type and amount of entries requested on your application.