

**AMERICAN VISA OF DC**  
**1801 Columbia Rd., NW #200, Washington, DC 20009**  
**Tel: 202-462-5908 Fax: 202-387-5430**

Email: [info@americanvisadc.com](mailto:info@americanvisadc.com) or [avodc@aol.com](mailto:avodc@aol.com) [www.americanvisadc.com](http://www.americanvisadc.com)

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**THIS IS NOT AN APPLICATION; IT IS ONLY A COVERING LETTER FOR AMERICAN VISA OF DC  
RUSSIA**

**Visa Requirements:**

- Signed Passport valid for six months with at least one blank visa page.
- One [online visa application](#) form completed, printed, and signed.
- One color passport sized photos 2" x 2" ONLY on white or very light background.
- **Official** hotel confirmation and voucher from Russian tourist sponsor. ([For tourist visa](#)).
- **Original Official Invitation** from friend or relative in Russia ([For personal visit visa](#)).
- **Official invitation or telex#** from Russian Foreign Ministry ([For business visa](#)).
- **Original Official invitation** from Russian Foreign Ministry ([For work or study visas](#)).
- Copy of the Green Card ([For Non- USA Citizens](#)).
- HIV/AIDS test certificate ([For Work visas](#)).
- **Letter of Invitation (LOI) from Russian Company** for 3 year business visa ([USA Citizens ONLY](#)) LOI details: Full name, address and contact information of the host organization. Applicant: Full name (as in passport), DOB, Citizenship, Gender, Passport #, date of issue, date of exp. and place of issue. LOI must state a 3-year Multiple Entry Visa and the period of stay (e.g. 23 June 2019 to 22 June 2022), purpose of travel, intended address in Russia, and all cities to be visited (up to 5). LOI must be written in "Russian", the letter cannot be in English ([For business visa](#)).

**Validity of Visas:** Tourist and Business visas are valid for the exact dates on the invitation or hotel confirmation.

**Jurisdiction:** All states can be processed in Washington DC. If the invitation is by Telex that was directed to a different consulate, we will send it to one of our affiliates for processing (extra fees may apply). Rush visas are issued at the discretion of the Embassy.

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Contact Person's Name: \_\_\_\_\_ Phone and email: \_\_\_\_\_

**SHIPPING INSTRUCTIONS:** *Return completed process to:*

Company Name (If applicable): \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Apt#/Mail Code \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**TRAVELER(S) INFORMATION:**

**Departure Date from U.S.A.:** \_\_\_\_\_ **Need by this date:** \_\_\_\_\_ \*Rush fees **will be** applied to meet this date if necessary

1) Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

Passport #: \_\_\_\_\_ Passport Expires: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

2) Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

Passport #: \_\_\_\_\_ Passport Expires: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Processing Fees:** (please check one)

Russian Visa Processing Time:	American Visa of DC Fee:	Russian Embassy Fee	Money Order Fee	Fed Ex Shipping Fee	TOTAL
10 -14 Business Days 1 to 3 Year Multiple Entry	\$95	\$198	\$25	\$35	\$353
6 - 9 Business Days 1 to 3 Year Multiple Entry	\$150	\$198	\$25	\$35	\$408
10 - 14 Business Days Single/Double Entry:	\$95	\$198	\$25	\$35	\$353
6 - 9 Business Days Single/Double Entry:	\$150	\$198	\$25	\$35	\$408
Rush or Emergency Single Entry ONLY:	\$250	\$228	\$25	\$35	\$538

**PAYMENT:** (check one)

I authorize American Visa of DC to charge my credit card for payment of passport/visa services.

Card holders' name \_\_\_\_\_ Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CVV: \_\_\_\_\_ Signature \_\_\_\_\_ Today's Date: \_\_\_\_\_

Check or Money Order made out to "American Visa of DC" for \$ \_\_\_\_\_ enclosed.

My company has a prearranged billing agreement.

American Visa of DC Inc. assumes no responsibility for the loss, damage or delay of passports or visas caused by an Embassy, Consulate, government office, postal or courier service, delivery service or travel agency. All service fees and Embassy Fees are NON-REFUNDABLE and not dependant on the visa being issued or declined. Requirements and fees relating to this request are subject to change without notice.