

Russian Visa Application Instruction Guide

Step 1: Invitation/Voucher Verification

Before completing the application online, please consult your account manager to verify you have a valid **'Tourist Support Voucher'** or a valid **'Russian Business invitation'**. These invitations come in various forms and NOT all are created equal. Some invites may require translation from Russian to English, while some business invites may NOT be eligible for expedited service. Your account manager can assist you in deciphering your invitation. If you already have an invitation, we strongly suggest you obtain a Russian translation from the issuing entity, to ensure the most expedited turn around of your visa. If you do not have a voucher or invitation, we can assist in obtaining one for you, please consult your account manager.

To learn all about Russian invites click here:

https://www.passportsandvisas.com/images/uploads/applications/Russia_Invitation_Guide.compressed.pdf

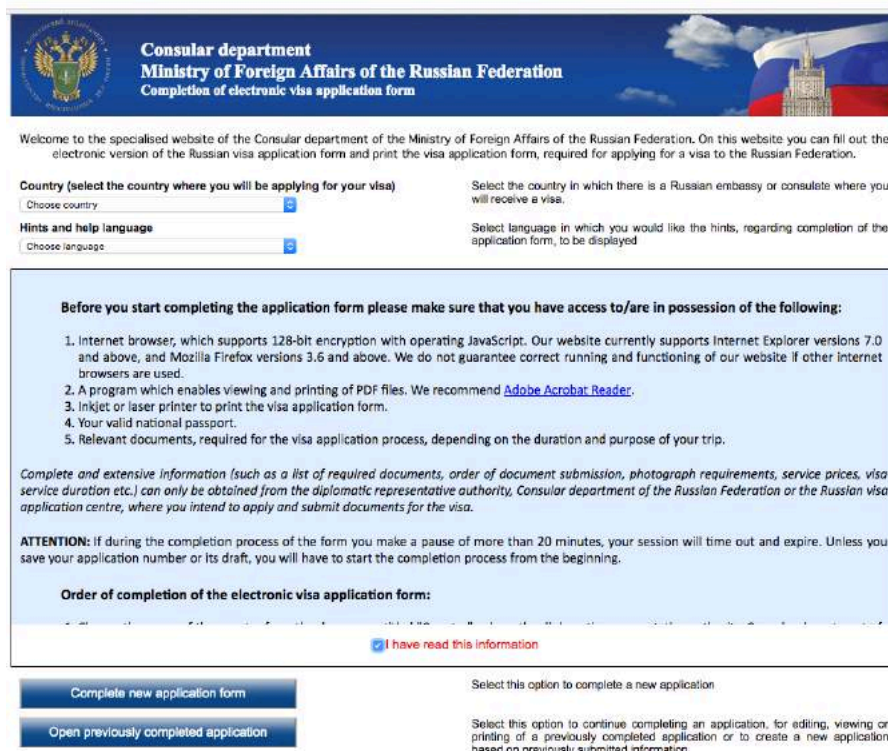
Step 2: Consular Website

Once your invitation is verified and you have the needed technical information, please visit following link to complete a Russian Visa Application: <https://visa.kdmid.ru/PetitionChoice.aspx>

Step 3: Intro Page

Once your invitation is verified, please visit the the Russian website (pictured below). 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. Once this is complete, please read the disclaimer in the light blue colored window and then click **"I have read this information"**.

You will then click the button titled **'Complete new application form'** towards the bottom left of the screen.



**Consular department
Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application form**

Welcome to the specialised website of the Consular department of the Ministry of Foreign Affairs of the Russian Federation. On this website you can fill out the electronic version of the Russian visa application form and print the visa application form, required for applying for a visa to the Russian Federation.

Country (select the country where you will be applying for your visa)
Choose country: [dropdown menu]

Hints and help language
Choose language: [dropdown menu]

Select the country in which there is a Russian embassy or consulate where you will receive a visa.

Select language in which you would like the hints, regarding completion of the application form, to be displayed

Before you start completing the application form please make sure that you have access to/are in possession of the following:

1. Internet browser, which supports 128-bit encryption with operating JavaScript. Our website currently supports Internet Explorer versions 7.0 and above, and Mozilla Firefox versions 3.6 and above. We do not guarantee correct running and functioning of our website if other internet browsers are used.
2. A program which enables viewing and printing of PDF files. We recommend [Adobe Acrobat Reader](#).
3. Inkjet or laser printer to print the visa application form.
4. Your valid national passport.
5. Relevant documents, required for the visa application process, depending on the duration and purpose of your trip.

Complete and extensive information (such as a list of required documents, order of document submission, photograph requirements, service prices, visa service duration etc.) can only be obtained from the diplomatic representative authority, Consular department of the Russian Federation or the Russian visa application centre, where you intend to apply and submit documents for the visa.

ATTENTION: If during the completion process of the form you make a pause of more than 20 minutes, your session will time out and expire. Unless you save your application number or its draft, you will have to start the completion process from the beginning.

Order of completion of the electronic visa application form:

☒ I have read this information

Complete new application form
Select this option to complete a new application

Open previously completed application
Select this option to continue completing an application, for editing, viewing or printing of a previously completed application or to create a new application based on previously submitted information

Step 4: Create Password

On the following screen (pictured below), you will be prompted to create a password. We strongly recommend keeping this password simple. To help expedite your application, please set your password to your last name followed by "123". **Example: Smith123**

Next, enter the verification code, displayed in the image, in the box provided. This is case-sensitive.

Then click "Submit".



The screenshot shows the 'Consular department Ministry of Foreign Affairs of the Russian Federation' website. The page title is 'Completion of electronic visa application form'. It prompts the user to 'Please, write down your electronic visa application form ID' and displays 'Application ID: 21164113'. Below this, there are two input fields for 'Password' and 'Confirm password'. To the right of these fields, there is a note: 'If there are technical issues with the system, or you want to complete your application some other time, you can save your work and later, start where you left off. In order to access your application later, however, you will need: (1) your Application ID, and (2) the password that you will enter on this page.' Below the password fields, there is a CAPTCHA image showing the text 'N4 x ZE' and a prompt to 'Enter text displayed on the image'. To the right of the CAPTCHA, there is a note: 'Enter the writing from the picture and press "Submit". If the symbols are difficult to make out, refresh the page'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Step 5: Application Form ID Number

On the next screen take note of the application form ID Number (pictured below), then click on "Next". Note for every iteration of the application that you edit, a new Application Form ID will be generated.



The screenshot shows the same website as the previous step. The page title is 'Consular department Ministry of Foreign Affairs of the Russian Federation' and the subtitle is 'Completion of electronic visa application form'. The main heading is 'Information about the electronic visa application form'. Below this, it states: 'Identification number of your electronic visa application form 21164113' and 'Please, write down your application ID and keep it in a safe and secure place.' At the bottom, there are two buttons: 'Print the electronic visa application form ID' and 'Next'.

Step 6: Application (Visa Details)


Fill out as instructed.

Note: If you were born in Russia or have any ties to Russia, please consult your account manager immediately.

For “Purpose of visit (section)” you may select Tourism or Business Visits depending on the the reason you’re visiting Russia.

For “Number of Entries” you must select the same number of entries as outlined on your Russian invitation or voucher.

For “Date of Entry and Exit” this must match your voucher exactly.



Consular department
Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application form

Visa details

Application ID: 21164113

Visa details

Personal details

Passport details

Visit details

Miscellaneous information

Appointment details

Nationality

Enter your citizenship, in accordance with the country or organisation whose passport you will be entering Russian Federation with.

If you had USSR or Russian nationality at some time please select "yes" and indicate when and why you lost it

Enter "yes" in this field, if you formerly had USSR or Russian citizenship; if not enter "no". If yes, please answer the specifying questions.

Purpose of visit (section)

Choose one...

Select your purpose of visit from the top drop menu list. Then from the lower drop menu list choose the specification of your purpose of visit

Purpose of visit

Choose one...

Select your purpose of visit from the list

Visa category and type

Choose one...

Select the specification for your purpose of visit

Number of entries

Enter the intended number of entries to Russian Federation

Date of entry into Russia

Enter your intended date of entry to Russia in "dd/mm/yyyy" format

Date of exit from Russia

Enter your intended date of departure from Russia in "dd/mm/yyyy" format

Next

Cancel

Step 7: Application (Personal Details)


Fill out as instructed. Note "Surname" is you last name.

Consular department Ministry of Foreign Affairs of the Russian Federation Completion of electronic visa application form		Application ID: 21164213
Personal details		
Visa details	Surname (as in passport) <input type="text" value="Smith"/>	Enter your surname using letters of the English alphabet, as shown in your passport
Personal details	First name, middle names, patronymic names (as in passport) <input type="text" value="John"/>	Enter your first name(s), middle name(s) and/or patronym, using letters of the English alphabet, as shown in your passport
Passport details	Have you ever had other names (maiden name, pseudonym, holy order etc.)? <input type="button" value="no"/>	Have you ever had other names (maiden name, pseudonym, holy order etc.)? If you ever used other names (maiden name, pseudonym, holy order etc.) you must enter them. You should only enter one name in each field. To enter other names please use the option "Add"
Visit details	Sex <input type="button" value="Male"/>	Enter your gender
Additional information	Date of birth <input type="text" value="01"/> <input type="button" value="January"/> <input type="text" value="1950"/>	Enter your date of birth, as shown in your passport
Education and work experience	Your place of birth <input type="text" value="San Francisco"/>	Enter your place of birth, as shown in your passport
Last visit details	If you were born in Russia, select "yes" and specify when and which country you have immigrated to <input type="button" value="no"/>	If you were born in Russia, answer "yes" and enter the name of the country which you immigrated to and when
Miscellaneous information	Marital status <input type="button" value="single"/>	If you have/had been married, you must answer the following specifying questions
Appointment details		
<input type="button" value="Previous"/> <input type="button" value="Save draft"/> <input type="button" value="Next"/>		<input type="button" value="Cancel"/>


Step 8: Application (Passport Details)

Fill out as instructed. **Important:** Your passport is a “Tourist” passport NOT an “Official” Passport. Official passports are for Official Diplomats.

Your passport number is located on the top right of your passport information page. Please ensure the dates of issue and expiration match exactly as it appears in your passport. NOTE: A Russian visa can only be valid up to exactly 6 months before the expiration date of your passport.



Consular department
Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application form



Passport detailsApplication ID: 21164213

Visa details

Personal details

Passport details

Visit details

Additional information

Education and work experience

Last visit details

Miscellaneous information

Appointment details

Type of passport

tourist

Enter your passport type

Passport number

123456789

Enter your passport number (including the series number)

Date of issue

13 January 2010

Enter the date of issue of your passport in "dd/mm/yyyy" format

Date of expiry

12 January 2020

Enter your passport expiration date in "dd/mm/yyyy" format

Issued by

US DEPT OF STATE

Enter the name of the authority your passport was issued by

Previous

Save draft

Next

Cancel

Step 9: Application (Visit Details)

This is the most **important** section pertaining to your invitation/voucher. The page may look different depending if you're applying for a Tourist or Business visa. Please see below.

If you're applying for a Tourist visa, the website will display **"Travel Company"** (see below). This information is found on your "Tourist Support Letter" also known as a "Voucher" or "Invitation".

The name of the organization is often preceded by the letters "ООО". The Reference Number is often preceded by the letters "MBT". The Confirmation number is usually located at the top of the voucher. Your account manager can verify information on your Tourist Support Letter.

The screenshot shows the 'Visit details' section of the Russian Consular Department website. The header includes the Russian coat of arms and the text 'Consular department Ministry of Foreign Affairs of the Russian Federation Completion of electronic visa application form'. The application ID is 21164213. On the left, a sidebar lists 'Visa details', 'Personal details', 'Passport details', 'Visit details' (selected), 'Additional information', and 'Education and work experience'. The main form area is titled 'Which institution you are going to visit?' and has a dropdown menu set to 'Travel company'. Below this are input fields for 'Name of organization', 'Address', 'Reference number', and 'Confirmation number'. To the right, explanatory text states: 'In the case of a tourist visa select "Travel company" from the list and give the name and address of the travel company. In the case of business visa select "Organization" from the list and enter in the "Name of organization" name of the host organization, enter the address of the organization and TIN in the appropriate fields. In the case of private visa select "Individual" from the list and enter the name, birth date and home address of the host. In the case of transit, select "None" from the list. Reference number: printed on the bottom line of approval of a foreign tourist "Решение №". It is necessary to introduce whole number with leading zeros. Confirmation number: printed on the top line of confirmation of a foreign tourist. The number can contain only numbers or numbers with letters. You should only enter the numbers.'



If you're applying for a Business visa, the website will display **"Name of Organization"** (see below). This information is found on Russian Business invitation.

Depending on the type of invitation you have you will need to input the information in the proper field. Please consult your account manager.

The screenshot shows the 'Visit details' section of the Russian Consular Department website for a Business visa application. The header is identical to the previous screenshot. The application ID is 21164213. The sidebar is the same, with 'Visit details' selected. The main form area is titled 'Which institution you are going to visit?' and has a dropdown menu set to 'Organization'. Below this are input fields for 'Name of organization', 'Address', 'TIN organization', 'Directive (telex) number', and 'Invitation number'. To the right, explanatory text states: 'In the case of a tourist visa select "Travel company" from the list and give the name and address of the travel company. In the case of business visa select "Organization" from the list and enter in the "Name of organization" name of the host organization, enter the address of the organization and TIN in the appropriate fields. In the case of private visa select "Individual" from the list and enter the name, birth date and home address of the host. In the case of transit, select "None" from the list. Directive (telex) number: if your trip is organised through the Ministry of Foreign Affairs and you know the directive number, enter it in this field. It is also known as the number of visa guidance and contains only digits. Attention! Do not fill in this field if you are not sure of its completion. Invitation number: if you have an invitation issued in the Russian Federation, enter the number. Number is printed on the top right corner of the invitation and has the following format: <number> <letter Latin> <up to 7 digits>. For example: 2Y9224562. Attention! Do not fill in this field if you are not sure of its completion.'

Step 10: Application (Additional Information)


Please answer the questions in this section truthfully and honestly. Please note that the Consulate has complete discretion over the issuance of any visa based on how you answer these questions. Please note: Additional documents may be requested of you by the Consulate after submission.

 Consular department Ministry of Foreign Affairs of the Russian Federation Completion of electronic visa application form		
Additional information		Application ID: 21201186
Visa details	Have you ever been arrested or convicted for any offence? <input type="button" value="no"/>	
Personal details	Have you ever been arrested or convicted for any offence? If the answer is yes, you will have to describe all facts about your arrest (maximum five). You should only list one arrest per field. In order to add more arrests please use the option "Add".	
Passport details	Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder? Have you ever been a drug abuser or an addict?	
Visit details	Have you ever contracted an infectious or contagious disease of public health significance? Have you ever suffered from dangerous physical or mental health disorders? Have you ever been a drug abuser or addict?	
Additional information	Have you ever been refused a Russian visa? <input type="button"/>	
Education and work experience	Have you ever been refused a Russian visa? If the answer is yes, you will have to indicate up until 5 cases of where you have been declined with Russian visa. You should only list one visa refusal per field. In order to add more refused Russian visas please use the option "Add".	
Last visit details	Has your Russian visa ever been cancelled? <input type="button"/>	
Miscellaneous information	Has your Russian visa ever been cancelled? If the answer is yes, you will have to describe all cases of why your visas were cancelled (maximum five cases). You should only list cancelled visa per field. In order to add more visa cancellations please use the option "Add".	
Appointment details	Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information? <input type="button"/>	
	Have you ever tried to obtain a Russian visa or enter Russia with the help third parties or by providing misleading and false information?	
	Have you ever overstayed your Russian visa or stayed unlawfully in Russia? <input type="button"/>	
	Have you ever overstayed your Russian visa or stayed in Russia illegally?	
	Have you ever been deported from Russia? <input type="button"/>	
	Have you ever been deported from Russia? If the answer is yes, you will have to describe all cases of deportation (maximum three). You should only list one deportation per field. In order to add more deportations please use the option "Add".	
	Has this application been completed personally by you? <input type="button"/>	
	Was this application form completed by you personally? If the answer is "no", please indicate the person completing this application form for you, listing their surname, first name, relationship to applicant and address	
	Do you have any specialized skills, training or experience related to firearms, explosives, nuclear, biological or chemical substances? <input type="button"/>	
	If the answer is yes, you must provide specifying information	
	Have you ever been enlisted to military service? <input type="button"/>	
	Have you ever been enlisted to military service? If the answer is yes, you must list a maximum of 3 military service placements. You should only list one placement per field. In order to add more military service placements please use the option "Add"	
	Are/were you a member of a professional, civic or charitable organizations or do you cooperate/cooperated with any of these organizations? <input type="button"/>	
	Are/were you a member of a professional, civic or charitable organizations or do you cooperate/cooperated with any of these organizations? If the answer is yes, you will have to indicate all organisations mentioned in the question (maximum fifteen). You should only list one organisation per field. In order to add more organizations please use the option "Add".	
	Have you ever been involved in armed conflicts, either as a member of the military service or a victim? <input type="button"/>	
	Have you ever been involved in armed conflict, either as a participant or a victim of war? If the answer is yes, you will have to provide all information about the armed conflict you were involved with (maximum fifteen)	


Step 11: Education and work experience

Important: All addresses and phone numbers must be complete, down to city, state and zip.

For clarification, the employment section is asking for any PREVIOUS employment you've held other than your current occupation.



Consular department
Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application form



Education and work experience**Application ID: 21201292**

Visa details

Personal details

Passport details

Visit details

Additional information

Education and work experience

Last visit details

Miscellaneous information

Appointment details

Have you ever attended any educational institutions, excluding secondary school?
yes

Name
COLLEGE UNIVERSITY

Course of study
PHYSICS

Address and phone
123 UNIVERSITY AVE UNIVERSITY CITY, CA 91234

Date of admission
August 1969

Date of graduation
January 1973

Delete

Add

Have you ever attended any educational institutions, excluding secondary school? If you have ever attended any educational institutions, excluding secondary school, you must list a maximum of two places of education. You should only enter one educational institution per field. In order to add the second place of education please use the option "Add"

Have you ever changed your place of employment before entering the current job?
yes

Name
Starbucks

Address
123 FAKE DRIVE

Your position
BARISTA

Phone number
555-555-5555

Your chief's surname
BOB FISHER

Date of joining
June 1999

Date of dismissal
August 2000

Delete

Add

Have you ever changed your place of employment before entering the current job? If you have ever changed your place of employment, you must list a maximum of two previous places of work. You should only enter one place of work per field, in order to add a second place of work please use the option "Add"


Step 12: Last visit details

Please answer this section to the best of your ability.


If you have been issued a Russian visa in the past, but do not have it in your possession, please fill it out to the best of your knowledge.

If your passport has been lost before, you MUST answer "Yes". The back of your replacement passport has a note that you've lost a previous passport.

Please list as many countries as possible that you've visited in the last ten years. If you are a frequent traveler, please list the last time you've been to each country. The last 10 countries will suffice.



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Completion of electronic visa application form



Last visit detailsApplication ID: 21201292

Visa details

Personal details

Passport details

Visit details

Additional information

Education and work experience

Last visit details

Miscellaneous information

Appointment details

Have you ever been issued a Russian visa?

Have you ever been issued a Russian visa before? If the answer is "yes" you must list all the visas you have ever been issued. You should only enter one visa per field. In order to add more visas, please use the option "Add"

Has your passport ever been lost or stolen?

Has your passport ever been lost or stolen?

Have you ever visited other countries in the past ten years?

Have you ever visited other countries in the past ten years? If the answer is yes you must list all countries you have visited in the past ten years. You should only enter one visit per field (country and year). In order to add more visits please use the option "Add"

Have you been issued with a passport of the country other than the passport that is indicated in the electronic visa application form?

Have you been issued with a passport of the country other than the passport that is indicated in the electronic visa application form? If the answer is yes, indicate all countries that have ever issued you a passport (maximum ten).

Previous

Save draft

Next


Cancel

Step 13: Miscellaneous information


Parent's full names are mandatory. Please fill out your permanent residential address down to city state and zip code.

If you're currently employed or in school, you must list the full details of your employer/school in the fields provided. If you are retired or a stay-at-home spouse, you can list your home address and list you're the "Name of employer" as "Retired" or "homemaker".

If you have relatives in Russia, please list them in the space provided.



Consular department
Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application form



Miscellaneous informationApplication ID: 21201292

Visa details

Personal details

Passport details

Visit details

Additional information

Education and work experience

Last visit details

Miscellaneous information

Appointment details

Your father's full name

Enter your father's full name

Your mother's full name

Enter your mother's full name

Do you have a permanent residential address?

yes

Do you have a permanent residential address? If the answer is yes you will have to indicate the address of residence, telephone number, fax number, email address.

Your permanent address

Your phone number

Your fax

Your email

Do you work (study) in the present time?

yes

Do you work (study) in the present time? If the answer is yes you will have to indicate the work address or place of study, position, address, telephone number, number of fax and email.

Name of employer

Work position

Employer address

Work telephone

Work fax

Work email

Do you currently have relatives in Russia?

Answer "yes", if you currently have relatives in Russia. If the answer is yes, you must indicate them. You must only enter the information regarding one relative per field. In order to add information regarding other relatives, please use the option "Add"

Previous

Save draft


Next

Cancel


Step 14: Appointment Details

The valid choices in this section begin with “**Visa Application Center ILS...**” Please confirm with your Account Manager which Visa Application Center your application will be sent to.

Note: Some invitations may require your application to be submitted to a specific Consulate. Please consult your account manager.



Consular department
Ministry of Foreign Affairs of the Russian Federation
Completion of electronic visa application form



Appointment details

Application ID: 21201292

Visa details

Personal details

Passport details

Visit details

Additional information

Education and work experience

Last visit details

Miscellaneous information

Appointment details

Visa Application Center ILS (Washington)

Visa Application Center ILS (Seattle)

✓ Visa Application Center ILS (San Francisco)

Visa Application Center ILS (New York)

Visa Application Center ILS (Houston)

Consulate General of Russia in Houston

Consulate General of Russia in New York

Consulate General of Russia in Seattle

Consulate General of Russia in San Francisco

Embassy of Russia in United States

sa

Indicate which Russian Embassy or Consulate where you intend to apply for your visa. Your application will be sent to the selected authority, for a decision to be made regarding your application.

Previous

Save draft



Next

Cancel

Step 16: Information Confirmation

This screen will allow you to verify your answers before finalizing your application. Please take this time to review your application. In case you miss something here, you WILL be able to edit your application should you need to correct the mistake.

Once your satisfied, click on "Save and Submit" towards the bottom left of the page. You will be able to print your application on the next screen.

 Consular department Ministry of Foreign Affairs of the Russian Federation Completion of electronic visa application form			
Visa details		Application ID: 21201292	
Nationality	UNITED STATES		
If you had USSR or Russian nationality at some time please select "yes" and indicate when and why you lost it			
no			
Purpose of visit (section) Purpose of visit Visa category and type	TOURISM TOURISM COMMON TOURIST		
Number of entries	MULTI		
Date of entry into Russia	02/06/2017		
Date of exit from Russia	03/06/2017		
Edit			
Personal details			
Surname (as in passport)	JOHN		
First name, middle names, patronymic names (as in passport)	SMITH		
Have you ever had other names (maiden name, pseudonym, holy order etc.)?			
no			
Sex	Male		
Date of birth	01/01/1950		
Your place of birth	SAN FRANCISCO		
If you were born in Russia, select "yes" and specify when and which country you have immigrated to			
no			

Step 17: Printing your application

On this screen, please choose "Print Letter" towards the bottom left of the screen. This will automatically save your application as a printable document. The file will be saved automatically to your "Downloads" folder of your computer.

The file name will be look something like this: **Application21201292.pdf**

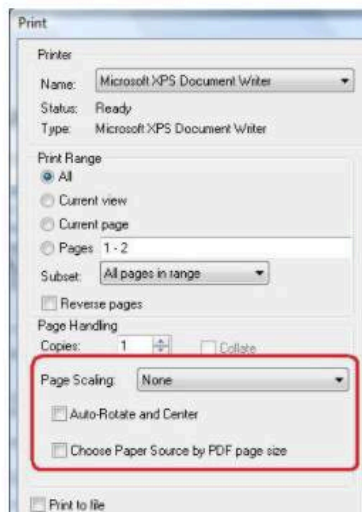
Please email this application to your Account Manager for final review.



Your application has been successfully saved. Now you can print it out using the buttons below.
Electronic visa application form will be stored for 30 days from the moment of its last saving.

Application form must be printed on A4 or Letter format paper

- Open the file in Adobe® Reader;
- Click on "File" in menu, then click on "Print";
- Choose following configurations in new opened "Page Handling" window:
- Select "None" in "Page Scaling";
- "Auto-Rotate and Center" must be unselected;
- "Choose Paper Source by PDF page size" must be unselected;



Step 18: Signing your application.

The average application will be 3-4 pages long depending on how many questions are answered.

Please sign and date on the first page, towards the bottom left.

[illegible][illegible]

1) Information about completing the application:		
2) Use this application back completed personally by you?	YES	
3) Additional passport information:		
4) Was your passport ever been lost or stolen?	NO	
5) List all countries which have ever issued you a passport:	NONE	
6) List all countries you have visited in the last 10 years and indicate the date of visit:	1) GERM, 06/09/2016 2) FRANCE, 03/01/2018	
7) List your last two places of work, including the current one:		
8) Company name:	STARBUCKS	
9) Address:	123 PINK STARS	
10) Your position:	BARISTA	
11) Telephone number:	111-111-1111	
12) Your chief's surname:	MR FINCH	
13) Dates of joining and departure:	MYSTERY - 06/2008	
14) List all educational institutions you ever attended (except high school):		
15) Name:	COLLEGE INDUSTRY	
16) Course of study:	ARTS/CO	
17) Address and telephone number:		
18) Dates of admission and graduation:	123 UNIVERSITY AVE UNIVERSITY CITY, CA 91234 09/2008 - 01/2011	
19) Special training and experience:		
20) Do you have any specialized skills, training or experience which you deem relevant to the position of the nuclear reactor, biological or chemical?	NO	
21) List all professional, civil and church organizations which you belong to or have belonged to:	NONE	
22) Military service:		
23) Have you ever performed a military service?	NONE	
24) Armed experience:		
25) Have you ever been involved in a violent conflict, either as a member of the military service or a citizen?	NONE	