

APPLYING FOR AN OFFICIAL RUSSIAN VISA

Department of State Instructional Manual

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The attached guidance packet contains a detailed explanation of the steps necessary to obtain a visa for official U.S. government travel to the Russian Federation. **Please ensure that you have complied with all the guidelines detailed in this manual before submitting your application to the U.S. Department of State Special Issuance Agency, or contacting those listed in Section 8 for follow up.**

1. ONLINE RUSSIAN VISA APPLICATION

Screen by Screen Instructions

The first step in preparing a visa application for official government travel to the Russian Federation is to complete the electronic visa form, found at <http://visa.kdmid.ru>. Applicants will first need to register for the site. Then applicants should log in to complete the application, submit it electronically, and then print and submit the hard copy, along with other application materials as described in the visa instructions to the State Department's Special Issuance Agency (SIA).

It is advisable to review the hard copy against the sample provided in Section 2 of this package, and ensure that all boxes have been appropriately filled in, otherwise the application **is likely to be rejected**.

You need to fill out a new online application each time you apply for a visa. This includes if, on reviewing the hard copy, you find an error. If this happens please complete and submit a new online application, or the application will likely be rejected. However, note that any changes to your visa application after submission to the Russian Embassy may result in rejection of an application and a request for a new application.

The following is an explanation of the online application form, screen by screen.

1. In your web browser, please go to <http://visa.kdmid.ru>
2. Please select UNITED STATES on the COUNTRY link, ENGLISH in the HINTS AND HELP LANGUAGE.

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

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)

[Contacts](#)

Hints and help language

Select the country where the diplomatic representative authority, Consular department of the Russian Federation or Russian visa application centre located, where you intend to apply for the 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.

WARNING: 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:

3. Read the instructions and check the 'I have read this information' box, and click on **COMPLETE NEW APPLICATION FORM.**

[Contacts](#)

Hints and help language

where you intend to apply for the visa

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

date and sign the form. With your required documents for the visa application process, as well as your application form, apply to the diplomatic representative authority, Consular department of the Russian Federation or Russian visa application centre, in order to obtain a visa.

WARNING! Completing your electronic visa application form is only the beginning stage of your visa obtaining process. In order to be granted a visa you must submit all the required documents to the diplomatic representative authority, Consular department of the Russian Federation or Russian visa application centre, which you have selected on the electronic visa application form at the very start of your completion process.

Completion of the electronic visa application form via this website (information input, printing of the form, sending of the form to the diplomatic representative authority or Consular department of the Russian Federation) signifies your voluntary consent for the automated processing, transfer and storage of the data found in your application. Information, found in the application form, is processed and stored according to the legal requirements of Russian policies concerning protection of personal data.

Electronic visa application form will be stored for 30 days from the moment of its last saving.

All information submitted in the application form must be correct and complete. Any false data can lead to your application being rejected or to the annulment of an already granted visa, and may also render you liable to prosecution under Russian law.

I have read this information

Select this option to complete a new 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

© Consular department of MFA of Russia

4. Complete the registration process as instructed.

The screenshot shows the registration page for the Consular department of the Ministry of Foreign Affairs of the Russian Federation. The page title is "Completion of electronic visa application forms". The main heading is "Write down your application ID" with the application ID "796212" displayed on the right. The page contains a security question section with a dropdown menu set to "What was your childhood nickname?". The answer field contains "LITTLE TYKE". Below this is a CAPTCHA section with the text "Enter text displayed on the image" and a distorted image of the letters "FUALQ". The answer field contains "FUALQ". At the bottom of the form are "Submit" and "Cancel" buttons. The footer of the page reads "© Consular department of MFA of Russia".

5. Remember to **SAVE** your application ID and log-in information in a secure area that you have access to.

The screenshot shows the "Your electronic visa application details" page. The page title is "Completion of electronic visa application forms". The main heading is "Your electronic visa application details". The page displays "Your application ID: 796212" and a message: "Please, write down your application ID and keep it in a safe and secure place." Below this message are "Print application ID" and "Next" buttons. The footer of the page reads "© Consular department of MFA of Russia".

If you later attempt to access a previously saved application, after using the details given for the first application, you will be given a new application ID #. Ensure you save each new ID#.

6. Once you've submitted your information and created a password, the system will direct you to begin filling out the visa application.
7. Next, answer the questions as they are asked. Click the **NEXT** button when complete with each page. **Note that holders of Diplomatic or Official passports do NOT need to complete questions pertaining to (denoted with ** when you print out a hard copy of your application):**

- Medical Insurance
- Lost/Stolen Passport
- Last Two Places of Work
- Membership in Organizations
- Military Background
- Father's and/or Mother's Full Name
- Countries Visited in the Last 10 Years
- All Institutions of Higher Learning
- Special Skills
- Involvement in Armed Conflict

If you are prompted to answer these questions, you may leave the field blank. **At times the form is currently requiring applicants to fill in these fields to continue, if this occurs you may type 'No' or 'N/A' as appropriate.**

8. Please select the appropriate options for your travel from the drop-down menus. If you have ever had Russian or USSR nationality, you may be requested to provide additional documentation. Please note in such cases the Russian Consulate is likely to request additional processing time.

Under **PURPOSE OF VISIT** Most Official USG travel will be "**Official Visit, Official Journey/Diplomatic, Diplomatic**".

PCS staff with diplomatic passports and titles should mostly be listed as 'Diplomatic Servant.' The families or dependents of such PCS staff should be listed as 'Family Member of Diplomatic Servant.' PCS staff with diplomatic or official passports without diplomatic title (administrative and technical staff such as Marine security guards, PAE workers, etc.) should be listed as 'Technical Employee' and each of their dependents as 'Member of Technical Employee Family.'

Visa details Application ID: 79621

Visa details (selected)

Personal details

Passport details

Visit details

Miscellaneous information

Appointment details

Nationality
UNITED STATES

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
no

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)
OFFICIAL VISITS

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
OFFICIAL JOURNEY/DIPLOMATIC

Select your purpose of visit from the list

Visa category and type
DIPLOMATIC

Select the specification for your purpose of visit

Number of entries
MULTI

Enter the intended number of entries to Russian Federation

Date of entry into Russia
01 January 2013

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

Date of exit from Russia
31 Decembe 2013

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

Next Cancel

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Internet 100%

Except for interns and Permanent Change of Station (PCS) staff and their dependents (see Sections 6 and 7), it is **recommended you apply for a one-year, multiple-entry visa. Check the expiration date of your passport (must have six months validity after the departure from Russia). To do so, check MULTI and select Entry and Exit Dates that are one year apart.** The Department recommends requesting a visa that is valid a few days prior to the date you think you will actually enter Russia (if you know your travel date). However, make sure that you still factor in the required 7 business days it will take for the Russian Embassy to process your application and receive a visa.

9. Please select and answer the questions as they apply to the traveler. Please select your **NAME, SEX, DATE OF BIRTH, PLACE OF BIRTH, whether YOU WERE BORN IN RUSSIA, and MARITAL STATUS.**

The image shows a web browser window displaying a form for entering traveler information. The form is organized into sections, with a sidebar on the left containing navigation tabs: Visa details, Personal details, Passport details, Visit details, Additional information, Last visit details, Miscellaneous information, and Appointment details. The main content area is divided into several sections, each with a title and a set of input fields. The sections are: Surname (as in passport) with a text box containing 'TRAVELER'; First name, other names, patronymic names (as in passport) with a text box containing 'LUCKY'; Other names used in the past (maiden, religious, etc.) with a 'Last/first/middle name' text box and 'Delete' and 'Add' buttons; Sex with a dropdown menu set to 'Male'; Date of birth with a date picker showing '14 February 1984'; Your place of birth with a text box containing 'WASHINGTON, DC'; If you were born in Russia, select "yes" and specify when and which country you have immigrated to with a dropdown menu set to 'no'; and Marital status with a dropdown menu set to 'single'. Each section has a small instruction text to the right of the input fields. At the bottom of the form, there are buttons for 'Previous', 'Save draft', 'Next', and 'Cancel'. The browser's status bar at the bottom shows 'Error on page.' and 'Internet'.

Visa details	Surname (as in passport) TRAVELER	Enter your surname using letters of the English alphabet, as shown in your passport
Personal details	First name, other names, patronymic names (as in passport) LUCKY	Enter your first name(s), middle name(s) and/or patronym, using letters of the English alphabet, as shown in your passport
Passport details	Other names used in the past (maiden, religious, etc.) Last/first/middle name Delete Add	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 Male	Enter your gender
Additional information	Date of birth 14 February 1984	Enter your date of birth, as shown in your passport
Last visit details	Your place of birth WASHINGTON, DC	Enter your place of birth, as shown in your passport
Miscellaneous information	If you were born in Russia, select "yes" and specify when and which country you have immigrated to no	If you were born in Russia, answer "yes" and enter the name of the country which you immigrated to and when
Appointment details	Marital status single	If you have/had been married, you must answer the following specifying questions

Previous Save draft Next Cancel

Error on page. Internet 100%

If you were born in Russia, you may be requested to provide additional documentation. Please note in such cases the Russian Consulate is likely to need additional processing time.

10. Please choose the Type of Passport and enter your Passport Number, Issuing Agency, Issue Date and Expiration Date (passport must be valid more than 6 months after exit date). Please do not use acronyms.

The screenshot shows the 'Passport details' section of an online visa application form. The header includes the Russian coat of arms and the text: 'Consular department of the Ministry of Foreign Affairs of the Russian Federation, Completion of electronic visa application forms'. The application ID is 796212. A sidebar on the left lists various form sections, with 'Passport details' currently selected. The main form area contains the following fields:

- Type of passport:** A dropdown menu set to 'diplomatic'.
- Passport number:** A text input field containing '000111222'.
- Date of issue:** A date picker set to 20 April 2012.
- Date of expiry:** A date picker set to 25 April 2016.
- Issued by:** A text input field containing 'UNITED STATES DEPARTMENT OF STATE'.

At the bottom of the form are buttons for 'Previous', 'Save draft', 'Next', and 'Cancel'. A footer contains the copyright notice '© Consular department of MFA of Russia'. The browser's status bar at the bottom shows 'Error on page.' and 'Internet'.

11. Please list **RUSSIAN INSTITUTION** to be visited. If you are, at any time, meeting with USG employees in Mission Russia, you may list the relevant Consulate or Embassy.

If you are not sure what a **DIRECTIVE NUMBER** is, please leave that area blank. If you were given a **TELEX NUMBER OR INVITATION NUMBER**, please enter it where noted. (A Telex Number is only needed when the traveler is **NOT** visiting with ‘U.S. Government officials in Russia’ (meaning USG employees in Mission Russia). **If travelers can expect to have at least one meeting with a U.S. Government official, you do not need a Telex Number or Invitation Number.** Instead, your stated purpose of travel when asked to specify can be “Meetings with U.S. Government Officials.”)

Visa details
Personal details
Passport details
Visit details
Additional information
Last visit details
Miscellaneous information
Appointment details

Russian institution to be visited *
U.S. EMBASSY MOSCOW *
Enter the name of host organisation or institution to be visited and town

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

Invitation number *
Enter your invitation number

Itinerary (places of visit)
Enter your full itinerary of your trip to Russia. You should only enter one place of visit per field. In order to enter more places of visit please use the option "Add"

City name *
MOSCOW *
Delete
Add

Do you have medical insurance policy valid in Russia? *
no *
If the answer is yes, enter the name of your insurance company and the number of your insurance certificate

Who will pay for your trip to and stay in Russia? *
USG *
Indicate who will pay for your trip and stay in Russia

Name, address and phone of a person or hotel in Russia that you plan to stay with
List all places where you intend to stay. You should only enter one place of visit per field. In order to enter more places of visit please use the option "Add"

Name of a person or hotel *
U.S. EMBASSY MOSCOW *
Address *
k No. 8 Moscow 121099, Russian Federation *
Phone *
+7 (495) 728-5000 *
Delete

Error on page. Internet 100%

Please choose all cities you are likely to visit from the drop down in **CITY NAME** (Note St. Petersburg is listed as SAINT-PETERSBURG). For multiple cities click the **Add** button. If you are certain of the cities of the first trip, but may visit other cities in a future trip within the visa’s one year validity, best practice would suggest listing all potential cities – however, we do not believe this is required.

If prompted to answer the **MEDICAL INSURANCE** question, you may select ‘no’.

Please enter **WHO WILL BE PAYING** for your travel to Russia. (US Government.)

Please enter where you will be **RESIDING OR A POC IN RUSSIA**. If unknown you can enter your POC’s information as the US Embassy or Consulate (addresses can be found online at each of the embassy/consulate webpages).

12. Please answer the following questions.

The screenshot shows a web-based visa application form. On the left is a vertical sidebar menu with buttons for: Visa details, Personal details, Passport details, Visit details, Additional information, Last visit details, Miscellaneous information, and Appointment details. The main content area contains several question sections, each with a question on the left and a more detailed version on the right. Each question has a dropdown menu with 'no' selected and a red asterisk indicating a required field. The questions are:

- Have you ever been arrested or convicted for any offence? (English and Russian versions)
- 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? (English and Russian versions)
- Have you ever been refused a Russian visa? (English and Russian versions)
- Has your Russian visa ever been canceled? (English and Russian versions)
- Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information? (English and Russian versions)
- Have you ever overstayed your Russian visa or stayed unlawfully in Russia? (English and Russian versions)
- Have you ever been deported from Russia? (English and Russian versions)
- Has this application been completed personally by you? (English and Russian versions)

At the bottom of the form are buttons for 'Previous', 'Save draft', 'Next', and 'Cancel'. The browser's address bar shows 'Done' and the status bar shows 'Internet' and '100%' zoom.

If the Online Visa Application was completed personally by the traveler, please select **YES**. If completed by someone else please select **NO** and enter the information of the person completing the application. Please note that your Agency’s address can be used for the Applicant’s Address. Please do not use acronyms.

13. Indicate if you have ever been **ISSUED A RUSSIAN VISA IN THE PAST**, and if you have been, **WHERE** and **WHEN**. Please be aware that if you have been issued a past Russian visa and fail to properly list it, the Russian Embassy will likely bounce your application.

Last visit details Application ID: 121657

Have you ever been issued a Russian visa?
yes *
Where
Washington, DC *
When
16 January 2013 *
Delete
Add

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?
no *
Delete
Add

Has your passport ever been lost or stolen?
Has your passport ever been lost or stolen?

List all countries you have visited in the last ten years and indicate the date of visit
Country name
Visit date
Delete
Add

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"

List all countries which have ever issued you a passport
Country name
Delete
Add

List all countries which have ever issued you a passport
List all countries which have ever issued you a passport

If prompted to answer the **LOST OR STOLEN PASSPORT** question, you may answer 'No'.

You do NOT need to fill in the **COUNTRIES VISITED IN THE LAST TEN YEARS**, or **ALL COUNTRIES WHICH HAVE ISSUED YOU A PASSPORT**.

14. If prompted to answer the **MOTHER AND FATHER'S FULL NAME** question, you may type 'N/A'.

Miscellaneous information Application ID: 121657

Visa details	Your father's full name <small>Enter your father's full name</small>
Personal details	N/A
Passport details	Your mother's full name <small>Enter your mother's full name</small>
Visit details	N/A
Additional information	Your permanent address <small>Enter your permanent address</small>
Last visit details	2201 C Street NW Washington DC 20520
Miscellaneous information	Your phone number <small>Enter your contact phone number</small>
Appointment details	202-647-0000
	Your fax <small>Enter your personal fax number</small>
	Your email <small>Enter your personal email</small>
	Name of employer <small>Enter your current place of work or study</small>
	US Department of State
	Work position <small>Enter your position</small>
	Special Assistant
	Employer address <small>Enter your work address</small>
	2201 C Street NW Washington DC 20520
	Work telephone <small>Enter your work telephone number</small>

For Official USG Travel, please enter the address and your contact information of the **Agency/Employer** for which you are traveling. Please do not use acronyms. (Note: Your Agency's address can be used in the Home Address box as well.)

Please answer the question regarding your **Relatives/Relationship**.

15. If applying in the USA, please select **Embassy of Russia in the United States** under **DESTINATION NAME**.

APPLICATION DATE refers to the date that you are requesting SIA get your Visa from the Russian Consulate.

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

Appointment details Application ID: 796212

Navigation menu:
- Visa details
- Personal details
- Passport details
- Visit details
- Additional information
- Last visit details
- Miscellaneous information
- Appointment details

Select the location where you will be applying for your visa

Destination name
Embassy of Russia in United States
[Delete] [Add]

Date of your visit to consulate or visa center
19 Decembe 2012
Enter your intended date of visit to the Consular department with the intention of document submission to apply for a visa. Enter the date in "dd/mm/yyyy" format.

Buttons: [Previous] [Save draft] [Next] [Cancel]

© Consular department of MFA of Russia

Error on page. Internet 100%

16. You will be shown your visa application answers. You may select **EDIT** to return to previous pages to correct any answers. If you have not already done so on a previous screen where the option exists (the first page of questions must be answered in order to Save), ensure you choose **SAVE**, or you will not be able to return to your application.

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

Visa details Application ID: 796212

Nationality	UNITED STATES
Have 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)	OFFICIAL VISITS
Purpose of visit	OFFICIAL JOURNEY/DIPLOMATIC
Visa category and type	DIPLOMATIC
Number of entries	MULTI
Date of entry into Russia	01/01/2013
Date of exit from Russia	31/12/2013

Personal details

Surname (as in passport)	TRAVELER
First name, other names, patronymic names (as in passport)	LUCKY
Other names used in the past (maiden, religious, etc.)	
Last first/middle name	

Appointment details

Name of employer	UNITED STATES DEPARTMENT OF STATE
Work position	SPECIAL ASSISTANT
Employer address	2201 C STREET NW, WASHINGTON, DC 20520
Work telephone	
Work fax	
Work email	
Do you currently have relatives in Russia?	no

Select the location where you will be applying for your visa

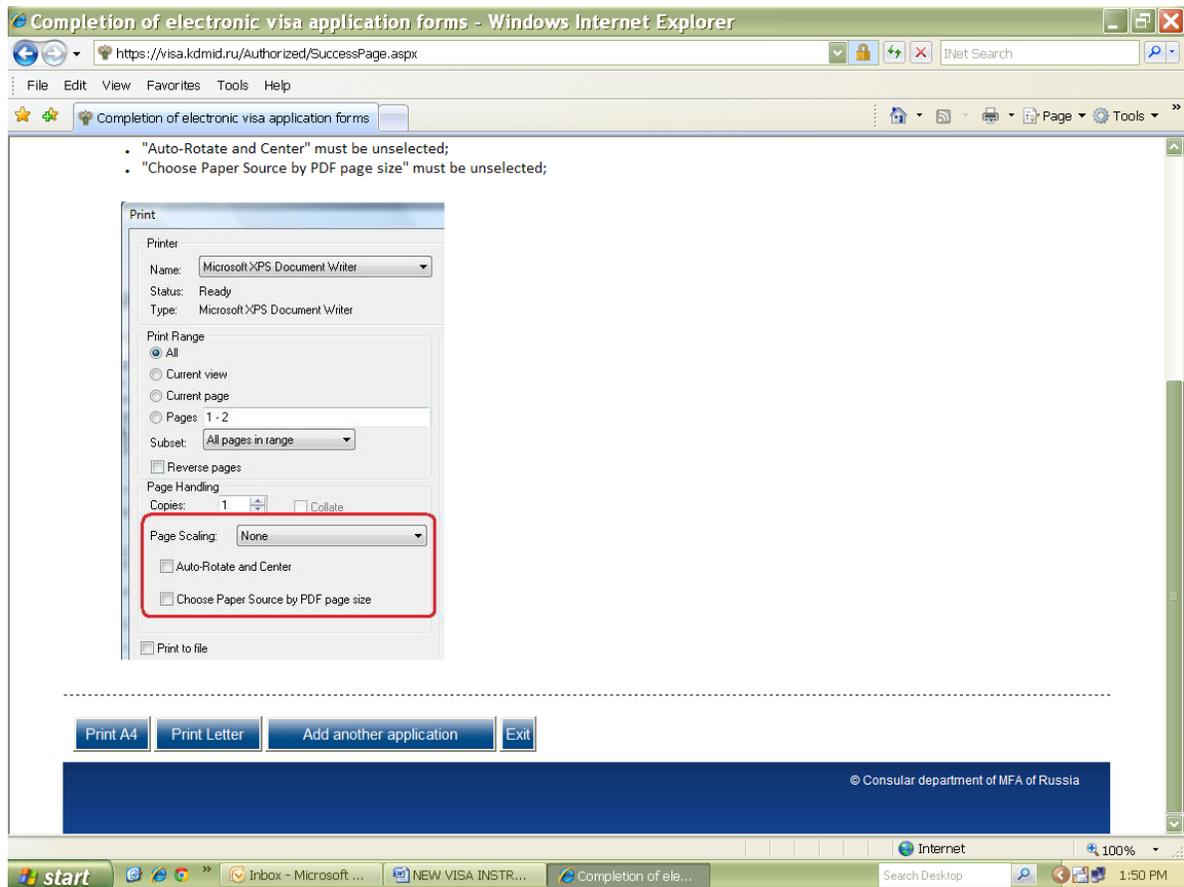
Destination name	Embassy of Russia in United States
Date of your visit to consulate or visa center	19/12/2012

© Consular department of MFA of Russia

Save Cancel

Error on page.

17. You will be redirected to the **APPLICATION SUCCESSFULLY COMPLETED** page. Print the most current application by selecting **PRINT LETTER**. See Sections 2-4 for guidance on next steps for submitting your Visa Application Hard Copy to SIA.



Please note that if you are unable to complete the application in one sitting, you can always go back to edit your application. Each application has a unique Application ID number attached to it once opened. **Please make sure you keep the number of the most current application.**

2. Sample Hard Copy and Explanation

The information submitted in the electronic form described in Section 1 will populate to a hard copy application for submission to SIA. You may wish to review the hard copy you've printed against the sample provided here prior to delivering to SIA (Section 4), ensuring that all boxes have been appropriately filled in, **otherwise the application is likely to be rejected.**

If on reviewing the hard copy you find you have made an error, please complete and submit a new online application, or the application will be rejected. Also, note that any changes to your online visa application *after* submission to the Russian Embassy may result in rejection of an application and a request for a new application.

The following hard copy sample also includes an explanation of the Item numbers (see Page 19) that travelers have typically had applications returned for filling in incorrectly.

FOR PCS STAFF

Russian Application Do's and Don'ts

20002-1107863\ 1/28/2013 8:00:34 PM Completed: visa.kdmid.ru
Destination: Embassy of Russia in United States



VISA APPLICATION

20001 - 538013 / 11.09.2012 00:48:05

I declare that data supplied by me is correct and complete. I am aware that any false statements will lead to the annulment of a visa already granted and may also render me liable to prosecution under Russian law of the Russian Federation upon the expiry of the visa. If granted, I understand that possession of a visa does not entitle me to enter Russia. I will not seek compensation if I am refused to enter Russia.

**** - not to be filled by holders of diplomatic and official passports**

1. Nationality (if you formerly had USSR or Russian citizenship, please indicate when and why you lost it)	6. Purpose of visit (OFFICIAL JOURNEY/DIPLOMATIC, DIPLOMATIC, TOURIST)
UNITED STATES	OFFICIAL JOURNEY/DIPLOMATIC
2. Last name (as in passport)	7. Category and type of visa
GAMRONK	DIPLOMATIC
(as in passport)	8. Number of entries
	Single entry Double entry
3. Date of birth (dd/mm/yy)	9. Date of entry in Russia
28/06/12	
4. Date of birth (dd/mm/yy)	10. Date of departure from Russia
28/06/12	27/09/13

6. Purpose of visit with DIP Passport:
OFFICIAL JOURNEY/DIPLOMATIC
 *For Diplomatic assignments only (PCS), the purpose should be **Diplomatic Servant**. EFM: Family member of **Diplomatic Servant**

Purpose of visit with OFF Passport:
OFFICIAL JOURNEY

7. Category and type of visa for DIP:
Diplomatic
Category and type of visa for OFF:
Official

NO HANDWRITING

PAD DATES at the end of journey only.

4. Date of birth (dd/mm/yy)	5. Sex	M	F	28/06/12	(dd/mm/yy)	27/09/13	(dd/mm/yy)
28/06/12							
11. Passport No	Issued by			Date of issue (dd/mm/yy)	Valid until (dd/mm/yy)		
12345678	U.S. DEPARTMENT OF STATE			28/06/12	28/06/16		

12. Type of passport	diplomatic	official	tourist
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other	please specify		

13. Russian institution or organization to be visited? (for tourists - name and reference number of the host tourist company; for businessmen - name and reference number of the host company; for family members - last name, first name, middle names and home address of the host)

U.S. EMBASSY MOSCOW; U.S. CONSULATE IN ST. PETERSBURG AND YEKATERINBURG; MOSCOW; ST. PETERSBURG; YEKATERINBURG

14. Itinerary (dates of visit)

MOSCOW; SAINT-PETERSBURG; YEKATERINBURG

**15. Do you have a medical insurance valid in Russia?

yes Please specify: _____ no

16. Who will pay for your trip to and stay in Russia?

U.S. GOVERNMENT

17. Marital status

married single (never married) divorced separated widowed

18. Spouse's full name (if divorced or separated, please indicate maiden name if applicable)

19. Spouse's date of birth (dd/mm/yy)

20. Spouse's place of birth

**21. Your father's full name

**22. Your mother's full name

23. Have you ever been issued a Russian visa? (When and where?)

NO

NO white-out

**24. Has your passport ever been lost or stolen?

yes no

**25. List all countries you have visited in the last ten years and indicate the year of visit

**26. List all countries which have ever issued you a passport

**27. List your last two places of work, excluding the current one

1. Name	Phone number
Address	Your chief's surname
Your position	Dates of joining - dismissal (dd/mm/yy) (dd/mm/yy)
2. Name	Phone number
Address	Your chief's surname

Traveling outside of the embassy or consulate will require approval from the Ministry of Foreign Affairs. Invitation or Telex # should be provided to SIA.

**** - not to be filled by holders of diplomatic and official passports**

****28. List all educational institutions you ever attended, except high schools**

1. Name	Address and phone number		
Course of study	Dates of admission and graduation	(mm/yy)	(mm/yy)
2. Name	Address and phone number		
Course of study	Dates of admission and graduation	(mm/yy)	(mm/yy)

****29. List all professional, civil and charity organizations which you are / were a member of or cooperate / cooperated with**

NO

****30. Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance? If yes, please specify**

****31. Have you ever performed a military service? If yes, indicate the country, branch of service, rank, military occupation and dates of service**

****32. Have you ever been involved in an armed conflicts, either as a member of the military service or a victim? If yes, please specify**

33. IMPORTANT! EACH APPLICANT MUST READ AND GIVE ANSWERS TO THE FOLLOWING QUESTIONS
A visa may be refused to persons who are within specific categories defined by the law as inadmissible to Russia.

Have you ever been arrested or convicted for any offence?	yes <input type="checkbox"/> When? (dd/mm/yy)	Where?	no <input checked="" type="checkbox"/>
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 a addict?	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	
Have you ever been refused a Russian visa?	yes <input type="checkbox"/> When? (dd/mm/yy)	Where?	no <input checked="" type="checkbox"/>
Has your Russian visa ever been canceled?	yes <input type="checkbox"/> When? (dd/mm/yy)	Where?	no <input checked="" type="checkbox"/>
Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information?	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	
Have you ever overstayed your Russian visa or stayed unlawfully in Russia?	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	
Have you ever been deported from Russia?	yes <input type="checkbox"/> When? (dd/mm/yy)	Where?	no <input checked="" type="checkbox"/>

Your answer yes in item 33 does not automatically signify ineligibility for a visa. In this case you may be required to personally appear before a consular officer.

34. Name, address and phone number of a person or hotel in Russia that you plan to stay with
U.S. EMBASSY MOSCOW: BOLSHOY DEVIANTSKY PEREULOK NO 8 MOSCOW 121099, 7499-726-8900 U.S. CONSULATE ST. PETERSBURG: 12 FURSHATSKAYA ST. ST. PETERSBURG 191028, 78123312600 U.S. CONSULATE YEKATERINBURG: 18 GOGOL STREET YEKATERINBURG 620151, 74927741966

35. Has this application been completed personally by you? If no, indicate the person completing this application in item 36 yes no

36. Application completed: Surname, first name

Relationship to applicant	Applicant's address
 <div style="border: 1px solid black; padding: 5px; text-align: center;"> PHOTO MUST FIT INSIDE THIS BOX. WITH BLACK EDGE SHOWING </div>	37. Other names ever used (maiden name, pen-name, holy orders, et.)
	NO
	38. Your permanent address, phone and fax number, E-mail
	2201 C ST NW WASHINGTON, DC 20520, 202-647-6749, GAMBONEL@STATE.GOV
	39. Place of birth (if born in Russia, please indicate when and what country you emigrated to)
	UNITED STATES, MASSACHUSETTS
	40. Place of work or study, present position (name, address, phone and fax numbers, E-mail)
	U.S. DEPARTMENT OF STATE, 2201 C ST NW WASHINGTON, DC 20520, 202-647-6749, 202-647-8900, GAMBONEL@STATE.GOV, BILATERAL AFFAIRS OFFICE, OFFICE OF RUSSIAN AFFAIRS
	41. Are any of your relatives staying in Russia now?
	(full name, relation degree, date of birth, permanent address) NO

I agree to my personal data on this application form being processed and communicated to the appropriate Russian authorities for the issue of a visa.

Date (dd/mm/yy), applicant's signature

11/09/2012 *[Signature]*

Date and signature MUST be under designated area NOT over.

FOR TDY STAFF

Russian Application Do's and Don'ts

20002-1107863\ 1/28/2013 8:00:34 PM Completed: visa.kdmid.ru
 Destination: Embassy of Russia in United States



VISA APPLICATION

20001 - 538013 / 11.09.2012 00:48:08 /

6. Purpose of visit with DIP Passport:
 OFFICIAL JOURNEY/DIPLOMATIC
Purpose of visit with OFF Passport:
 OFFICIAL JOURNEY
7. Category and type of visa for DIP:
 Diplomatic
Category and type of visa for OFF:
 Official

I declare that data supplied by me is correct and complete. I am aware that any false statements will lead to the annulment of a visa already granted and may also render me liable to prosecution under Russian law of the Russian Federation upon the expiry of the visa. If granted, I understand that possession of a visa does not guarantee that I will be admitted to Russia. I will not seek compensation if I am refused to enter Russia.

**** - not to be filled by holders of diplomatic and official passports**

1. Nationality (if you formerly had USSR or Russian citizenship, please indicate when and why you lost it)		6. Purpose of visit	
UNITED STATES		OFFICIAL JOURNEY/DIPLOMATIC	
2. Last name (as in passport)		7. Category and type of visa	
GAMRONF		DIPLOMATIC	
3. First name (as in passport)		8. Number of entries	
		Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input checked="" type="checkbox"/>	
4. Date of birth (dd/mm/yy)		9. Date of entry in Russia	
28/09/12		28/09/12 (dd/mm/yy)	
5. Sex		10. Date of departure from Russia	
M <input type="checkbox"/> F <input checked="" type="checkbox"/>		27/09/13 (dd/mm/yy)	
11. Passport No		Date of issue (dd/mm/yy)	
12345678		28/09/12	
Issued by		Valid until (dd/mm/yy)	
U.S. DEPARTMENT OF STATE		28/09/16	
12. Type of passport			
diplomatic <input checked="" type="checkbox"/> official <input type="checkbox"/> tourist <input type="checkbox"/> other <input type="checkbox"/> please specify			
13. Russian institution or organization to be visited? (for tourists - name and reference number of the host tourist company, for businessmen - name of the company, for other persons - last name, first name, middle names and home address of the host)			
U.S. EMBASSY MOSCOW, U.S. CONSULATE IN ST. PETERSBURG AND YEKATERINBURG, MOSCOW, ST. PETERSBURG, YEKATERINBURG			
14. Itinerary (places of visit)			
MOSCOW, SAINT-PETERSBURG, YEKATERINBURG			
**15. Do you have a medical insurance valid in Russia?			
yes <input type="checkbox"/> no <input checked="" type="checkbox"/> Please specify?			
16. Who will pay for your trip to and stay in Russia?			
U.S. GOVERNMENT			
17. Marital status			
married <input type="checkbox"/> single (never married) <input checked="" type="checkbox"/> divorced <input type="checkbox"/> separated <input type="checkbox"/> widowed <input type="checkbox"/>			
18. Spouse's full name (if divorced or separated, please include maiden name if applicable)		19. Spouse's date of birth (dd/mm/yy)	
20. Spouse's place of birth			
**21. Your father's full name		**22. Your mother's full name	
23. Have you ever been issued a Russian visa? (When and where?)			
NO			
**24. Has your passport ever been lost or stolen?			
yes <input type="checkbox"/> no <input checked="" type="checkbox"/>			
**25. List all countries you have visited in the last ten years and indicate the year of visit		**26. List all countries which have ever issued you a passport	
**27. List your last two places of work, excluding the current one			
1. Name		Phone number	
Address		Your chief's surname	
Your position		Dates of joining - dismissal (mm/yy) (mm/yy)	
2. Name		Phone number	
Address		Your chief's surname	

NO HANDWRITING

PAD DATES at the end of journey only.

Traveling outside of the embassy or consulate will require approval from the Ministry of Foreign Affairs. Invitation or Telex # should be provided to SIA.

NO white-out

**** - not to be filled by holders of diplomatic and official passports**

****28. List all educational institutions you ever attended, except high schools**

1. Name	Address and phone number		
Course of study	Dates of admission and graduation	(mm/yy)	(mm/yy)
2. Name	Address and phone number		
Course of study	Dates of admission and graduation	(mm/yy)	(mm/yy)

****29. List all professional, civil and charity organizations which you are / were a member of or cooperate / cooperated with**

NO

****30. Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance? If yes, please specify**

****31. Have you ever performed a military service? If yes, indicate the country, branch of service, rank, military occupation and dates of service**

****32. Have you ever been involved in an armed conflicts, either as a member of the military service or a victim? If yes, please specify**

33. IMPORTANT! EACH APPLICANT MUST READ AND GIVE ANSWERS TO THE FOLLOWING QUESTIONS
A visa may be refused to persons who are within specific categories defined by the law as inadmissible to Russia.

Have you ever been arrested or convicted for any offence?	yes	When? (dd/mm/yy)	Where?	no	<input checked="" type="checkbox"/>
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 a addict?	yes			no	<input checked="" type="checkbox"/>
Have you ever been refused a Russian visa?	yes	When? (dd/mm/yy)	Where?	no	<input checked="" type="checkbox"/>
Has your Russian visa ever been canceled?	yes	When? (dd/mm/yy)	Where?	no	<input checked="" type="checkbox"/>
Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information?	yes			no	<input checked="" type="checkbox"/>
Have you ever overstayed your Russian visa or stayed unlawfully in Russia?	yes			no	<input checked="" type="checkbox"/>
Have you ever been deported from Russia?	yes	When? (dd/mm/yy)	Where?	no	<input checked="" type="checkbox"/>

Your answer yes in item 33 does not automatically signify ineligibility for a visa. In this case you may be required to personally appear before a consular officer.

34. Name, address and phone number of a person or hotel in Russia that you plan to stay with
U.S. EMBASSY MOSCOW: BOLSHOY DEWANTSKY PEREULOK NO 8, MOSCOW 121099, 7495-728-6000. U.S. CONSULATE ST. PETERSBURG, 15 FURSHATSKAYA ST. ST. PETERSBURG 191029, 78123315660. U.S. CONSULATE YEKATERINBURG, 18 GOGOL STREET YEKATERINBURG 620151, 74957741888

35. Has this application been completed personally by you? If no, indicate the person completing this application in item 36 yes no

36. Application completed: Surname, first name Applicant's address

Relationship to applicant Applicant's address

37. Other names ever used (maiden name, pen-name, holy orders, etc.)
NO

38. Your permanent address, phone and fax number, E-mail
2201 C ST NW WASHINGTON, DC 20520, 202-647-6749, GAMBONEL@STATE.GOV

39. Place of birth (If born in Russia, please indicate when and what country you emigrated to)
UNITED STATES, MASSACHUSETTS

40. Place of work or study, present position (name, address, phone and fax numbers, E-mail)
U.S. DEPARTMENT OF STATE, 2201 C ST NW WASHINGTON, DC 20520, 202-647-6749, 202-647-8980, GAMBONEL@STATE.GOV, BILATERAL AFFAIRS, ST. PETERSBURG OFFICE OF RUSSIAN AFFAIRS

41. Are any of your relatives staying in Russia now? (Full name, relation degree, date of birth, permanent address) NO

I agree to my personal data on this application form being processed and communicated to the appropriate Russian authorities for the issue of a visa.

Date (dd/mm/yy) applicant's signature

11/09/2012 *disa Jamb*

Date and signature MUST be under designated area NOT over.

Time/Date Stamp (top of front page): Please ensure that the last three letters of the time/date stamp are **Destination: Embassy of Russia in the United States**, indicating that you have requested processing in Washington DC.

Line 6: Most official USG TDY travel should be listed as ‘Official Journey/Diplomatic’. Permanent Change of Station (PCS) staff with diplomatic passports and titles should be listed as ‘Diplomatic Servant.’ The families or dependents of such PCS staff should be listed as ‘Family Member of Diplomatic Servant.’ PCS staff with diplomatic or official passports without diplomatic title (administrative and technical staff such as Marine security guards, PAE workers, etc.) should be listed as ‘Technical Employee’ and each of their dependents as ‘Member of Technical Employee Family.’

Line 7: Most official USG TDY travel and PCS staff should be listed as ‘Diplomatic.’ If a person chooses ‘Official Journey/Diplomatic’ or ‘Diplomatic Servant,’ the drop-down menu in line 7 will show ‘diplomatic.’ For ‘Official Journey/Administrative,’ the drop-down menu will show ‘Official.’

Line 8: Unless you are an intern assigned to a post in Russia, **‘Multiple Entry’ should be chosen.** Interns may only choose ‘Double Entry.’

Line 9: Date of entry - It is advisable to ‘pad’ the entry date to a few days before intended initial travel, so long as doing so would still allow for 7 days of processing time before the listed date of travel. Please do not expect to receive your visa before the full processing time of 5-7 business days. Ensure this date matches the dates on your cover letter.

Line 10: Date of departure - **USG TDYers should, in most cases, be entitled to receive a one year, multiple entry visa. PLEASE LIST A DATE OF DEPARTURE THAT IS ONE YEAR FROM THE DATE OF ENTRY (eg. September 28, 2012 to September 27, 2013).** This will not entitle you to stay in Russia for the entire year, but rather indicates the requested validity dates of the visa, in between which multiple entries can be made to the country. PCS may request visas valid for two to three years (depending on the length of their assignment), and interns should request visas that are valid for the number of months of their assignment.

Line 11: Valid until – please ensure that your passport is not expiring in less than six months, otherwise the Embassy will not issue a visa in it.

Line 13: Russian institution or organization to be visited – applicants that are consulting with U.S. officials in Russia do not need to provide letters of invitation or telex numbers. Please list the Embassy Moscow or the Consulates addresses as appropriate.

Line 14: Please list all cities you are likely to visit. If you are certain of the cities of the first trip, but may visit other cities in a future trip within the visa's one year validity, best practice would suggest listing all potential cities – however, we do not have clarity on whether this is required.

Line 15: Holders of Diplomatic or Official passports do not need to complete Line 15 (Medical Insurance). **No** can be chosen.

Lines 21-22: Holders of Diplomatic or Official passports do not need to complete (Father's and Mother's full name). **N/A** can be listed.

Line 23: Previous visas – if you have been issued a Russian visa in the past, please ensure the place and date of issuance are listed. The Russian Embassy will reject the application without these details.

Lines 24-32: Holders of Diplomatic or Official passports do not need to complete: Lost or Stolen Passport, Countries Visited, Countries of other passports, Last 2 Places of Work, Institutions of Higher Learning, Organization Membership, Special Skills, Military Background, Involvement in Armed Conflict. If prompted to answer, **No** may be chosen.

Line 34: Name & Address of person in Russia you plan to stay with – USG travelers may list Embassy Moscow or Consulates as appropriate. Please include full address.

Line 38: Your Permanent Address - For official USG travel, the address of the Agency/Employer for which you are travelling can be used in lieu of your home address. Please include full address and do not use acronyms.

Photo: Original color 2x2 passport photos on original photo paper **ONLY** (photocopies will be rejected) but they **must** be cut to size (but without cutting off features such as ears or hair) in order to fit in the designated area with the black outline visible. **Photos must be glued**, not taped or stapled.

Date: Please date in DD/MM/YY format in **BLUE INK**

Signature: Please sign in the space provided in **BLUE INK**. The signature should not stray outside the box provided; any signature that goes over the photograph will be rejected.

General:

1. Do not use acronyms or abbreviations, in particular when referencing your Agency (i.e. 'Department of Energy' vice 'DoE').
 2. Do not use White Out or correction tape on any part of the application.
 3. Applications should be on two-sided copies of one sheet of paper, check that your printer setting is set for 'Print on Both Sides'. The Russian Embassy will only accept two sided copies.
 4. There are several fields that do not need to be filled out for holders of Official or Diplomatic passports, please see Line by Line descriptions above.
-

3. Cover Letter Template and Explanation

All applications delivered to SIA (see Section 4) must include a cover letter on your Agency's letterhead. A template is provided here for your use, with explanations following the template.

SIA will use the information provided in this cover letter to submit your application to the Russian Embassy, and so the information in the cover letter should match the information in the application. Please see Section 5 for additional information that is necessary for cover letters for delegations.

[LETTERHEAD]

[DATE HERE]

Mr. Christopher P. Pressey
1111 19th St., NW
Special Issuance Agency
Suite 200
Washington, DC 20036

FROM: [AGENCY AND NAME HERE]

Subject: Request for One Year Multiple Entry Russian Visa

1) **NAMES OF USG TRAVELER(S):**

Name/Title:

Passport #:

2) **PURPOSE OF TRIP: [ENTER ACTUAL PURPOSE OF THE TRIP -- ie. "consultation(s) with US government officials" and "to participate in X conference(s)" and/or "to meet with Russian officials at..."]**

Will you be permanently assigned in Russia?

Yes _____ No ___ If so, where: -- (ie. "Consulate General St. Petersburg.")

3) **CHECK ONE**

Travelers will have consultations with U.S. Embassy/Consulate officials: Yes ___ No ___

If "no" please provide invitation letter from Russian organization or MFA Telex #.

CITIES TO BE VISITED: [Enter city(ies) to be visited]

DATES OF TRAVEL: [SAME dates from the visa application. Please note that most USG TDYers are eligible for multiple entry, one year visas and as a rule should apply for them.]

Itinerary: [Enter city(ies) to be visited]

CHECK ONE: VISA NEEDED LESS THAN 5 DAYS FROM TODAY:

Yes ___ No ___

Please process the following by: **[enter the date the visa is needed here]**.

If you have any questions, please call me at **[enter the best contact number here]**

Thank you in advance for your cooperation in this matter.

Signature

(Signature of direct-hire FTE supervisor or other authorized manager with personal knowledge of the traveler's U.S. government employment status and that the travel is authorized U.S. government business.)

**Name
Title**

From: Who SIA will contact with question regarding the applicant's visa. This can include the traveler, the traveler's assistant, travel arranger or other individual in the traveler's bureau. Office name should be from requester's/traveler's office.

- A. Subject:** Official travel requests should be for one-year multiple entry visas (except for interns or PCS staff).
 - B. Name AND Title:** Please include name and TITLE. (Note: Please ensure full title is included to ensure proper handling.)
 - C. Purpose:** USG official travelers who will have *any* consultations with USG officials in Russia are not required to provide an invitation letter or Telex number. In addition to other purposes, please include 'Consultations with USG officials.'
 - D. Cities to be Visited:** Please list all cities to be visited. On receipt the visa itself will likely not list each city, but each should be listed in the cover letter.
 - E. Dates of Travel:** **USG TDYers should, in most cases, be entitled to receive a one year, multiple entry visa. Please ensure cover letter dates of travel match your application, and BOTH SHOULD INDICATE ONE YEAR.** It is advisable to 'pad' the entry date to a few days before intended initial travel, so long as doing so would still allow for 7 days of processing time before the listed date of travel.
 - F. Itinerary:** List the city(ies) you plan to visit.
 - G. Visa needed less than 5 days from today:** Checking 'yes' will mean the Department of State has to request an expedited visa on your behalf. Please note that the Russian Embassy cannot and does not expedite in all requested cases, despite such Department requests. Please only check yes if an expedite is absolutely necessary given your intended travel time.
 - H. Processing time:** Please indicate the date you need your passport returned to you. If there is a reason you need your passport back significantly earlier than your travel time (i.e. you will be travelling elsewhere out of the country, requesting other visas, etc.) please indicate the reasoning here. Please note that regardless of the reasons, the Russian Embassy has indicated that it is under no obligation to take such reasons
-

into account when processing visas. Please do not expect to receive your visa before the full processing time (5-7 business days).

I. Contact: Advisable to list more than one contact person should questions arise.

4. What to Submit to SIA

A complete application package, to be brought to SIA's offices (see Section 8) will include:

For all applicants:

- a. Passport (signed and valid for six months following completion of travel).
- b. 1 original double-sided hard copy application (See Section 2) signed and dated with blue ink and with a glued color passport picture that fits inside the black box on the application. Applications without an original application will be rejected.
- c. 2 double-sided photocopies of the above signed, dated and pictured hard copy application.
- d. 3 photocopies of passport bio-page.
- e. 2 Cover Letters on U.S. Agency Letterhead (See Section 3).

For Delegations ONLY (See Section 5)

- a. a-e above plus a delegation list. Applications for individual delegation members should be submitted to SIA in the same order listed in the delegation list.

For PCS Staff ONLY (See Section 6)

- a. a-e above plus DS-1604/TM-4 orders

For those with invitation letters and/or Telex number:

- a. a-e above plus the letter and/or telex number.
 - b. If you will be consulting with any US government official while in Russia, include this in the purpose of your trip and a Telex is unnecessary.
-

5. Additional Requirements for Delegations

All delegations (five or more individuals travelling together with identical entry and departure dates) **must submit a list of travelers to SIA in addition to including this list on the cover letter.** This list, including a Delegation Name (ex: ‘Visit of Deputy Secretary of State to Russia’) must be emailed to CA-PPT-SIA-VISA-UNIT@state.gov **before** submitting the application to SIA.

Each traveler should be listed alphabetically in the format Last Name, First, Middle Initial. In separate columns then list the passport number, date of issuance, date of expiration, date of birth, and place of birth for each traveler. Example:

List names in alphabetical order by name

The title or head of your delegation should last appear at the top of the manifest

Visit of Deputy Secretary of State to Russia					
<u>Names</u>	<u>Passport numbers</u>	<u>Issue Date</u>	<u>Expiration Date</u>	<u>DOB</u>	<u>POB</u>
1) Doe, Jon A.	900543210	13/01/2010	12/01/2015	01/05/1950	Iowa, USA
2) Low Jr., Joe	900321123	20/02/2009	19/02/2014	03/15/1960	Utah, USA
3) Smith, Jane	910012345	27/03/2008	26/03/2013	05/20/1965	Illinois, USA
4) Thomas, Lee	910067890	01/01/2011	12/31/2016	07/25/1970	Maine, USA
5) Walters, Ann	911234567	31/05/2007	30/05/2012	09/30/1975	Texas, USA

When hard copy applications are submitted to SIA (see Section 4) ensure that they are submitted in the same order (i.e. alphabetical) as in the delegation list.

6. Additional Requirements for PCS Staff

Applications for PCS staff to be assigned to posts in Russia are largely the same as for TDYers. There are, however, certain differences – as follows:

- a. **Application Form/Cover Letter Entry-Exit Dates:** PCS staff may receive up to three year multiple entry visas (depending on length of assignment), and this should be reflected in the application's entry-exit request dates, as well as the cover letter. See Sections 1, 2, 3, Line 9-10.
 - b. **Application Form Purpose of Visit:** PCS staff with diplomatic passports and titles should mostly be listed as 'Diplomatic Servant.' The families or dependents of such PCS staff should be listed as 'Family Member of Diplomatic Servant.' PCS staff with diplomatic or official passports without diplomatic title (administrative and technical staff such as Marine security guards, PAE workers, etc.) should be listed as 'Technical Employee' and each of their dependents as 'Member of Technical Employee Family.' See Sections 1 & 2, Line 6.
 - c. **Additional document submission:** PCS staff must include their DS-1604/TM-4 orders (travel orders) in their application package submitted to SIA.
-

7. Additional Note for Interns Assigned to Posts in Russia

Applications for interns assigned to posts in Russia are largely the same as for TDYers. There are, however, certain differences – as follows:

- a. **Application Form/Cover Letter Entry-Exit Dates & Dual Entry:** Interns may receive dual entry visas valid for the time of their internship. This should be reflected in the application's entry-exit request dates, number of entries, as well as the cover letter. See Section 1, 2, 3, Line 8-10.
 - b. **Type of Passport: ONLY** if an intern is unable to be provided with a diplomatic passport, SIA may accept a tourist passport for processing. This should be specifically requested before submitting an application. **However, interns traveling on a tourist passport should check the “other” box and specify “regular” (DO NOT check “tourist” box).**
-

8. IMPORTANT REMINDERS, TIMING & CONTACT DETAILS

Do not contact or attempt to deliver applications directly to the Russian Embassy as the Embassy will not accept them. Please submit all visa packages for U.S. Government travelers to SIA at the address below, during opening hours ONLY. They will be delivered by SIA courier to the Russian Embassy and picked up by SIA courier when the visa is finalized.

Address:

Department of State Special Issuance Agency (SIA)
Attn: Russian visas: Ryland Jones
1111 19th Street NW, Suite 200
Washington , DC 20036

Opening Times:

SIA is open to accept completed Russian Visa Application packages Monday-Friday 9:00 am – 4:00 pm

For questions regarding the Russian Visa application process, please contact SIA's Russian Visa Group at:

Tel: (202) 955-0198
CA-PPT-SIA-VISA-UNIT@state.gov

For information on official Government travel, please visit:

<http://intranet.ca.state.gov/passports/customerservice/18081.aspx>
or http://travel.state.gov/specialissuance/visa_information_official.php (from a .gov or .mil address)

For information on travel to Russia, please visit:

http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_1006.html

Complete Processing Time:

5 to 7 business days, not including the date of submission to SIA. Please do not expect to receive your visa before the full processing time, and ensure that the dates on your application are correct and match the dates on your cover letter. All dates must be in DAY/MONTH/YEAR order.
