



# ORDER FORM/Formulaire

Call us for assistance.

Contactez-nous si vous avez besoin d'assistance

Account Number/Numéro de compte: \_\_\_\_\_

Travel Agency Name: \_\_\_\_\_

Nom de l'agence de voyage

## IMPORTANT TRAVEL DATES/DATES IMPORTANT DE VOYAGE:

Date passport must be back in your possession\*\*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date à laquelle votre passeport doit vous être retourné mm jj aaaa

Date of next international trip: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date de votre prochain voyage à l'étranger : mm jj aaaa

\*\*Rush/Emergency Fees: I understand that any visa request that is needed in seven business days or less, will be assessed a rush or emergency surcharge  
Je comprends que toute demande de visa qui doit être traitée en sept jours ouvrables ou moins sera assujettie à des frais supplémentaires pour le traitement accéléré.

## TRAVELER INFORMATION/INFORMATION SUR LE VOYAGEUR:

Traveler's Name: \_\_\_\_\_ Traveler's Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Nom du voyageur: Last nom de famille First prénom Date de naissance du voyageur: mm jj aaaa

Phone (daytime): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Téléphone (jour) Téléphone (cellulaire) Courriel

Name of Person Requesting This Order: \_\_\_\_\_ Phone: \_\_\_\_\_  
Nom de la personne qui remplit le présent formulaire : téléphone

## RETURN DOCUMENTS TO THIS ADDRESS/ADRESSE DE RETOUR:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Nom: Compagnie:

Street: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Rue: NO PO BOXES/Pas de boîte postale Ville: Province: Code Postal:

Telephone Number: \_\_\_\_\_ The address listed above is: Residential:  Business:   
Numéro de téléphone L'adresse indiquée ci-dessus est: Résidentiel: Affaires:

## RETURN SHIPPING METHOD/MÉTHODE D'EXPÉDITION POUR LE RETOUR DE DOCUMENTS

Fed Ex Priority Overnight/ Service prioritaire le lendemain de Fed Ex  Same Day or Courier (Call for Rates)/ Le jour même ou par messenger (contactez nous pour les tarifs)

I Authorize Delivery Without Signature: Signature: \_\_\_\_\_  
J'autorise de livraison sans signature: Signature:

## SERVICES REQUESTED/SERVICES DEMANDÉS

Select the type of service you request by placing a check mark in the appropriate box for each service you are ordering. Please note that separate forms and requirements apply for each visa procedure.

Sélectionner le type de service que vous désirez en cochant la case appropriée pour chaque service demandé. Veuillez noter que vous devez remplir des formulaires distincts pour chaque pays pour lequel vous demandez un visa et répondre aux exigences de chacun d'entre eux.

### Visa Services:

Services de visa:

	Entry/Exit Dates: Entrée/Sortie (Dates):	Tourist: Touriste:	Business: Affaires:	Transit: Transit:	Work: Travail:	Number of Entries: Nombre d'entrées:
<b>Country 1:</b> _____ Pays 1:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Country 2:</b> _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Country 3:</b> _____ Pays 3:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

## PAYMENT METHOD FOR APPLICABLE FEES/MODE DE PAIEMENT POUR LES FRAIS EXIGIBLES:

American Express:  Diners Club:  Master Card:  Visa:  Discover:  Money Order/Mandat:  Check/Chèque:

Name on Card: \_\_\_\_\_  
Nom qui apparaît sur la carte

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Signature: \_\_\_\_\_  
Numéro de la carte Date d'expiration: mm aa Signature:

Department #/Billing Reference: \_\_\_\_\_  
Département / Référence pour la facturation:

## Visa Processing Procedures and Requirements

Destination: Russia  
Purpose of Travel: Tourist  
Nationality: Canada  
Provided: Tuesday, March 06, 2012

### The following is required for CIBT to process your request:

#### 1. Passport/Passeport

Your signed passport (valid for at least six months) and with at least three (3) blank visa pages is required \*\* AND one photo copy of the information pages of the passport.

Votre passeport signé (valide pendant au moins six mois) et avec au moins trois (3) pages en blanc de visa est exigé \*\* ET une copie de photo des pages de l'information du passeport.

#### 2. Application Forms/Formulaires de demande

You must provide one completed visa application form. The application form must:

- Be typed or handwritten ink black in only and ink block letter form
- Display your name as it appears in your passport
- **Application MUST be printed double sided on one single sheet of paper NO EXCEPTIONS**

1 (one) computer completed visa application form required \*\* 1 (un) formulaire de demande visa complété par ordinateur est exigé

#### 3. Photographs / Photographies

1 (one) front facing, passport sized photo with a plain white background, colour photographs are required (not scanned)

Photo must be 35mm X 45mm AND must be taken in the past 6 months before the date of the application. Photo must be with a neutral expression, neither frowning nor smiling, and with your mouth closed. Picture must be signed on the back.

1 (une) photographie de passeport, de couleur, du revêtement avant, avec un fond blanc plat est exigés (non balayé)

La photo doit être 35mm x 45mm ET doit être prise en 6 mois derniers avant la date de l'application. La photo ne doit être avec une expression neutre, ni fronçant les sourcils ni souriant, et avec votre bouche fermée. L'image doit être connectée le dos.

#### 4. Itinerary / Itinéraire

A copy of the flight itinerary for this destination is required.

Une copie de l'itinéraire de vol pour cette destination est exigée.

#### 5. Personal Letter of Intent to The Embassy of the Russian Federation for Tourism

A three (3) to four (4) sentence letter and signed to The Embassy of the Russian Federation outlining your intent of travel in Russia. If your intent is tourism, outline your travelling for tourism, the cities your travelling to, and your mode of arrival, whether via flight, cruise ship details and stating that your intent in Russia is strictly tourism.

6. \*\*\* Photocopies / photocopies

**IMPORTANT:**

- You **MUST** provide photocopies of all items that you submit to CIBT including a copy of your information page of your passport.
- **If you prefer that CIBT make photocopies for you, additional fees of \$10.00 will be applied to your order.**
- We recommend that you retain a copy of all items that you submit for your own records.

7. Consular Fees/Honoraires consulaires

( 4 Business Day Processing) Single Entry C\$135.00 -- Double Entry C\$226.00

( 10 Business Day Processing) Single Entry C\$75.00 -- Double Entry C\$130.00

( 4 jours d'affaires traitant) entrée simple C\$135.00 -- C\$226.00 en partie double

( 10 jours d'affaires traitant) entrée simple C\$75.00 -- C\$130.00 en partie double

**\*\* If your jurisdiction requires processing in Ottawa the Standard processing is 30 business days and RUSH processing is 7 business days.**

8. Visa support Invitation/Invitation de soutien du Visa

CIBT can provide you the Visa Support Invitation if your tour/cruise operator or hotel cannot do so. Please complete this request form along with all other visa requirements. A service fee does apply of \$40.00 // CIBT peut te fournir l'invitation de soutien de visa si votre excursion/opérateur ou hôtel de croisière ne peuvent pas faire ainsi. Veuillez remplir ce formulaire de demande avec toutes autres conditions de visa. Une prestation de service s'applique de \$40.00.

9. Special Note / Note spéciale

**\*\*\* PLEASE ALLOW AT LEAST 5 WORKING DAYS BETWEEN THE DATE WHEN YOUR VISA APPLICATION IS SUBMITTED TO THE CONSULATE AND THE ACTUAL DATE OF ENTRY TO RUSSIA**

10. Processing Time/Durée de la transformation

Average Toronto processing time is 3 to 10 days depending on the service you select.

La durée de la transformation moyenne est de 3 à 10 jours selon le service que vous choisissez.

11. SPECIAL NOTE :

**SPECIAL NOTE**

**If you are located in the province of : British Columbia, Nova Scotia, Nunavut, New Brunswick, New Foundland & Labrador, Prince Edward Island, Yukon, and North West Territories.**

**Due to Russian jurisdictional rules your visa must be processed in Ottawa. A 3rd party must be used to submit to Russia Ottawa therefore a surcharge will exist. For regular processing surcharge is \$60.00 plus tax (Standard processing in Ottawa is 30 business days) , for RUSH processing surcharge is \$85.00 plus tax ( Rush processing in Ottawa is 7 business days). These fees are in addition to CIBT and Consulate fees.**



# VISA APPLICATION

**IMPORTANT!** Please type or print using ballpoint

I declare that data supplied by me is correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Russian law. I undertake to leave the territory of the Russian Federation upon the expiry of the visa, if granted. I understand that possession of a visa does not entitle its bearer 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
	7. Category and type of visa

2. Last name (as in passport)	8. Number of entries Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/>
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3. First and middle names (as in passport)	9. Date of entry in Russia (dd/mm/yy)	10. Date of departure from Russia (dd/mm/yy)
4. Date of birth (dd/mm/yy)	5. Sex M <input type="checkbox"/> F <input type="checkbox"/>	

11. Passport No  Issued by	Date of issue (dd/mm/yy)  Valid until (dd/mm/yy)
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12. Type of passport other <input type="checkbox"/> diplomatic <input type="checkbox"/> official <input type="checkbox"/> tourist <input type="checkbox"/> please specify <input type="checkbox"/>
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13. Russian institution or organization to be visited? (for tourists – name and reference number of the host tourist company, for businessmen – name of the host organization and town, for private persons – last name, first name, middle names and home address of the host)

14. Itinerary (places of visit)

**\*\*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?

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)
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20. Spouse's place of birth

**21. Your father's full name	**22. Your mother's full name
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23. Have you ever been issued a Russian visa? (When and where?)

**\*\*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
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<b>**27. List your last two places of work, excluding the current one</b>	
1. Name Address  Your position	Phone number Your chief's surname  Dates of joining – dismissal (mm/yy) (mm/yy)
2. Name Address  Your position	Phone number Your chief's surname  Dates of joining – dismissal (mm/yy) (mm/yy)

**\*\* - 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)

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

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

**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



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

**37. Other names ever used** (maiden name, pen-name, holy orders, et..)

**38. Your permanent address, phone and fax number, E-mail**

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

**40. Place of work or study, present position** (name, address, phone and fax numbers, E-mail)

**41. Are any of your relatives staying in Russia now?**  
(full name, relation degree, date of birth, permanent address)



### Russian Tourist Visa Support Letter

All tourists to Russia need a Tourist Visa Support letter. This is sometimes provided by your tour operator. Otherwise, CIBT can obtain the Tourist Visa Support letter on your behalf and CIBT will submit the letter with your visa application. A service fee does apply.

Last Name	<input type="text"/>	First Name	<input type="text"/>			
Email	<input type="text"/>	Phone #	<input type="text"/>			
Date of Birth	<input type="text"/>	City of Birth	<input type="text"/>			
Gender	<input type="text"/>	Country of Citizenship	<input type="text"/>			
Passport #	<input type="text"/>	Expiry	<input type="text"/>			
Date of Departure	<input type="text"/>	Country of Departure	<input type="text"/>			
Number of Entries	<input type="text"/>	Date of Entry	<input type="text"/>	Date of Exit	<input type="text"/>	
	Second Entry Info	Date of Entry	<input type="text"/>	Date of Exit	<input type="text"/>	optional
Cities to be visited	<input type="text"/>					
Hotel Name	<input type="text"/>					
If applicable						

Consulate where visa will be processed if known, circle one

Toronto   Ottawa   Montreal

Please submit a CIBT order form with this request. This form is found with this information for Russian visa. It also can be found under [www.ca.cibt.com](http://www.ca.cibt.com) Service Directory.

## SERVICE FEE INFORMATION

*Estimated processing charges are based on the following fee structure:*

### 1. CIBT Service Fees:

*The following prices are for CIBT's professional services per visa/passport per person. Final cost is determined by the number of business days given for processing your request and the CIBT services utilized to complete your request.*

Service Fee:	\$82.00
Rush Fee:	\$52.00
Emergency Fee :	\$77.00

### 2. Consular Fees:

*Consular and processing fees are determined by the foreign government issuing the visa and are subject to change beyond the control of CIBT. CIBT assesses a 3.5% processing fee on government agency fees only. Consular fees vary by consulate, please refer to requirements*

### 3. Copy Fees:

*Please submit a photocopy of your information page of your passport along with all supporting documents, letters, flight itineraries that support your visa request to avoid the photo copy fee. You will be charged a photocopy fee if all documents are not copied and submitted with your original submission.*

### 4. Money Order Fees:

*All Consulate fees are paid by CIBT to Embassies, Consulates and Government Offices. Embassies, Consulates and Government Offices require payment be made by Money Orders. A money order fee of \$9.00 is applied for each money order purchased to your invoice. **Please DO NOT send Money Orders, CIBT is responsible for payment.***

### 5. Shipping Fees:

*CIBT will return your completed documents to you via overnight mail. Additional charges will apply for weekend, same-day, after-hours delivery and shipping to/from USA. You may also provide your own account number for shipping. We utilize Federal Express and Purolator. We do not utilize XpressPoste.*

**FedEx Priority Overnight - Canada**  
**\$42.00**

### 6. HST tax applies to all fees, except consular fees

\*\*\*Please Note\*\*\*

*Additional charges may apply for shipments to consulates that do not allow personal appearance or drop offs.*



CIBT Inc, your Global Visa and Passport Professionals, is the world's leading travel document specialist and expediting service. CIBT can assist you with Canada and US based passport or visa processing, international passport or visa application forms and instructions, and other related services.

### **CIBT TERMS OF SERVICE**

Feel free to contact our customer service team if you have questions about your request. Contact information for individual CIBT branch locations can be found on our website at <http://www.ca.cibt.com/contact.aspx>. You can now use our Online Status Check feature to automatically check the status of your documents, from the time we receive your documents to the time we ship them back to you. Simply go to our Website at <http://www.ca.cibt.com> and select Status Check from our menu to use this new feature.

### **Cancellation Fees:**

**Orders cancelled prior to submission to government office will be assessed standard processing fees. Orders cancelled after submission will be charged standard processing fees including consulate fees.**

### **Hours of Operation:**

**Monday to Friday 830am to 530pm local time**

**Our offices are located in: Toronto and Vancouver**

### **Where to send your documents:**

**Your CIBT Order form has the appropriate address for where to submit your documents.**

### **Legal Disclaimer**

CIBT makes every effort to provide you with accurate information and to obtain the passport or visa you require for your trip, for the dates requested, in a timely manner. However, please be aware that CIBT does not warrant any information that it provides, and you use and rely on CIBT at your own risk.

When CIBT returns your passport and documents, it is important that you verify that all the visas you require for your trip have been obtained, that the personal information on those visas and your passport are accurate, the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that CIBT cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees: (i) are estimated based upon CIBT's experience, (ii) may vary according to information you provide to CIBT, (iii) may vary according to the specific answers in your applications, and (iv) are subject to change without notice.

The issuance of a visa or passport is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. CIBT makes no guarantees that any issuing authority will approve the application(s) and/or issue any document in a timely manner and CIBT service fees only are for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not CIBT) are responsible for making sure that you have complied with all necessary visa requirements.

By sending applications to CIBT for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that neither CIBT nor your travel company shall be liable to you for any failure to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, CIBT's total liability to you for any and all claims, causes of action, liabilities and damages of any kind whether based in contract, tort, strict liability or any other theory of law shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or \$500. In no event shall CIBT be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, loss of business opportunity, or for punitive damages, and your sole and exclusive remedy against CIBT for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the CIBT service fees actually paid by you or \$500, whichever is less.