



1625 K Street NW Suite 750 Washington DC 20006  
 Tel: 888 838 4867 ♦ Email: [TOUR@PinnacleTDS.com](mailto:TOUR@PinnacleTDS.com)

Visa requirements shown below are for U.S. PASSPORT HOLDERS ONLY. Nationals of all other countries please contact Pinnacle TDS directly for specific requirements associated with your itinerary.



**St. Petersburg**  
 August 30, 2015

Visa(s) Req'd	# Forms	# Photos	Cost 1 – Persons - 2		Application Deadline	Expedite Fee Per Person
Russia	1	2	\$383.00	\$736.00	July 10, 2015 (or 50 days prior to your departure)	\$150.00

Russian visas are issued for specific dates. Please complete your forms carefully.  
 Shoulders must be covered for photos.  
**Please use general sample information verbatim and substitute your personal information.**  
 Fees include completion of online visa application and necessary visa invitation.

Fees shown above include all necessary consular and service fees as well as the cost to ship your passport(s) via FedEx from our offices within the continental U.S. (Please add \$30.00 to cover extra shipping costs for addresses in Alaska, Hawaii, or Canada.) We strongly suggest that you send your documents to us via FedEx or some other form of traceable overnight courier service.

Please enclose your actual passport along with two (2) photographs and one (1) completed manual visa application form for Russia. Please also enclose two (2) clear photocopies of the vital information page of your passport. Photographs should be recently shot passport-type color photos with a clear background approximately 2" x 2" in dimension. (Note that machine or home digital photographs are not acceptable, shoulders must be covered and photographs must be different than those in current passport.) Your passport must be valid for a minimum of six (6) months beyond the completion of your travel and must have at least two (2) blank unused pages available not including those reserved for amendments and endorsements at the back of your passport. Contact PTDS directly for assistance with renewal of or to add pages to your U.S. passport, as this can easily be done at the same time you apply for your visa.

**Applications must be received in our offices no fewer than 50 days prior to your departure from your shipping address or by July 10, 2015, whichever is sooner. (Please do not forward your documents more than 90 days prior to your entry into Russia.) Documents received after the deadline will be subject to the per person expediting fee shown above.** Special requests for passports to be expedited due to other travel plans prior to your tour departure may also require expediting fees. Please contact PTDS directly regarding any special processing needs or before submitting documents you expect may be received substantially after the deadline as there may be special requirements and/or additional fees to process your request. It may not be possible to cancel processing of your applications once they have been submitted.

Please note that consular fees, shipping fees and application requirements are subject to change without notice.  
 Check or credit card payment accepted. Credit card payment subject to 3.5% surcharge.



**PLEASE BE CERTAIN TO RETURN THE FOLLOWING TO:**

**Pinnacle Travel Document Systems  
1625 K Street NW Suite 750  
Washington DC 20006**



- ◆ Your actual passport (Please keep a photocopy for your records.)
- ◆ This completed form
- ◆ Two (2) photocopies of the vital information page of you current passport
- ◆ One (1) manual visa application form *per person* for Russia
- ◆ Two (2) passport-type color photographs *per person* (Do not attach PTDS will do this for you)
- ◆ Credit or debit card authorization below

**PLEASE PRINT CLEARLY**

**Full Name (1):** \_\_\_\_\_ **Full Name (2):** \_\_\_\_\_

**Passport #:** \_\_\_\_\_ **Exp:**      /      /      **Passport #:** \_\_\_\_\_ **Exp:**      /      /     

<b>Home</b>	_____	<b>Home Tel:</b>	_____
<b>Mailing</b>	_____	<b>Work Tel:</b>	_____
<b>Address:</b>	_____	<b>Email:</b>	_____
	_____	<b>Date of Departure from Home:</b>	<u>    </u> / <u>    </u> / <u>    </u>
	(FedEx cannot deliver to PO boxes)		Month / Day / Year

<b>Address</b>	_____	<b>Tour Name: St. Petersburg</b>
<b>For the</b>	_____	<b>Date of Tour:</b> <u>08</u> / <u>30</u> / <u>2015</u>
<b>Return of</b>	_____	Month / Day / Year
<b>Passport:</b>	_____	<b>Dates in Russia: Enter</b> _____ <b>Exit</b> _____
<b>Tel:</b>	_____	<b>Special Instructions:</b> _____
	_____	_____

Please indicate below if there are known periods prior to your tour during which you will need your passport for another international trip or when you will not be available to sign for the return of your passport.

I will need my passport(s) for other international travel from      /      /      to      /      /     

I will not be at my home and/or return shipping address from      /      /      to      /      /     

**CREDIT CARD AUTHORIZATION: AMEX / VISA / MC (please circle one)**

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_  
Card #: \_\_\_\_\_ CID# \_\_\_\_\_ Expires:      /      /      Amount US\$ \_\_\_\_\_

**AHI RUSSIA 0830-15 (RUSSIA198)85 FX30 383/736 (INVITE)30 (COMP APP)40 2PGS VAL 03/07/16  
DL 07/10/15 150.00 3.5% (SEE ABOVE FOR ENTER/EXIT DATES)**

## **IMPORTANT NOTICE REGARDING PASSPORT PAGES & VALIDITY:**

You must have at least two (2) blank unused pages available in your passport for visas and entry/exit stamps. In addition, your passport must be valid for a minimum of six (6) months beyond the completion of your international travel. If you are a U.S. citizen, and need to renew or add pages to your passport Pinnacle Travel Document Systems can easily assist you with this at the same time your visas are being processed. The total additional fees for these services (including U.S. government expediting fees) are \$222.00 for passport pages and \$250.00 for passport renewals. We can also assist you with expediting first time passport applications.

You will need to complete an application form and a letter of authorization for PTDS and must send your actual passport to us. Specific requirements and the necessary forms are available for download from our Internet site:

Passport Pages  
Passport Renewals  
First Time Passports  
Second Passports

**[www.Traveldocs.com/PTDSPassports](http://www.Traveldocs.com/PTDSPassports)**

You may also contact us via email or phone at  
**[TOUR@PinnacleTDS.com](mailto:TOUR@PinnacleTDS.com)**  
or 888-838-4867 and we will send you an instruction kit.

# Russian Visa Application – Sample Data Input

**PLEASE USE SAMPLE INFORMATION VERBATIM AND SUBSTITUTE YOUR PERSONAL INFORMATION. FOLLOW INSTRUCTIONS BELOW IN RED**

Nationality: **Your Nationality**  
Formerly a Russian Citizen: **No**  
Purpose Section: **Tourism**  
Purpose: **Tourism**  
Visa Category: **Common Tourist**  
Number of Entries: **Multiple (THIS IS THE ONLY CORRECT ANSWER)**  
**PLEASE NOTE DAY/MONTH/YEAR DATE FORMAT**

**RUSSIAN VISAS ARE ISSUED FOR SPECIFIC DATES. BE CAREFUL FILLING OUT FORMS**

Date of Entry (dd/mm/yyyy): **Per Your Itinerary**  
Date of Exit (dd/mm/yyyy): **Per Your Itinerary**  
Your Last Name: **Doe (MUST MATCH YOUR PASSPORT EXACTLY)**  
First Name/Middle Name: **Johnathan Bonham (MUST MATCH YOUR PASSPORT EXACTLY)**  
Other Name used in the past: **Maiden name if married**  
Gender: **Male**  
Date of Birth (dd/mm/yyyy): **13/03/1961**  
Place of Birth: **California USA (MUST MATCH YOUR PASSPORT EXACTLY)**  
Were you born in Russia: **No**  
Type of Passport: **Tourist**  
Passport Number: **0123456789**  
Passport Issue Date (dd/mm/yyyy): **10/05/2010**  
Passport Expiration Date (dd/mm/yyyy): **09/05/2020**  
Which Institution are you going to visit: **Travel Company (THIS IS THE ONLY CORRECT ANSWER)**  
Name of Organization: **Atlanta**  
Address of Host Travel Company: **Pyatnitskaya St. Bldg 3 / 4 3<sup>rd</sup> Floor Moscow Russia 115035**  
Reference Number: **010880**  
Confirmation Number: **0000 (ALL APPLICANTS MUST ENTER THIS NUMBER)**  
Passport Issued by: **US Department of State (SAME FOR ALL US PASSPORTS)**  
Places You Plan to Visit: **St. Petersburg Moscow (Extension only)**  
Medical Insurance Policy: **Yes**  
Name of Policy Provider: **Blue Shield or Your personal Carrier Name**  
Who Will Pay for Trip: **Independently (THIS IS THE ONLY CORRECT ANSWER)**  
Do you plan to stay anywhere while in Russia: **Yes**  
Where do you plan to stay: **Hotel (THIS IS THE ONLY CORRECT ANSWER)**  
Name of Hotel: **Angleterre Hotel** **Intercontinental Hotel (Extension only)**  
Address of Hotel: **24 Malaya Morskaya Street,** **Tverskaya ul, 22**  
**St. Petersburg Russia 190000** **Moscow 125009**  
Phone Number: **844 255 8034** **7 495 797 88 87**

Have You Ever Been Arrested or Convicted: **No**  
Have You Had an Infectious Disease or Ever Abused Drugs: **No**  
Have You Ever Been Refused a Russian Visa: **No**  
Has Your Russian Visa Ever Been Canceled: **No**  
Have You Ever Tried to Get a Russian Visa by Providing False Information: **No**  
Have You Been in Russia with an Expired Visa or Without a Visa: **No**  
Have You Ever Been Deported From Russia: **No**  
Is This Application Filled Out By You Personally: **Yes**  
Have You Ever Received a Russian Visa: **No**  
Do You Have Specialized Skills With Firearms: **No**  
Have You Ever Performed Military Service: **No**  
List All Professional, Civil and Charity Organizations You Belong to: **Red Cross, United Way**  
Have You Ever Been Involved In Armed Conflict: **No**  
List All Educational Institutions You Attended Other Than High School: **Name,Address,Degree,Dates**  
List Last Two Places of Work Excluding Current One: **Name,Address,Position,Supervisor,Dates**  
Have You Ever Been Issued a Russian Visa: **No**  
Has Your Passport Been Lost or Stolen: **No**

List All Countries Visited in the Last 10 Years: **China 2010 Australia 2000**

Have you been issued a passport from another country: **No (If Yes please provide details)**

Miscellaneous Information

Fathers Full Name:

**Johan Sebastian Doe**

Mothers Full Name:

**Johanna Margaret Bach**

Your Permanent Address:

**1234 Main Street Anywhere, California 98765**

**(PLEASE BE CERTAIN TO ENTER A COMPLETE ADDRESS)**

Do You Currently Work:

**No (If yes please provide details)**

Do You Have Relatives Currently in Russia:

**No**

# Manual Visa Application Form for Russia

**PLEASE PRINT CLEARLY. PLEASE REFER TO THE SAMPLE DATA INPUT FORM FOUND IN YOUR VISA KIT WHILE COMPLETING THIS FORM. USE SAMPLE INFORMATION VERBATIM AND SUBSTITUTE YOUR PERSONAL INFORMATION.**

Nationality:

Formerly a Russian Citizen:

Purpose Section: **Tourism**

Purpose: **Tourism**

Visa Category: **Common Tourist**

Number of Entries: **Multiple**

**PLEASE NOTE DAY/MONTH/YEAR DATE FORMAT**

**RUSSIAN VISAS ARE ISSUED FOR SPECIFIC DATES. BE CAREFUL FILLING OUT FORMS**

Date of Entry (dd/mm/yyyy):

Date of Exit (dd/mm/yyyy):

Your Last Name:

First Name/Middle Name:

Other Name used in the past:

Gender: **Male/Female**

Date of Birth (dd/mm/yyyy):

Place of Birth:

Were you born in Russia:

Type of Passport: **Tourist**

Marital Status: **Married Single Divorced Separated Widowed (Circle one)**

Spouses Full Name:

Spouses Date of Birth:

Spouses Place of Birth:

Passport Number:

Passport Issue Date (dd/mm/yyyy):

Passport Expiration Date (dd/mm/yyyy):

**PLEASE REFER TO THE SAMPLE DATA INPUT FORM FOUND IN YOUR VISA KIT**

Name of Organization: **Atlanta**

Address of Host Travel Company: **Pyatnitskaya St. Bldg ¾ 3<sup>rd</sup> Floor Moscow Russia 115035**

Reference Number: **010880**

Confirmation Number: **0000**

Passport Issued by: **US Department of State**

Places You Plan to Visit:

Medical Insurance Policy Valid in Russia: **Yes/No**

Name of Policy Provider:

Who Will Pay for Trip: **Independently**

Do You Plan to Stay Anywhere While in Russia: **Yes**

**PLEASE REFER TO THE SAMPLE DATA INPUT FORM FOUND IN YOUR VISA KIT**

Name of Hotel:

Address of Hotel:

Phone Number:

Have You Ever Been Arrested or Convicted: **Yes/No**

Have You Had an Infectious Disease or Ever Abused Drugs: **Yes/No**

Have You Ever Been Refused a Russian Visa: **Yes/No**

Has Your Russian Visa Ever Been Canceled: **Yes/No**

Have You Ever Tried to Get a Russian Visa by Providing False Information: **Yes/No**

Have You Been in Russia with an Expired Visa or Without a Visa: **Yes/No**

Have You Ever Been Deported From Russia: **Yes/No**

Is This Application Filled Out By You Personally: **No**

Have You Ever Received a Russian Visa: **Yes/No**

Do You Have Specialized Skills With Firearms: **Yes/No** **If Yes Please Specify:**

Have You Ever Performed Military Service: **Yes/No** **If Yes Please State Which Country, Service, Rank, Occupation and Dates of Service:**

List All Professional, Civil and Charity Organizations You Belong to:

**(List only those that are important to you or none at all at your discretion)**

Have You Ever Been Involved In Armed Conflict: **Yes/No**

List All Educational Institutions You Attended Other Than High School:

**(Name, Address, Degree, Dates, Phone#)**

1.

2.

List Last Two Places of Work Excluding Current One:

(Name, Address, Position, Supervisor, Dates)

1.

2.

Have You Ever Been Issued a Russian Visa: **Yes/No**

(If "Yes" list place and date of issue)

Has Your Passport Been Lost or Stolen: **Yes/No**

List All Countries Visited in the Last 10 Years: (Name and date of visit dd/mo/year)

1.

2.

3.

4.

5.

6.

7.

8.

List All Countries Which Have Issued You a Passport:

Fathers Full Name:

Mothers Full Name:

Your Permanent Address:

Phone:

Email:

Name of Employer:

Address of Employer:

Work Phone:

Work Email:

Your Position:

Do You Have Relatives Currently in Russia: **Yes/No**

Please provide information below in case we need to inquire about your application.

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE CONTACT: \_\_\_\_\_

NAME OF TOUR OPERATOR: AHI TRAVEL

TOUR NAME : ST. PETERSBURG