



Instructions for Completing Russian Visa Application

Updated November 25, 2009

General Instructions:

1. Print this form or fill it out and then print. Forms cannot be saved.
2. Be sure all responses are typed or printed in ballpoint pen in CAPITAL LETTERS
3. Space is at a premium, so keep your answers short and to the point. Complete sentences are not necessary. All information must fit on the form in the blocks.
4. Do not leave any question blank unless instructed to do so. Fill in appropriate answer or Yes, No, None, or N/A.
5. Where you see a ** beside a question this means that people with a Diplomatic Passport do not need to answer these questions.

VISA Application Instructions:

1. Enter citizenship – Example: AMERICAN, CANADIAN, MEXICAN
2. Enter last name EXACTLY AS IT IS ON YOUR PASSPORT
3. Enter first and middle names EXACTLY AS IT IS ON YOUR PASSPORT
4. Enter date of birth as DAY/MONTH/YEAR
5. Check the appropriate box
6. Enter the word CHARITY
7. Enter the word CHARITY
8. Put an X on Single Entry
9. Leave this Blank (SAC will fill in later)
10. Leave this Blank (SAC will fill in later)
11. Passport number
 - a. Passport Number: Enter your Passport Number
 - b. Issued by: National Passport Authority
 - c. Date of Issue: Enter your date of issue in this format: dd/mm/yy
 - d. Valid Until: Enter your date of issue in this format: dd/mm/yy
12. Type of Passport: Check “other” and enter a “P” in the “please specify” block
 - a. Note: Most passports are “P”. Confirm and find your passport type just above your name on the picture page of your passport.
13. Enter: MIR, Saint Petersburg,
14. Enter the name of the city to be visited (ie: St. Petersburg)
15. Check “YES” and enter: VMTI Insurance Company
16. Enter “MYSELF”
17. Check the appropriate box
18. Enter SPOUSE’S FULL NAME IN CAPS
19. Enter spouse’s date of birth as DAY/MONTH/YEAR
20. Enter CITY and STATE where spouse was born
21. Enter FATHER’S NAME IN CAPS
22. Enter MOTHER’S NAME IN CAPS

23. Enter appropriate information, previous Russian travelers will check YES and in the blocks enter date of last trip DAY/MONTH/YEAR and next to it the CITY you visited.
24. Check appropriate box
25. Enter appropriate information
26. Enter "USA" and/or any other country that has issued you a passport.
27. Enter appropriate information
 - a. If you have never worked or only worked one place, leave the unneeded area(s) blank. Write "Unknown" for information unknown
28. Enter appropriate information
29. Enter appropriate information. Keep this brief and to the point.
30. Enter appropriate information or "none"
31. Enter appropriate information
32. Enter appropriate information
33. MAKE SURE YOU ANSWER ALL 7 QUESTIONS UNDER QUESTION # 33
34. Leave this Blank (SAC will fill in later)
35. Check appropriate box
36. Complete this only if someone filled out this form for you

If you had assistance in filling out the form, make sure the person assisting you also signs the form and dates it as DAY/MONTH/YEAR. This would likely occur for a parent filling out the form for a child
37. Enter other names that you ever used
38. Enter your permanent address and phone number
39. Enter CITY and STATE where you were born
40. Enter PLACE OF WORK OR STUDY. Remember to enter your employer's name or business name, address, and phone number.
 - a. Homemakers should list name as HOUSEWIFE, address as home address, position as HOUSEWIFE, and home phone number
 - b. RETIRED should list name as RETIRED, address as home address, position as RETIRED, and home phone number.
 - c. MINISTERS should list both name and position as SELF EMPLOYED address, position, and home phone number.
 - d. Students should list their school name and information with position being STUDENT.
41. Enter appropriate information

After you have completed this form **SIGN YOUR APPLICATION EXACTLY AS YOUR NAME IS ON YOUR PASSPORT** and enter the date as DAY/MONTH/YEAR in the box on the left-hand side. Your visa photo will be attached later after your application has been turned in. If there are any questions please contact SAC at the following phone or address:

Strategic Angel Care

A Ministry to Orphans and Hurting Children in Russia

P.O. Box 863988 Plano, Texas 75086-3988

www.**SAC**orphans.org

972-517-4315 jneese@SACorphans.org