

[IATA United Kingdom](http://www.iata.co.uk/)[ATOL](http://www.caa.co.uk/)[ABTA - The Travel Association](http://www.abta.com/home)

**HOW TO COMPLETE A RUSSIAN VISA APPLICATION**

**Before you begin, be prepared:**

Among other questions, you will be asked to provide the following information, so please be prepared before you complete the form as once you will start the procedure you will not be able to save it until all questions are fully answered.

* Marital status and spouse's full name and date of birth
* Full names of father and mother
* Travel insurance policy name and number
* Russian Institution or organization to be visited with reference number: for tourists booking hotels/tours with us the answer is KONSULTSERVICE REF 002563. Please ask your IntoRussia consultant for the 6 digit number relevant to your booking (this will only appear on your visa support so it is important to request this from your consultant). If you are booking your hotel(s) independently, the hotel itself is your host and they will provide you with a unique reference number.
* Have you ever been issued a Russian Visa? When and where?
* List of all countries visited in the last 10 years
* List of all countries which have ever issued you a passport
* Your last two places of work (name of the company, your position, address, telephone, chief's surname and the dates of joining and dismissal)
* Your current place of work or study (present position, name and address, phone number and email of the organization)
* Educational institutions you ever attended, except high schools (names, addresses, phone numbers, dates and the names of the courses of study)
* Professional, civil and charity organizations which you are / were a member of or cooperate / cooperated with
* Your permanent address with phone number and email (if applicable)
* Do you have any relatives in Russia (if yes, full name, relation degree, date of birth and permanent address are required)

You will also be asked to provide the address and the phone number of the hotel you are staying in - please contact your consultant for this information.

**Please do not use any punctuation marks and remember that you have only half an hour to complete this form**

**Accessing/Completing the application form:**

* Log on to <https://visa.kdmid.ru/PetitionChoice.aspx>
* Select Create Online Visa Application/s
* On the next page select as follows:

Q: Where would you like to submit your Visa Application/s?  
A: select London or Edinburgh, depending on where you will be sending your passport / where you booked your holiday  
  
Q: Should you decide to Post (Mail/ Courier) your application/s to us, select the appropriate services that you will use i.e. Royal Mail.   
A: select Send by Royal Mail SDE  
  
Q: How would you like your processed application returned to you?   
A: Select Self provided Royal Mail Special Delivery Envelope  
  
Q: How would you like your application to be processed?   
A: Select as appropriate  
  
Q: Please provide your active Email-ID   
A: Enter your own email address  
  
At the end, enter the code as seen on the image, remember this is case sensitive and click Continue

* A new page Passport Validation will open: proceed as requested
* On the next pages you are required to provide your Visa, passport and personal details.
* Once you have filled in all the relevant fields and pages, note the reference number provided, print off the document (select the 'Download/Print Application Form' option), sign and date the form, and glue a passport sized photograph to the space provided.
* Finally, enclose your passport along with the form and send it by Special Delivery to the consultant at IntoRussia with whom you have booked your holiday.

**Please Note:**

* 'Address for visa to be sent' = the address of the IntoRussia office with which your visa/ trip was booked.
* 'Name' = Full name as per passport.
* Enter the information requested into the appropriate spaces on the form. Please answer all questions accurately. Your answers must be in English and must use English characters. Letters like ñ, ú, ÿ, ç are not recognized by the system. Please enter names like Muñoz and Súmonin as Munoz and Sumonin. Please do not use hyphens, commas etc.
* Press the Continue button at the end of the form. Failure to click on the Continue button will result in an incorrectly completed application form.
* You will need to complete an entire application form for each applicant. If the application is left incomplete your information will not be saved and the entire activity will need to be repeated from the start when you log on again.
* If you are travelling with family, you can select the 'Add' option to begin completion of your other family members' forms. You will not be permitted to add more than a total of 5 applicants at any one time.
* For Travel Agents and other Representatives, applicants who are not related need to be entered as individual applicants and not together.
* The online application forms are stored in the Russia Visa Centre system for duration of two weeks only. If you submit a printed and signed application form, we are still able to process the application for you after this 2 week period, however, if you wish to retrieve, modify or reprint online application after this time, a new form will have to be created at additional cost.

**IMPORTANT:**

**Please do not correct any mistakes by hand - if any part of the form is written on by hand other than the date and signature, the application may be rejected. Please seek advice from your IntoRussia consultant regarding any errors which need corrected.**

**Photo Specifications:**

The photograph needs to be glued to the indicated space on the application form and meet the following requirements:

* Recent colour photograph (not more than 6 months old).
* Taken against a light background (white or off-white) so that features are distinguishable and contrast against the background.
* Clear quality and with the face in focus.
* Printed on normal photographic paper (camera print)
* 35mm x 45mm in size.

Please do not hesitate to contact me on +44(0) 20 7603 5045 if you have any questions.

Best regards,

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