



Effective July 1<sup>st</sup> 2011, The Russian Federation has introduced a new Online Application hosted by the Russian Government. Due to these circumstances A-1 Passport is regrettably unable to provide technical support, reprinting, or error correction for your application. From this point forward no other form of application will be accepted by the Russian Embassy. The application will take a substantial amount of time to complete, so it is important to save your registration information. It may seem like a daunting task, but with this step by step guide it need not be.

A-1 Passport and Visa Express suggests you print out this walk-through to guide you through the application process.



*Press Ctrl + P to Print this Guide*

## Quick Tips

1. Adobe Acrobat 6.0 or higher is required to fill out this application.  
<http://www.adobe.com/products/reader.html>
2. If you are traveling to Russia as a tourist, you will need a confirmation document (voucher / invitation). The document contains two numbers: a "company reference number" and a "number of confirmation." To save yourself time and the hassle, consider obtaining a voucher through A-1 Passport, call us at 202.639.1500 for details.
3. Be sure not to leave anything blank when filling out your application. Each field must contain an answer, even if it is "not applicable" or "none." The only writing that can be on the application is your signature and the date at the bottom of the second page.
4. To access a previously created application select "My Applications" on the top right, then select "Edit."

## 1. Register

Click the link on A-1 Passport's website or go to <http://evisa.kdmid.ru/Default.aspx> and find the registration option in the top right of the page. Enter your name and the security setting to become a user. You will be presented with a DECLARANT ID and a PASSWORD. Write these down or take a screenshot of the image, the password is case sensitive. You will need these when you have to access your application at a later date or if you need to modify information. It is very important to record this information. Select "Application" then select "Yes" to agree to the terms and conditions.

## 2. Filling Out Your Application

**PURPOSE OF VISIT**— Simply select your reasons for traveling to Russia from the three drop down menus.

**NUMBER OF ENTRIES**— “One Shot” (single entry) and “Double” are for tourist and private entry. The multiple entry selection will be an option if you are going for business at the embassy’s discretion.

**DATE OF ENTRY**— Provide the precise date you will be arriving in the Russian Federation.

**DATE OF DEPARTURE**— Provide the precise date you will be leaving the Russian Federation.

*Click the “Next” button.*

**NATIONALITY**— Choose your nationality from the dropdown menu. (e.g. United States if a U.S. national)

**SURNAME**— Exactly as it appears on your passport.

**FIRST NAME**— Exactly as it appears on your passport.

**TYPE OF PASSPORT**— A tourist passport is an ordinary travel passport.

**PASSPORT NUMBER**— Carefully enter your passport number exactly as it appears on your passport. (Top right for U.S. passport holders)

**PASSPORT ISSUED BY**— The authority that issued your passport. (e.g. U.S. DEPARTMENT OF STATE)

**DATE OF ISSUE | DATE OF EXPIRATION**— Enter the exact dates as they appear on your passport in the appropriate format. (DD/MM/YYYY)

**DIRECTIVE NUMBER**— This is for business visas only. You will find the directive number on your Letter of Invitation. Leave this field blank if you are a tourist.

**TOURIST COMPANY REFERENCE NUMBER**— This is the number of the tourist organization that provided you with the confirmation to visit the Russian Federation.

**NUMBER OF CONFIRMATION**— This number will be the same as the voucher number on your *Letter of Invitation* from the hotel.

**NAME OF TOURIST COMPANY**— Enter the name of the company that provided you with your Confirmation.

**ROUTE OF JOURNEY**— Enter the town or city you are visiting in Russia. If it is not listed, type it in the box and click the “+” button to add it to the list.

*Click the “Next” button.*

**APPLICANT INFORMATION**— Fill in all the required fields. Write “NONE” if the question is not applicable to you, but **do not** leave the field empty.

*Click the “Next” button.*

**MEDICAL INSURANCE**— Specify the name of your provider if you select “Yes,” While U.S. citizens are not required to show proof of insurance coverage, non U.S. citizens are.

**WHO WILL PAY FOR YOUR TRIP AND STAY**— Write “Myself” or “Self” if you are a tourist. If this is a business trip type the name of your employer.

**MARITAL STATUS**—Enter your marital status. If you are married, divorced, or separated you must provide their information.

*Click the “Next” button.*

**PARENTAL INFORMATION**— Provide information about your parents. Provide the birth name if you know it. Patronymic name is synonymous with middle name.

*Click the “Next” button.*

**COUNTRIES YOU HAVE VISITED IN 10 YEARS**— If you answer “Yes” list all countries that you have visited in the last 10 years. **You must list all countries that are stamped in your passport.**

**PASSPORT ISSUED BY ANOTHER COUNTRY**— Choose “Yes” if other countries have issued you a passport. If this is the case make sure to list “United States” as well if you are a current U.S. Passport holder.

*Click the “Next” button.*

**HAVE YOU WORKED IN OTHER PLACES...**— If you choose “Yes,” list the last two places you have worked. Be sure to list at least one previous place of employment.

**HIGHER EDUCATION**— List ALL institutions of higher learning that have conferred a degree upon you and list the type of degree earned. If you are a current student list the school where you are a candidate for a degree. Optionally, you *may* list institutions where you have attended classes non-degree or non-matriculated if you have space.

*Click the “Next” button.*

**PROFESSIONAL, CIVIL, CHARITY ORGANIZATIONS**— If you choose “Yes” you will be prompted to list organizations.

**SPECIALIZED SKILLS CATALOGUE**— If you choose “Yes” you must list your skills.

**MILITARY SERVICE**— If you answered “Yes” previously, you will be required to provide your military information.

*Click the “Next” button.*

**YES OR NO QUESTIONNAIRE**— If you answer “Yes” to any of these questions the Online Application will generate a space for you to provide further explanation.

*Click the “Next” button.*

**WHERE DO YOU PLAN TO STAY IN RUSSIA**— If you are a tourist enter the name of the hotel where you will be staying. It will be on your voucher, if A-1 Passport and Visa Express is supplying you with the invitation list the hotel where you are staying. A tourist is **required** to provide the name of their hotel.

\*If you check the “Person” box you can enter names and addresses but this is only acceptable for business visas, student visas, or private visit applications.

*Click the “Next” button.*

**DO YOU HAVE ANY RELATIVES IN RUSSIA**— Choose “Yes” only if you have Russian relatives.

*Click the “Next” button.*

**IS THE APPLICATION COMPLETED BY YOU PERSONALLY**— Choose “Yes.” If you select “No” you must provide details relative to the subject of who filled in your application.

*Click the “Next” button.*

**NOTES**— Please do NOT leave this blank, write “None.”

*Click the “Next” button.*

**CLICK THE “Save and send” BUTTON**

**APPOINTMENT DATE**— Enter the day you completed the application (today).

**COUNTRY**— Choose “United States” from the drop down menu.

**VISA ISSUING OFFICE**— Choose “Washington” from the drop down menu.

### 3. Printing

If possible, print your application double-sided (e. g. back to back on a single page).

Print your application in letter format, this will be 8.5 x 11.

Uncheck the “Center and Rotate” option and choose “No Page Scaling” to avoid obscuring the barcode.

### 4. Checking Over Your Application

Be sure you have not confused your Reference number and Confirmation Number, only one number will appear on the completed application. Chances are if it contains anything besides Arabic numerals you have entered the incorrect number.

Make sure the application is printed in the correct dimensions (letter), all the tables are closed, and there are numbers on the top right of the application. Sign and date your application, A-1 Passport will affix your photos for you.