



## CHECKLIST OF DOCUMENTS THAT SHOULD BE SENT TO RNVB :

**A FILLED-IN AND SIGNED RNVB ORDER FORM**

**PASSPORT**

The passport must be:

- free of covers
- valid for at least six months after the expiry date of the visa
- have at least two blank facing visa pages

**A FILLED-IN FORM OF THE RUSSIAN CONSULATE** (RNVB will do this for you)

**ONE PHOTO**

This photo should:

- be sized to the official passport photo format (35 mm width x 45 mm height)
- have a light grey or white background

**(COPY) OF TRAVEL INSURANCE VALID IN RUSSIA OR WORLDWIDE**

**OFFICIAL LETTER OF INVITATION** (if you have it)

Only for former citizens of the Russian Federation or USSR **СПРАВКА О ВЫХОДЕ ИЗ ГРАЖДАНСТВА РФ**



### PLEASE SEND THE ABOVE MENTIONED DOCUMENTS TO:

#### VISA APPLICATIONS

RNVB  
P.O. Box 256  
1200 AG  
HILVERSUM



#### COURIER DELIVERY

Before requesting your visa by courier, please contact us at : +31 (0) 35 6215868



### APPLICATION REQUIREMENTS

- **Multiple entry applicants** must provide proof of a previous visa for Russia and at least one stay in Russia in the last 12 months.

This proof must be presented in the form of:

- The current or previous passport containing the old visa;
- A stamp on this previous visa, showing that the applicant has visited Russia at least once in the last 12 months;
- If it is not possible for you to send us the old passport, a copy of the old visa and passport identification page would be acceptable.

- **Applicants requiring the express service** for a single or double entry business visa using an invitation letter, must provide the following additional documents:

- A letter on the letterhead paper of the inviting company, signed by an authorized person, addressed to the Embassy of Russia, stating the urgency of the application;
- A copy of the ticket showing the departure date;
- This service is not guaranteed and is only available at the discretion of the embassy for those applicants requiring a single or double entry visa.

If you are **applying for a business visa with your own invitation letter**, please make sure this letter is printed on the letterhead paper of the Russian company, signed and stamped and contains a 10-digit INN, which is the taxpayer identification number (ИИИ in Russian).

If you have any other questions concerning your visa application, please send us an email or contact one of our receptionist by phone.