



**Travel**  
Department  
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## HOW DO I OBTAIN MY TOURIST VISA TO RUSSIA?

All foreign nationals, including children, require a visa to enter Russia. It is each individual passenger's responsibility to obtain the appropriate tourist visa and to make sure that when you receive it, all details are correct.

The information provided in this document relates to British passport holders. All other applicants should contact the Russian Visa Application Centre directly for advice.

**All Northern Ireland & GB Citizens are required to travel IN PERSON to either the Russian Visa Application Centre in London or Edinburgh to provide their fingerprints in order to proceed with their visa application. In the event of refusal to undergo this procedure, the applicant will not be issued a visa.**

**You do not need to make an appointment to visit the Russian visa application centers. They operate as walk in centers.**

**All passengers travelling to Russia must have valid medical insurance.**

## HOW DO I OBTAIN MY TOURIST VISA?

### **OPTION 1 – Apply through our official partner in London – VISA FIRST**

Visa First can process the visa on your behalf. Please see contact details below:

Visa First

Address: 3rd Floor, 9 White Lion Street, London N1 9PD, United Kingdom

Phone: +44(0) 207 659 9180

Web: [www.visafirst.com](http://www.visafirst.com)

Email address: [info@visafirst.com](mailto:info@visafirst.com)

A Visa First representative can accompany you to get your Biometrics at a cost, or if you prefer you can organise the Biometrics yourself.

Travel Department will not be held responsible for the loss of or damage to any document sent by post to Visa First. We strongly recommend you use registered post when sending valuable documents.

Please do not hesitate to contact Visa First should you have any queries.

## **OPTION 2 – Apply to a Visa Application Centre in London or Edinburgh.**

Please carefully study the information provided by VFS Global on their website:

[ru.vfsglobal.co.uk](http://ru.vfsglobal.co.uk)

### **Summary of the Visa Application Process:**

- Complete the online visa application form at [visa.kdmid.ru](http://visa.kdmid.ru)
- Once completed, print and sign the application and attach your passport sized photograph
- Attend in person to the Russian Visa Application Centre in London or Edinburgh.
- You will need the following documents for your application:
  - The completed online application form.
  - One passport photo per person.
  - Passport valid for a minimum of 180 days with at least two blank pages.
  - Copy of your holiday or health insurance policy.
  - Official Invitation and Travel Voucher (Please request from Travel Department, if choosing to apply directly. Please note that this could take up to two weeks to process).
  - The appropriate fee

Credit / Debit cards are accepted as payment. Sterling postal orders and bank drafts must be made payable to RNT Limited. Cheques are not accepted.

Please read the following information carefully before you start the online application form:

- Name of host travel company: 'OOO Tumlare' (do not enter Travel Department)
- Address of host travel company: Office 1201-1243 12<sup>th</sup> floor, Zanevsky Avenue 71 Lit A, 195196, St Petersburg.
- Reference number: This will be given when invitation and voucher is sent to you.
- Confirmation number: This will be given when invitation and voucher is sent to you.
- Itinerary (places of visit): E.g. Moscow & St Petersburg.
- Hotel contact details (please see your Travel Department confirmation invoice for your specific hotel names)
  - Novotel Centre, Novoslobodskaya str 23, 127055 Moscow  
Tel +7 495 780 4000
  - Holiday Inn Moscow Sushevsky, Sushevsky Val, 74, 129272, Moscow  
Tel +7 812 448 7171
  - Sokos Olympia Garden, Bataiskiy Pereulok 3A, 190013 St Petersburg  
Tel +7 812 335 2270
  - Sokos Vasilievsky, V.o. 8 Liniya 11-13, 190034 St Petersburg  
Tel +7 812 335 2290
  - Hotel Ambassador, 5-7, Rimsky-Korsakov av, St Petersburg, 190068  
Tel +7 812 331 8844

- Medical Insurance document requires the name & policy number of your insurance. Your visa application will be rejected if this policy number is not entered. The insurance policy can be either travel insurance or private medical insurance.
- Print the form in A4

### **Notes**

For those who choose to apply for their visa independently, Travel Department accepts no responsibility for delays caused by incorrect supply of information and/or delays in obtaining sufficient information to process visas. The responsibility lies solely with the customer to supply the correct information on time in order to obtain a valid visa for travel. Travel Department accepts no liability for any issues encountered by customers who do not obtain a visa for their holiday. Customers may be refused entry into their destination if a complete and correct visa application is not processed in time.

Travel Department accepts no responsibility for changes to procedure, fees and / or documentation required to obtain a tourist visa.

The information above is subject to change. It is the responsibility of customers who choose to apply for visas independently to familiarize themselves with up to date opening hours of Visa Application Centres and periodic closures and any changes in price for individual visa applications.