



### Traveler data / Angaben zum Reisenden

Country to Visit/Reiseland \*

Number of Entries/Anzahl Einreisen \*

Business - Tourist - Technical \*

Last Name/Nachname \*

First Name/Vorname \*

Nationality \*

Email \*

Phone / Telefon \*

### Assistant data / Angaben AssistentIn

Last Name/Nachname

First Name/Vorname

Email

Phone / Telefon

Cell phone/Handy

### Billing address / Rechnungsadresse

Company / Firmenname \*

Attention of / z.Hd. \*

Exact address / Genaue Adresse \*

PO-Number/Cost Center/Auftragsnummer/Kostenstelle

### Passport return address / Rückversandadr. Pass

Company / Firmenname

Attention of / z.Hd.

Exact address / Genaue Adresse

Return address for passport/Rücksendung Pass \*

Send Passport to Billing address/Passversand wie Rechnungsadresse

*For administrative reasons we require credit card payment for private persons.  
Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.*

Payment/Zahlung \*

- Invoice/Rechnung
- Credit Card

Credit Card Number with Expiry Date MM/YY

Number

Expiry Date

Date of request / Datum des Auftrags

Return my passport until: / Pass zurück bis:

### Required Shipping / Gewünschte Versandart:

Swiss Post Registered A-Post next working day (Monday-Friday) - CHF 9,00

DHL Courier Standard next working day (Monday-Friday) - CHF 18,50

Courier SAME DAY - price on request

Swiss Post Registered EXPRESS next day (Monday-Saturday) - CHF 22,00

DHL Courier Rapid next working day (Monday-Friday) - CHF 23,50

Courier international - price on request



# Consular Service Fly

Visa and Consular Service  
Bern - Geneva

## Required documents: Russia - Technical Installation

**Validity of Visa:**  
90 days

**Max. Duration of stay:**  
90 days

**Permitted entries:**  
1x/2x

- Our Visa Request Form
- Application form      Questionnaire PDF - (the online application form will be filled by us)
- Original passport, valid at least 6 months beyond return date
- If non-Swiss - Copy Swiss residence permit B or C
- 1 passport photo 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)
- Invitation letter: Official invitation issued by ministry, copy/scan - required language: russian
- Certificate of insurance (with inclusion of repatriation costs in case of death, valid for the entire duration of the stay)

**Submission procedure: The application/passport is submitted and collected by us. Personal appearance by the applicant is generally not necessary. Send us all necessary documents by swiss post registered letter to our P.O. Box address.**

Processing time standard application    9-10 working days

Processing time express application      1-3 working days

Processing time urgent application        not available

### Comment/Remarks

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.  
We are not liable for any delay or loss of documents posted on time.*

• [info@consular-service.ch](mailto:info@consular-service.ch) • [www.consular-service.ch](http://www.consular-service.ch) •

#### Office Bern

Postadresse: Postfach 9008, 3001 Bern  
Domizil: Murtenstrasse 114, 3202 Frauenkappelen  
Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

#### Office Genève

Adresse postale: Case postale 1345, 1211 Genève 1  
Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85



# Consular Service Fly

Visa and Consular Service  
Bern - Geneva

## Questionnaire Application form for Visa Russia

( incomplete forms can delay the application)

<b>Name and first name applicant</b>		
<b>Private address of residency</b>	<i>Street</i>	<i>Post code/Location</i>
<b>Place of birth</b>		
<b>Private Phone</b>		
<b>Maiden name</b>		
<b>Employer/Company Address Post Code/Location Function/Role Phone number</b>		
<b>Required Visa validity</b>	from:	till:
<b>Most important destinations in Russia</b>		
<b>Number of previous travels to Russia</b>		
<b>Date of last travel to Russia</b>	from:	till:
<b>Born in Russia? If yes – Russian passport existing?</b>	yes	no
<b>Relatives in Russia? Surname, Name Date of Birth Address Post Code/Location Degree of relationship</b>		

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# Consular Service Fly

Visa and Consular Service  
Bern - Geneva

## Visa selection

Tourist in CHF (incl. Visa, Handling fee, Invitation)	Processing time			Remarks
	Price 9-10 work days	Price 7 work days	Price 1-3 work days	
Single entry 30 days	249			
Multiple entry 3 months	369			
Multiple entry 6 months	409			

(Currently we are not able to issue invitation letters for business visas)

Business in CHF (incl. Visa, Handling fee)	Processing time			Remarks
	Price 9-10 work days	Price 7 work days	Price 1-3 work days	
Single entry 30 days	269	359		
Double entry 3 months	309	429		
Multiple entry 1 year	439		599 <sup>1</sup>	<sup>1</sup> Express only with Telex invitation

Technical in CHF (incl. Visa, Handling fee)	Processing time			Remarks
	Price 9-10 work days	Price 7 work days	Price 1-3 work days	
Double entry 3 months	309		429	<sup>1,2</sup> only with Telex invitation

Insurance in CHF (incl. Repatriation)	Price			Remarks
	30 days	39		
90 days	59			

Prices in CHF, excl. VAT

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## Insurance cover abroad

Surname and first name:

Date of birth:

Place of residence:

Policyholder number:

Duration of stay abroad, from

until

Travel destination: Russia

Reason for stay abroad: travel visa

Insurance coverage valid as of:

**BASIS Compulsory Health Care Insurance according to KVG (with accident)**

covers the costs of medically necessary out-patient medical treatment, hospital treatment as well as prescribed medicines and analyses for acute illnesses and accidents during a stay abroad anywhere in the world. At the most, double the estimate of the costs will be covered in line with the relevant price in the canton of residence in Switzerland. These benefits are paid only as long as the patient's state of health precludes repatriation to Switzerland.

**TOP Supplementary Health Care Insurance for special benefits according to VVG (with accident)**

covers the following costs worldwide in case of a temporary stay abroad (max. 12 months):

**Medical Expenses**

in emergency cases: urgent, scientifically recognised and appropriate treatments for:

- out-patient treatment (after deduction of the benefits paid by the BASIS health care insurance) 100% of the calculated costs
- in-patient hospital treatment (after deduction of the benefits paid by the BASIS health care insurance) 100% of the calculated costs

These benefits are paid only as long as the patient's state of health precludes repatriation to Switzerland. Legally binding or agreed deductibles as well as excesses will not be reimbursed.

**Personal assistance**

covers the full costs in emergency cases for:

(Cost reimbursement within the conditions of the existing insurance cover)

- medically necessary rescue operations and transportation
- medically necessary repatriation of the insured Person
- rescue and recovery operations up to max. CHF 20'000.- per person insured / calendar year

**Including Travel Insurance (complementary to the Swiss health care Insurance)**

- Emergencies (out- and/or in-patient treatments): € 30'000.-
- medically necessary repatriation: € 30'000.-
- Repatriation of remains: € 30'000.-

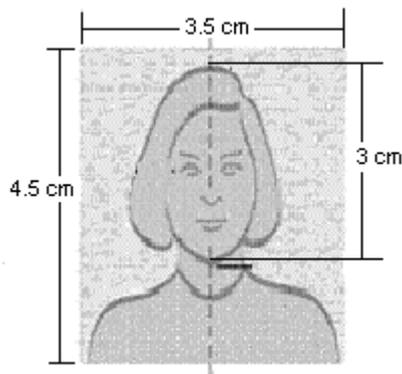
Helsana Versicherungen AG  
Kundenservice International  
Postfach  
CH-6001 Zürich  
Tel. +41 (0) 844 46 84 47

**Benefits are paid only if the  
Emergency Call Centre is notified!  
Emergency Phonenumber: +41 58 340 16 11**

Please kindly see below the information regarding the requirements of the photos for the **Russian Visa Applications**.

Also kindly note that:- If the photos that you sent along with your visa applications do not meet the below mentioned requirements then your application will be considered as the incomplete document.

### PHOTO SPECIFICATIONS



**Note:** The photographs submitted must meet with these specifications.

Please provide one recent photograph (**not more than 6 months old**) of yourself. The photographs should be:

- **3,5 x 4,5 cm 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).**
- **Full face, non-smiling (without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background).**
- **Please stick the Photograph on the Visa Application Form.**

