

## REQUISITE DOCUMENTS FOR ACCREDITED TRAVEL AGENCIES

**Please note: all required documents must be provided in original and one copy**

- International passport («заграничный паспорт») valid for a minimum of 3 months after the requested visa has expired. Passport must have at least three blank pages.  
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- In case an applicant has two valid international passports, both must be submitted. If one of the two passports has a valid Schengen visa the application cannot be accepted.  
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- Previous old passports if applicable.  
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- Internal passport («внутренний общегражданский паспорт») with valid registration («регистрация по месту пребывания») in the respective region confirming residence for at least three months before the journey and valid for a minimum of three more months after re-entering Russia.  
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- Non-Russian citizens must provide the following: valid registration («регистрация по месту пребывания») in the respective region (issued by Federal Migration Service) confirming residence for at least three months before the day of visa application + Russian residence permit valid for a minimum of three more months after re-entering Russia.  
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- Visa application form in A3 format duly completed (in English or Italian language), signed (for minors both parents must sign) and accompanied by one recent passport photograph bearing a true likeness to the applicant  
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- Detailed letter of warranty on the travel agency's letterhead as per enclosed draft.  
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- **For tourist traveling by bus:**
  - Detailed letter of warranty
  - Detailed itinerary
  - Detailed letter providing information about the tour leader
  - Bus rental agreement
  - Bus certificate of property
  - Bus insurance policy valid in the Schengen area ("green card")  
**(Please note: all of the above must be translated into Italian)**
  - Tour leader's passport and Schengen visa
  - Drivers' passports.
  - Drivers' Schengen visas (if applicable)
  - Drivers' driving licences

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- Proof of employment, «справка с места работы», providing the following information:
  1. company's type of activity
  2. applicant's date of hiring, type of work and monthly salary. Specific mention must be made that the applicant is going on vacation and he/she will keep his/her job.
  3. date and protocol number («исходящий номер»)
  4. signature of the employer
  5. official stamp of the company

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- **Individual entrepreneurs or partners of companies** must provide the following: certificate of registration («свидетельство о регистрации») + certificate from the city register («выписка из реестра») + tax declaration («налоговая декларация») + company's latest bank statement.
- **Pensioners** must provide the «пенсионное удостоверение» and the latest pension bank statement.
- **Students** must provide: a letter from the University signed by the Faculty Dean and stamped, stating that the person is a registered student in good standing + sponsor letter from one of the parent + parent's «справка с места работы».

**Schoolchildren** must have a «Spravka» from school

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- **For MINORS:** An application must be signed by both parents in front of the submission counter, birth certificate + “no objection letter” from both parents duly signed and notarized.

In case one of the parents is missing please provide ONE of the following:

- death certificate
- «Форма № 25»
- Court sentence depriving one of the parent of his/her parental rights
- letter from the Tutor and Guardianship Authorities («орган опеки и попечительства») certifying that he/she is a single parent.