

***IMPORTANT* VISA REGISTRATION**

INSTRUCTION FOR RUSSIAN VISITORS

070312



According to Russian law, you must register your visa within 72 hours of arrival, at **EACH** city. The specific procedures and conditions depend on the type of visa that you have and the city you are visiting – see below for details.

The registration stamp is imprinted on the **WHITE IMMIGRATION CARD** that you will be given upon crossing the Russian border. **HOLD ON** to this card because you will need to show it upon leaving the country. If your stay in any city is less than 72 hours, you do not need to register, but you should be prepared to show your itinerary to explain why you do not have a registration stamp for that city.

MOSCOW OFFICE	ST PETERSBURG OFFICE
IntelService Center 29 Leninsky pr., suite 401-408, Moscow, 119991 <i>From metro, 1.5 blocks north, just past Donskoy Proezd. Offices are on the 1st floor to the left; signs are in english.</i>	IntelService Center 78 Nevsky Prospect, 3rd Floor Saint Petersburg, 190025 <i>From metro, go to building, which has a large sign “Sem Slonov” visible from the street, across from the Radisson Hotel. Office is on 3rd floor, with “Russian Holiday” sign on door.</i>
Metro Station: Leninsky Prospekt	Metro Station: Mayakovskaya
Tel: +7 (095) 956-4422, or +7 (095) 725-1978 24 hr service Fax: +7 (095) 956-2244	Tel: +7 (0812) 327-3023. Fax: same
Hours: M-F 9:00 AM to 6:00 PM (phones till 1:00 AM)	Hours: M-F 10:30 AM to 6:00 PM
	Fees: \$20 for tourist visa (<i>staying in apartment</i>)

Tourist or Single Entry Business Visa

HOTEL STAY- Your hotel will automatically register your visit – ask the front desk.

APARTMENT STAY – For both Tourist and Business visas, the visa must be registered by your landlord. The landlord will need to fill out a notification form and include your passport and immigration card details. They can show up in person at, or mail the registration form to the nearest OVIR (the Russian Government Office of Visas and Registrations) or local police precinct. The registration form has two parts. The main body of the form is given to the authorities, and the other is torn off and given to you. Keep this form with you at all times, in case you are asked for it.

If your stay is outside Moscow or St Petersburg, you will need to register, within 72 hours, at the local OVIR in the city where you will reside. While in Russia, if you need a formal letter of introduction for OVIR, which we can provide at no charge, or if you have any other questions, please contact our Moscow office.

Multi Entry Business Visa

Multi Entry Business Visas can be registered only in the Moscow office. Please leave time in your schedule during your first visit to stop by the office and register.

Restricted Cities

The following cities are considered “restricted” and have a somewhat complicated registration procedure: **Kazan, Samara, Vladivostok, Habarovsk, Irkutsk, Barnaul, Petropavlosk-Kamchatsky, Petrozavodsk, Sahalin, Stavropol, Perm and Rostov.** We have affiliate offices in each of these cities that provide registration assistance. *If you are traveling to any of the above cities, please call our Moscow office for assistance.*

Visa Terms

Your visa is good only for the period stated on the visa, and it cannot be extended while you are in Russia. Should an emergency prevent your timely departure, please contact the [Moscow office](#) as soon as possible.