

## Applying for a Russian Visa

A Russian Visa can only be secured starting 60 days before entering Russia. We are using a Visa Expeditor named Passport Visa Express, selected by ACFEA. **The application and notary process must be completed and all documents given to Mr. Russell by 5/10/18.**

There are TWO parts:

PART I - Visit <http://www.passportvisasexpress.com/OrangeCounty> to begin.

1. Carefully read through the instructions on the gray box.
2. Click the red button that says CLICK TO BEGIN! It will redirect you to a PassportVisasExpress website.
3. Under “Application Preparation Services” in green, select “No thanks, I’ll do it myself.”
4. Click the orange button that says CHECKOUT. The fee should be \$0.00 at this point.
5. Under “Digital Photo Services,” select “I’ll print photos myself,” then click the orange button that says CONTINUE.
6. Create an account. By creating an account, you will be able to save your progress and it will allow OCSA to keep track of the deadlines.
7. To complete your ONLINE VISA APPLICATION, you will be redirected to the Russian consular website. You have two options: Use the guided walkthrough provided by [PassportVisasExpress.com](http://PassportVisasExpress.com), OR print instructions and fill out the application. Either way, please use the instructions to avoid any confusion.

PART II - Provide the following documents to Mr. Russell:

1. Passport (original, NOT a copy)
  - Valid & signed with TWO blank visa pages side-by-side
2. Passport-style photograph, 2x2
  - Color, full-face, against a neutral background
  - Do NOT staple

3. Notarized Parental Consent Form (for MINORS: 17 AND UNDER)
  - Signed, notarized no later than May 10, 2018
  - All parents/legal guardians must be present to sign in front of a notary
  - Under “Group, Organization Name,” list ORANGE COUNTY SCHOOL OF ARTS SYMPHONY ORCHESTRA. Travel date is **July 16, 2018**.
  
4. The Russian Visa Application downloaded online
  - Printed receipt that is SIGNED AND DATED (today’s date) by the same person who signed the traveler’s passport. If it’s a parent, indicate relationship after signature.
  
5. Passport Express Visas Cover Sheet
  - This will have your Order ID.