



# THE RITZ-CARLTON

MOSCOW

To:  
Attn:  
From:

Tel:  
Fax:  
Tel: (7 495) 225 8888  
Fax: (7 495) 642 7121

Date:

Subject: Visa Support Request

Pages: 1

Welcome to The Ritz-Carlton, Moscow. We look forward to providing you with the visa support vouchers. Please fill in all lines of this form for each guest individually and send it back with the copy of credit card holder's passport. These documents: visa support request form and hotel visa voucher are not a Russian Visa. Please apply for Russian Visa at Consulate of Russian Federation in your country by providing all documents required by Consulate, including visa voucher provided by hotel. Visa vouchers will be issued only for the period of the reservation at our hotel.

Family/Last Name of Guest

First and Middle Name of Guest

Date of Birth (dd/mm/yyyy)

Sex: Male or Female

Passport Number

Passport Date of Issue (dd/mm/yyyy)

Passport Date of Expire (dd/mm/yyyy)

Passport Issued by

Guest's Citizenship

Guest's Departure City and Country

Hotel Reservation Number

Dates of Stay (arrival and departure)

E-mail Address

Contact Telephone Number with the country code

Contact Fax Number with the country code

Credit card type and number

Date of Expire

I hereby agree and authorize The Ritz-Carlton, Moscow to charge my credit card above for the amount of 5000 rubles as a handling fee per set of documents in case of non-arrival or reservation cancellation after the service is provided.

Please be informed that as from 29.01.2010 organizations that receive foreign citizens for temporary residence should pay the following state dues:

- registration at the place of residence - 2 rubles per 24 hours, but no more than 200 rubles per all period of residence;
- prolongation of residence term - 2 rubles per 24 hours, but no more that 600 rubles per all period of residence.

Yes, I accept these conditions \_\_\_\_\_  
(Signature of Cardholder)

PLEASE NOTE THAT HOTEL'S VISA SUPPORT DOCUMENTS DO NOT GUARANTEE THE RECEIPT OF A RUSSIAN VISA AT THE RUSSIAN EMBASSY. FOR MORE INFORMATION PLEASE CONTACT CONSULATE OF RUSSIAN FEDERATION IN YOUR COUNTRY.

This agreement is valid until full payment for services, listed above, is received by Hotel, and has no time limit.  
Visa support documents would be issued within the period of 24 hours upon receipt of completed forms.

Please send the completed form together with a copy of your passport to [rc.mowrz.reservations@ritzcarlton.com](mailto:rc.mowrz.reservations@ritzcarlton.com) or fax it to The Ritz-Carlton, Moscow at +7 495 642 7121. Please, call us before faxing this document at +7 495 225 8888.