

**If you want to get your Russian visa in time, please follow the advises of the EUROPROBE Moscow Center:**

Send by fax at least three weeks prior to your visit the following information:

1. A copy of the first page of your passport
2. Personal data:
  - (a) full name,
  - (b) date and place of birth
3. Passport information:
  - (a) passport number,
  - (b) date of issue,
  - (c) expiration date
4. Citizenship
5. Organization where you are employed
  - (a) name,
  - (b) address
6. Contact information:
  - (a) telephone,
  - (b) fax (very important !),
  - (c) e-mail
7. Position
8. Purpose of the visit
9. Dates of your visit:
  - (a) from .... to .....,
  - (b) how many days
10. Places in Russia which you plan to visit
11. Country and city (!!!) where you plan to get (!!!) your visa

EUROPROBE colleagues, planning to visit Moscow, please send the above information by email to: **Nadja Timofeeva, email: [nadjatim@dol.ru](mailto:nadjatim@dol.ru); Fax: +7-095-364 6615**

EUROPROBE colleagues, planning to visit St Petersburg, please send the above information BY FAX to: **Galina Shishlova, fax +7 812 321 3023 or 7-812-328 9202 (no email).**

Please do this ASAP, as visa processing can take up to a month.