Date:	_____	**From:**	Reservation Department
Attention to:	_____	**Fax:**	+7 (495) 627 55 56
Tel:	_____	**Tel:**	+7 (495) 627 55 55
		E-mail:	Reservations@moscow-leningradskaya.ru

Visa Support Request Form

Please be informed that we provide our Guests with Complimentary Tourist Visa Support Service.

Please note that all lines of this form should be completed for each guest individualy in block letters with all requested details, otherwise, visa support documents can not be provided.

Please note that issuing Visa Support Documents does not mean a visa will automatically be granted.
This decision is taken by the Russian Embassy or Consulate where your application is presented.

Please send this form back by fax +7 (495) 627 55 56 or by e-mail: reservations@moscow-leningradskaya.ru

Arrival Date _____ (*day month year*) **Departure Date** _____ (*day month year*)

Reservation confirmation # _____ **Male** ☐ **Female** ☐

Last Name _____

First Name _____

Passport # _____

Issue Date _____ (*day month year*) **Expiry Date** _____ (*day month year*)

Date of Birth _____ (*day month year*) **Citizenship** _____

Please advise us your credit card details to be indicated in Hotel Voucher as method of payment.

_____ (*credit card number*) **Expire Date** _____ (*month year*)

Please note that Consulates may request the originals of Visa Support Documents.

In case of non-arrival or cancellation of the reservation after services provided,
the hotel will charge above credit card an amount of 3540 rubles (VAT included) per set of documents.

Important: *we may preauthorize the credit card indicated in the forms for 3540 Russian Rubles per set of documents for visa support service. The sum will be unblocked as soon as the guests arrive to the hotel.*

Please note that non refundable, prepaid reservations are not subject to refund in case of visa refusal

I understand & agree to the above Terms & Conditions:

Signature _____ ***of above Credit Card Holder*** Date _____ (*day month year*)

Please provide us with your fax number/email to send you a copy of your Visa Support Documents.

Email: _____

Fax: _____ (*country code* *city code* *fax number*)

moscow.hilton.com

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