

If a company submits documents on behalf of its' employees:

Representative of the company/organization must present a letter on the company's letterhead signed by President/ CEO/ Manager which should contain following information:

- Company name and contact information
- Name of company representative who will submit documents on behalf of company's employees
- Full names and passport numbers of every applicant
- Signature of President/ CEO/ Manager of company and his/her contact information

Example:

_____ Company requests Invisa to accept documents of our employees listed below in order to obtain a visa to Russia.

List of applicants:

1. Full name, passport number
2.

We authorize Mr/Mrs_____ (name of representative/ courier*) to submit documents to ILS and pick up passports with visas when they are ready.

*If courier brings in the documents please indicate in the letter his/her courier company and courier ID number