



TLSCONTACT VISA APPLICATION CENTRE - RUSSIA

LIST OF DOCUMENTS

HUMANITARIAN VISA

Humanitarian visa

- *Official documents issued in Russia or in Belarus, Armenia, Kazakhstan, Uzbekistan, Tajikistan and Kyrgyzstan must be apostilled/legalized and accompanied with a translation that must be apostilled/legalized.*
- *More information about documents please find on the link [here](#).*

Please provide 3 files (original + 2 sets of copies) following the order of above mentioned documents:

MANDATORY DOCUMENTS

Original of passport

- *Should be signed by the applicant;*
- *Should be valid for one year after the visa issuance date;*
- *Should contain at least one double blank page reserved for visas (blank front and back) for each applicant (if a child travels with parent in the parent's passport, there should be 2 blank pages (blank front and back), i.e. 4 blank pages);*
- *Without any damages.*

Two Long stay visa application forms

- *Duly completed on [Visa-On-Web](#) in German, Dutch, French or English;*
- *Printed form with a bar code;*
- *Dated and signed by the applicant in person;*
- *In case of minors (below the age of 18), the application form needs to be signed **by parents or person exercising legal guardianship**.*

For family members or groups application form must be filled in for each individual.

Confirmation of administrative fees payment (original document + 2 copies)

- *A contribution for administrative cost must be paid directly to the Ministry of Interior prior to submitting an application, please click [here](#) to find all the information on the cost, how to proceed and the exemptions.*

Two identity photos

- *2 identical, recent passport photographs, meeting Schengen photo requirements (two glued on each of application form).*



PROOF OF TRIP PURPOSE

Identification document of inviter (2 copies)

- *All documents that can support the visa application for humanitarian reason.*

Solvency proof of family member (original document + 2 copies)

- *The family members in Belgium must show that they have regular and sufficient income and that they can support the family without help from public funds.*

Proof of accommodation (2 copies)

- *Evidence of adequate housing in Belgium (property act, registered lease).*

Proof of relationship (if relevant)

- *Original document with Apostile and translation with Apostile + 2 copies*

Applicant's birth certificate

- *Original document with Apostile and translation with Apostile + 2 copies*

Police Clearance (original document with Apostile and translation with Apostile + 2 copies)

- *An extract from your criminal record (Police clearance), not more than six months prior to the date of application.*
- *Minors (under 18 years old) are exempted from this requirement.*

OTHER DOCUMENTS

Copy of document proving legal residence in Russia/Jurisdiction (original document + 2 copies)

All non-Russian citizens living in Russia have to be legal residents of the Russian Federation and need to present the relevant documents (copy of residence permit, long-term visa or FMS registration).

*Applicants residing in Kazakhstan, Belarus, Armenia, Uzbekistan, Tajikistan and Kyrgyzstan **aren't required** to provide proof of legal residence in Russia.*

Copy of internal passport (2 copies)

- *Copies of all pages with any stamps in it (the applicant's bio data, issued international passports, marital status and registration in Russia etc.).*



Consent for processing of personal data

- *Please visit Links and Downloads page on our website to download the form, complete it according to the internal passport and attach with all your documentation.*

Declaration of preferable language

- *Please download the form Declaration of preferable language that can be found at section Links and Downloads page on our website, complete it, sign and attach with all your documents.*