



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN_____



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ALGERIA BUSINESS VISA U.S. PASSPORT HOLDER

DOCUMENTS REQUIRED:

VALID PASSPORT:	<u>1</u>	APPLICATION (S):	<u>2-TYPED</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
COMPANY LETTER: (ORIGINAL)	<u>1</u>	EXPIRED PASSPORT:	<u>N/A</u>
INVITATION LETTER: (ORIGINAL)	<u>1</u>	RELEASE LETTER:	<u>N/A</u>

OTHER: THE EMBASSY WILL NOT ACCEPT THE APPLICATIONS UNLESS THEY ARE BOTH TYPED & HAVE ORIGINAL **PEN-IN-HAND** SIGNATURES ON THEM. THE APPLICATION FORMS MUST BE FULLY COMPLETED AND NO FIELD SHOULD BE LEFT BLANK (**APPLICATIONS RECEIVED WITH MISSING INFORMATION SHOULD EXPECT A DELAY**) PLEASE SEE NEXT PAGES FOR MORE INFORMATION.

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (REGULAR PROCESS)	<u>\$160.00</u>
POSTAL MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	_____
*ADD RETURN FEDERAL EXPRESS FEE:	_____
TOTAL: (NO PERSONAL CHECKS PLEASE)	_____

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 7 TO 10 DAYS

COMMENTS: THE EMBASSY IS CLOSED EVERY MONDAY & TUESDAY. THE EMBASSY RECOMMENDS THAT YOU DO NOT BUY A NON-REFUNDABLE OR UNCHANGEABLE AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN HAND.

REVISED: 9-21-2017 (JENN)

Specializing in Visas, Passports, Document Legalization and Translations



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ALGERIA BUSINESS VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) U.S. PASSPORT (*MINIMUM OF 6 MONTHS VALIDITY*)
- 2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)
- 3.) TWO (2) COMPLETED APPLICATIONS (*MUST BE TYPED WITH ORIGINAL, PEN-IN-HAND SIGNATURE*)
- 4.) COPY OF TRAVEL ITINERARY
- 5.) ONE (1) COMPANY LETTER OF GUARANTEE (*ORIGINAL*)
- 6.) ONE (1) LETTER OF INVITATION (*ORIGINAL*)
- 7.) CONSULATE FEE: \$160.00 (*REGULAR PROCESS*)

PLEASE NOTE: IF YOU HAVE BEEN INVITED FROM A COMPANY IN “HASSI MESSAOUD” AND/OR ARE TRAVELING TO “HASSI MESSAOUD”, THE APPLICATION MUST HAVE DETAILED INFORMATION WHERE IT ASKS FOR PURPOSE OF TRAVEL. THE EMBASSY WILL REJECT THE APPLICATION IF YOU ONLY LIST “BUSINESS” OR “VISIT” WITHOUT FURTHER DETAILED INFORMATION REGARDING THE PURPOSE OF THE TRIP. BE SURE TO LIST EXACTLY WHY YOU ARE TRAVELING TO ALGERIA WHEN ASKED ON THE APPLICATION. THE CONSULATE WILL NOT ISSUE YOU A VISA IF YOU HAVE AN ISRAELI STAMP IN YOUR PASSPORT. **THE EMBASSY RECOMMENDS THAT YOU DO NOT BUY THE AIRLINE TICKET UNTIL AFTER THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.**

VALIDITY: IF YOU WOULD LIKE TO BE CONSIDERED FOR A 1 OR 2 YEAR MULTIPLE-ENTRY, BE SURE YOUR ORIGINAL COMPANY LETTER IS REQUESTING ONE TO BE ISSUED. THE EMBASSY WILL NORMALLY ISSUE THE VISA ACCORDING TO THE DATES LISTED ON THE APPLICATION. BE SURE TO BE AS SPECIFIC AS POSSIBLE WHEN COMPLETING THE SECTION REGARDING THE DATES OF YOUR TRAVEL. PLEASE LIST THE EARLIEST POSSIBLE DATE YOU COULD TRAVEL AS THIS WILL BE THE START DATE OF THE VISA. **ONCE THE VISA HAS BEEN ISSUED THIS DATE CANNOT BE CHANGED.** THE VALIDITY, DURATION OF STAY, AND NUMBER OF ENTRIES OF THE VISA IS ISSUED AT THE DISCRETION OF THE CONSULAR OFFICERS, WHOSE DECISIONS ARE BASED ON THE LAWS AND REGULATIONS OF ALGERIA.

REVISED: 9-20-2017 (JENN)

IMPORTANT: False statements will lead to the application being rejected or to the annulment of a visa already granted.

اللقب Last name	الاسم First name
الاسم قبل الزواج Maiden name	اسم آخر Middle name
تاريخ الميلاد Date of birth	الولاية المدينة City..... State.....
اسم الأب Father's name.....	اسم الأم Mother's maiden & first name.....
الوضعية العائلية * Marital status (*)	متزوج Married
أعزب Single	مطلق Divorced
الجنسية الحالية Present Citizenship.....	أرمل Widow (er)
العنوان الشخصي Personal address.....	الجنسية الأصلية Citizenship at birth
E-mail.....	رقم هاتف البيت Home phone
	رقم هاتف الجوال Cell phone

الرجاء الصاق
الصورة هنا
**Please you must
attach photo
here**

زوج (ة) Husband-wife (e) اللقب Last name (Maiden name for wife).....	الاسم First name
تاريخ الميلاد Date of birth	الولاية المدينة City..... State

خاص بالإدارة
For office use
only

الأطفال Children	تاريخ الميلاد Date of birth	مكان الميلاد Place of birth	لا يملأ الا في حالة سفر الأولاد لا يملأ الا في حالة سفر الأولاد جنسية Citizenship
الاسم و اللقب Last & First name	DAY/MONTH/YEAR		

رقم الطلب
Application Number

تاريخ الإيداع
Received on

نوع وثيقة السفر Type of travel document	طبيعة وثيقة السفر وثيقة أخرى (توضيح) other document (give precision).....
جواز سفر عادي Ordinary passport	رقم Number.....
صدر في Issued on.....	ينتهي في Expire on.....

عدد مرات الدخول
المرخصة
Nbr. of authorized
entries

تأشيرة مطلوبة للدخول (*) Visa solicit for (*)	مرة واحدة 1 entry	مرتين 2 entries	عدة مرات several entries
المهنة Occupation.....	المستخدم Employer	رقم هاتف المكتب Office phone	

مدة الإقامة
Duration of stay

الضريبة المستحقة
Tax

في حالة عبور In case of transit	الوجهة النهائية final destination
هل لديكم تأشيرة دخول لهذا البلد (*) Do you have visa for this country (*)	نعم Yes
	لا No

تاريخ صدور التأشيرة
Issued on

التاريخ المحدد للاستعمال
Date limit of
utilization

العنوان أثناء الإقامة Address during your stay.....	رقم الهاتف Phone.....
غرض الإقامة Purpose	من From
اسم الشخص المقصود في الجزائر Name of your contact in Algeria.....	إلى To.....
مدة الإقامة Length of stay	

رئيس المركز
(الامضاء و الختم)
Chief of post
(Signature and
stamp

هل سبق لكم زيارة الجزائر ؟
Have you already visited Algeria?

كم مرة زرت الجزائر ؟
Number of visits.....

في أي تاريخ ؟
when?

مدة الإقامة
Length of stay

التزم بمغادرة الإقليم بعد انقضاء أجل التأشيرة التي ستمنح لي و بعدم قبول اي عمل ماجور او غير ماجور خلال إقامتي، و بعدم الإقامة بصفة نهائية
I undertake to leave the Algerian territory at the expiration of the visa which would be granted to me, and to refuse any employment being paid or not, during my stay, and to not establish me there

هام : تملأه جميع الخانات بحروف واضحة، في حالة خطأ أو عدم ملئ بعض الخانات لن يرد على طلبكم
IMPORTANT: All categories must be completed in CAPITAL LETTERS in case mistakes or omissions; your application will be rejected

(*) Put an X in the category corresponding to your answer

(*) ضع علامة X في الجواب المختار

التاريخ، و إمضاء المعني { صاحب الطلب }
DATE AND APPLICANT SIGNATURE



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

MR. / MRS. (**TRAVELER**) IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS (**POSITION**) FOR (**COMPANY NAME**). MR. / MRS.

(**TRAVELER**) PLANS TO VISIT (**CITY**) FOR THE PURPOSE OF (**DETAILED
EXPLANATION OF TRIP**) WITH (**COMPANY TO BE VISITED**).

MR. / MRS. (**TRAVELER**) WILL BE DEPARTING THE UNITED STATES ON
(**DATE**) AND WILL BE STAYING FOR (**LENGTH OF TRIP**). OUR COMPANY,
(**EMPLOYER**), WILL GUARANTEE MR. / MRS. (**TRAVELER**) MAINTENANCE
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.
(**TRAVELER**) THE APPROPRIATE (**SINGLE OR MULTIPLE**) ENTRY BUSINESS VISA
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

(**SUPERVISORS SIGNATURE**)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.

DO NOT ATTENTION THIS LETTER TO VIP SERVICES!