



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 TOURIST 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:	<u>N/A</u>	HOTEL CONFIRMATION:	<u>1-COPY</u>
INVITATION LETTER:(ORIGINAL)	<u>1</u>	BANK STATEMENT:	<u>1-COPY</u>

OTHER: THE EMBASSY WILL NOT ACCEPT THE APPLICATIONS UNLESS THEY ARE BOTH TYPED AND HAVE ORIGINAL PEN-IN-HAND SIGNATURES ON THEM. THE APPLICATION FORMS MUST BE FULLY COMPLETED AND NO FIELD SHOULD BE LEFT BLANK (**APPLICATIONS RECIEVED WITH MISSING INFORMATION SHOULD EXPECT A DELAY**) - PLEASE SEE NEXT PAGES FOR MORE DETAILED 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
NON-REFUNDABLE OR UNCHANGEABLE AIRLINE TICKETS 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 TOURIST 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.) **COPY OF MOST RECENT BANK STATEMENT**
- 6.) **COPY OF HOTEL CONFIRMATION**
- 7.) **INVITATION** (**ORIGINAL**) – ONLY NEEDED IF VISITING FAMILY OR FRIENDS. THE INVITATION(S) WILL NEED TO HAVE BEEN NOTARIZED AT THE CITY HALL LOCATED IN THE CITY OF RESIDENCE OF THE ALGERIAN HOST.
- 8.) **CONSULATE FEE: \$160.00** (*REGULAR PROCESS*)

VALIDITY: THE VISA IS ISSUED ACCORDING TO THE DATES LISTED ON THE VISA APPLICATION. BE SURE EACH QUESTION ON THE APPLICATION HAS BEEN ANSWERED OR THE EMBASSY WILL REJECT THE APPLICATION. A MULTIPLE ENTRY VISA MAY BE REQUESTED BUT ISSUED SOLELY AT THE DISCRETION OF THE VISA OFFICER.

PLEASE NOTE: THE CONSULATE WILL NOT ISSUE THE VISA IF THE PASSPORT CONTAINS ISRAELI ENTRANCE/EXIT STAMP.

REVISED: 9-21-2017 (JENN)

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

اللقب Last name الاسم قبل الزواج Maiden name تاريخ الميلاد Date of birth (DAY/MONTH/YEAR) اسم الأب Father's name الوضع العائلي * Marital status (*) الجنسية الحالية Present Citizenship..... العنوان الشخصي Personal address..... E-mail.....		الاسم First name اسم آخر Middle name المدينة City..... اسم الأم Mother's maiden & first name مطلق Divorced أرمل Widow (er) الجنس Gender (*) ذكر M أنثى F رقم هاتف البيت Home phone Cell phone		الرجاء الصاق الصورة هنا Please you must attach photo here
زوج (ة) Husband-wife (e) اللقب Last name (Maiden name for wife) تاريخ الميلاد Date of birth (DAY/MONTH/YEAR) المدينة City..... الولاية State		لا يملأ الا في حالة سفر الأولاد لا يملأ الا في حالة سفر الأولاد الجنسية Citizenship		
الأطفال الأطفال to be filled when they travel with you تاريخ الميلاد Date of birth DAY/MONTH/YEAR مكان الميلاد Place of birth الجنسية Citizenship		Application Number تاريخ الإيداع Received on عدد مرات الدخول المرخصة Nbr. of authorized entries مدة الإقامة Duration of stay الضريبة المستحقة Tax تاريخ صدور التأشيرة Issued on التاريخ المحدد للاستعمال Date limit of utilization		
Type of travel document جواز سفر عادي Ordinary passport رقم Number..... تأشيرة مطلوبة للدخول {*} Visa solicit for (*) المهنة Occupation..... العنوان المهني Address of employer		طبيعة وثيقة السفر وثيقة أخرى {توضيح} other document (give precision)..... الصادر Issued on..... DAY/MONTH/YEAR ينتهي في Expire on..... DAY/MONTH/YEAR مرة واحدة 1 entry مرتين 2 entries عدة مرات several entries المستخدم Employer رقم هاتف المكتب Office phone		رئيس المركز (الامضاء و الختم) Chief of post (Signature and stamp)
في حالة عبور In case of transit هل لديكم تأشيرة دخول لهذا البلد {*} Do you have visa for this country (*) العنوان أثناء الإقامة Address during your stay..... عرض الإقامة Purpose اسم الشخص المقصود في الجزائر Name of your contact in Algeria..... مدة الإقامة Length of stay		الوجهة النهائية final destination نعم Yes لا No من From إلى To		
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 اجل 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 التاريخ، وإمضاء المعني {صاحب الطلب} DATE AND APPLICANT SIGNATURE				