



# 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](http://www.vippassports.com) Email: [info@vippassports.com](mailto: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\_\_\_\_\_

**Specializing in Visas, Passports, Document Legalization and Translations**



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## ALGERIA WORK VISA (TRAVAIL) 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>  |
| <b>ORIGINAL</b> COMPANY LETTER:    | <u>1</u> | <b>ORIGINAL</b> CONTRACT: | <u>N/A</u>     |
| <b>ORIGINAL</b> INVITATION LETTER: | <u>1</u> | <b>ORIGINAL</b> A.P.T.:   | <u>1</u>       |

OTHER: THE EMBASSY WILL NOT ACCEPT THE APPLICATIONS UNLESS THEY ARE BOTH TYPED AND HAVE ORIGINAL SIGNATURES ON THEM. THE APPLICATION FORMS MUST BE FULLY COMPLETED AND NO FIELD SHOULD BE LEFT BLANK (FOR APPLICATIONS RECEIVED WITH MISSING INFORMATION YOU 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>\$190.00</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 <sup>ST</sup> 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 (JEN)

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## ALGERIA WORK

*PLEASE SUBMIT THE FOLLOWING REQUIREMENTS*

### **WORK (TRAVAIL) VISA:**

- 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)**  
(MENTION IN THE LETTER THAT ONCE THE CONTRACT HAS BEEN COMPLETED THE APPLICANT WILL REPATRIATE BACK TO THE U.S. AND WILL BE EMPLOYED BY YOUR COMPANY)
- 6.) **INVITATION FROM ALGERIA SPONSOR COMPANY (ORIGINAL)**  
(MENTION IN THE LETTER THAT ONCE THE CONTRACT HAS BEEN COMPLETED THE APPLICANT WILL REPATRIATE BACK TO THE U.S. AND WILL CONTINUE HIS EMPLOYMENT WITH THE U.S. COMPANY) – STAMPED BY THE MINISTRY
- 7.) **TEMPORARY EMPLOYMENT AUTHORIZATION (ORIGINAL)**  
**APPROVED BY THE ALGERIAN MINISTRY OF LABOR**  
(“AUTORIZATION PROVISIOIRE DE TRAVAIL OR A.P.T.”) – STAMPED BY THE MINISTRY
- 8.) **ONE (1) CONTRACT BETWEEN ALGERIA SPONSOR AND APPLICANT (ORIGINAL)** – STAMPED BY THE MINISTRY
- 9.) **CONSULATE FEE: \$190.00 (REGULAR PROCESS)**

**PLEASE NOTE:** ON THE APPLICATION WHERE IT ASKS FOR PURPOSE OF TRAVEL, BE SURE TO LIST THE PURPOSE OF VISIT INFORMATION IN DETAIL. THE EMBASSY WILL REJECT THE APPLICATION IF APP ONLY LISTS “WORK” OR “VISIT” ETC. BE SURE TO LIST EXACTLY WHY THE APPLICANT IS TRAVELING TO ALGERIA. THE CONSULATE WILL NOT ISSUE THE VISA THE PASSPORT CONTAINS AND ISRAELI ENTRY/EXIT STAMP.

**VALIDITY:** THE EMBASSY WILL NORMALLY ISSUE THE VISA ACCORDING TO THE DATES LISTED ON THE APPLICATION. BE SURE TO LIST ON THE APPLICATION WHERE IT ASK FROM WHAT DATE YOU ARE REQUESTING THE VISA TO BE VALID FROM (PLEASE LIST THE EARLIEST POSSIBLE ENTRY DATE). **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.

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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 (LIST THE TYPE OF 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!**

Adresse en Algérie:

N.I.S.

Numéro d'Article:

TIN

## ENGAGEMENT DE RAPATRIEMENT

CONFORMEMENT A L'ARTICLE 5 BIS 1 ALINEA 6 ET 7 DU

DECRET PRESIDENTIEL 03 25 1 DU 19 JUILLET 2003

Je soussigné .....

Agissant en qualité de ...

Au nom de l'organisme employeur .....

M'ENGAGE A RAPATRIER LE RESSORTISSANT ETRANGER.

Mr .....

De nationalité , Occupant le poste de .....

Passeport N° ..... délivré le .....

**A LA RUPTURE DE LA RELATION DE TRAVAIL.**

**OU A LA FIN DE SON CONTRAT**

Le Directeur de Personnel

مديرية التشغيل لولاية ورقلة  
رقم

رخصة فردية مؤقتة للعمل

طبقاً للمادة 05 مكرر الفقرة 6 و 7 من المرسوم الرئاسي رقم 03-251 المؤرخ في 2003.07.19  
المتعلق بوضعية العمال الأجانب بالجزائر ، تمنح رخصة مؤقتة للعمل لـ :

الإسم : ..  
اللقب : ..  
مكان الميلاد : ..  
إيـن : ..  
من جنسية : ..  
جواز سفر رقم : ..  
من طرف : ..  
لـيشغل منصب العمل : ..  
بشركة : ..  
لمدة : ..  
من : ..  
إلى : ..

صالح إلى غاية

للمصادرة بتاريخ

حرر في

مدير التشغيل لولاية

هام : تسلم هذه الرخصة لطلب تأشيرة العمل للدخول للجزائر فقط و لا يمكن لحاملها العمل دون الحصول على جواز العمل أو رخصة عمل مؤقت.

- تقدم الهيئة المستخدمة طلب جواز العمل أو رخصة العمل المؤقت لدى مصالح مديرية التشغيل في أجل أقصاه خمسة عشر يوم من تاريخ دخول العامل الأجنبي التراب الوطني.

MINISTERE CHARGE DE L'EMPLOI

ANNEXE 2

AGENCE NATIONALE DE L'EMPLOI

MAIN D'OEUVRE ETRANGERE

WILAYA DE : **TAREF**

(Loi n° 81-10 du 11 juillet 1981

DATE ET N° :

- Décret n° 82-510 du 25 décembre 1982

## CONTRAT DE TRAVAIL

Je soussigné :

Agissant en qualité de :

Au nom de l'organisme employeur ci-après désigné :

Nature de l'activité de l'organisme employeur :

M'engage à assurer un travail continu, pour une durée de (1) **12 mois**

A compter du **01 février 2011** en qualité de :

A monsieur, ~~Mme~~ **Melle** :

Nationalité :

Date et lieu de naissance :

Adresse en Algérie :

Qualification professionnelle :

Lieu de l'emploi :

Salaire mensuel net : ..... Brut : .....

Prime et d'indemnité (nature et montant) : .....

Avantages en nature : logement, scolaire, .....

Affiliation à la sécurité sociale :

Dans le pays d'origine : **Non**

En Algérie (2) : **Oui**

Signature du travailleur étranger :

Fait à **Alger**

Le **16 janvier 2011**

Cachet de l'organisme employeur

Nom et prénom du signataire :

(1) la durée du contrat de travail ne saurait être inférieure à trois mois ni supérieure à deux ans  
(2) rayer l'une des mentions s'il y a lieu.

