

# 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: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## ALGERIA TOURIST VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

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

VALID PASSPORT:	1	APPLICATION (S):	2
PASSPORT TYPE PHOTO (S):	2-COLOR	TRAVEL ITINERARY:	1-COPY
HOTEL CONFIRMATION:	1	INSURANCE LETTER:	SEE NEXT PAGE
INVITATION LETTER:	1	BANK STATEMENT:	1-COPY

**ALL NON – US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS – ORIGINAL U.S. VISA OR COPY OF FRONT & BACK OF PERMANENT RESIDENT CARD.**

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u>                    </u>
ADD RETURN SHIPPING FEE:	<u>                    </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u>                    </u>

RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	<b>7 TO 10 BUSINESS DAYS</b>

COMMENTS: THE EMBASSY IS CLOSED EVERY MONDAY & TUESDAY. THE EMBASSY RECOMMENDS YOU DO NOT BUY NON-REFUNDABLE/UNCHANGEABLE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND IS IN-HAND.

REVISED 5-31-2018 JENN

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## ALGERIA TOURIST VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) PASSPORT

- MUST BE VALID FOR A MINIMUM OF 6 MONTHS
- MUST HAVE AT LEAST 2 BLANK VISA PAGES

2.) TWO (2) PASSPORT-TYPE PHOTOGRAPHS (2x2)

3.) TWO (2) COMPLETED APPLICATIONS (TYPED)

**THE APPLICATION FORMS MUST BE FULLY COMPLETED WITH NO FIELDS LEFT BLANK (APPLICATIONS RECEIVED WITH MISSING INFORMATION SHOULD EXPECT A DELAY).**

4.) COPY OF ROUNDTRIP AIRLINE TICKET

5.) HOTEL RESERVATION, ORIGINAL NOTARIZED INVITATION LETTER OR TRAVEL AGENCY INVITATION LETTER.

*(ALGERIAN HOST INVITATION LETTER CAN BE NOTARIZED AT THE CITY HALL IN ALGERIA OR AT A NOTARY PUBLIC IF MADE BY AN ALGERIAN LIVING IN THE U.S.A. ALGERIAN HOST MUST PROVIDE A COPY OF HIS ALGERIAN ID, PASSPORT OR CONSULARE CARD.)*

6.) PROOF OF INSURANCE (EUROPEAN UNION NATIONALITIES) -

PLEASE PROVIDE A LETTER STATING APPLICANT IS COVERED INTERNATIONALLY BY THEIR INSURANCE PROVIDER WHILE IN ALGERIA, ONLY IF APPLICANT IS PART OF THE EUROPEAN UNION.

COUNTRIES OF THE EUROPEAN UNION NEED PROOF OF INSURANCE				
AUSTRIA	ESTONIA	IRELAND	NETHERLANDS	SPAIN
BELGIUM	FINLAND	ITALY	POLAND	SWEDEN
BULGARIA	FRANCE	LATVIA	PORTUGAL	
CYPRUS	GERMANY	LITHUANIA	ROMANIA	
CZECH REP.	GREECE	LUXEMBOURG	SLOVAKIA	
DENMARK	HUNGARY	MALTA	SLOVENIA	

7.) PROOF OF U.S. STATUS: (PLEASE SUBMIT ONE OF THE FOLLOWING)

- COPY OF U.S. PERMANENT RESIDENT CARD
- ORIGINAL U.S. VISA AND PRINTED I-94 (<https://i94.cbp.dhs.gov/>)

8.) CONSULATE FEE: \$160.00 – SUBJECT TO CHANGE BASED ON NATIONALITY

**CONTINUED →**

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**PLEASE NOTE:** THE APPLICATION MUST HAVE DETAILED INFORMATION WHERE IT ASK FOR PURPOSE OF TRAVEL. THE EMBASSY WILL REJECT THE APPLICATION IF YOU ONLY LIST "TOURIST" 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. **IT IS RECOMMENDED THAT YOU DO NOT BUY THE AIRLINE TICKET UNTIL AFTER THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN HAND.**

**VALIDITY:** 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 5-31-2018 JENN

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

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 ..... (DAY/MONTH/YEAR)	المدينة City.....	الولاية State.....	
اسم الأب Father's name.....	Mother's maiden & first name.....		
الوضع العائلي * Marital status (*)	أعزب Single	متزوج Married	مطلق Divorced
الجنسية الحالية Present Citizenship.....	العنصر Personal address.....	رقم هاتف البيت Home phone .....	ذكر M
E-mail.....	رقم هاتف البيت Home phone .....	Cell phone .....	أنثى F
Husband-wife (زوج) اللقب Last name (Maiden name for wife).....			
تاريخ الميلاد Date of birth ..... (DAY/MONTH/YEAR)		المدينة City.....	الولاية State .....
Children الأطفال to be filled when they travel with you لا يملأ الا في حالة سفر الأولاد الاسم واللقب تاريخ الميلاد مكان الميلاد الجنسية Last & First name Date of birth DAY/MONTH/YEAR Place of birth Citizenship			
Type of travel document جواز سفر عادي Ordinary passport رقم رقم Number.....			
طبيعة وثيقة السفر وثيقة أخرى (توضيح) other document (give precision)..... الصادر ينتهي في DAY/MONTH/YEAR DAY/MONTH/YEAR Issued on..... Expire on.....			
تأشيرة مطلوبة للدخول (*) Visa solicit for (*)			
المهنة Occupation.....			
العنوان المهني Address of employer .....			
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 .....			
هل سبق لكم زيارة الجزائر ؟ Have you already visited Algeria? .....			
كم مرة زرت الجزائر ؟ Number of visits..... when?			
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			
التاريخ، و إمضاء المعني { صاحب الطلب } DATE AND APPLICANT SIGNATURE			

الرجاء الصاق الصورة هنا  Please you must attach photo here
خاص بالإدارة For office use only
رقم الطلب 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
رئيس المركز (الامضاء و الختم) Chief of post (Signature and stamp)