



# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002  
713-659-8472

Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@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 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

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

EMAIL

### METHOD OF PAYMENT

<input type="checkbox"/> CREDIT CARD	CARD NUMBER	EXP. DATE	CVV CODE
SIGNATURE OF CARD HOLDER		AUTH. AMOUNT \$ _____	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASHIER'S CHECK	<input type="checkbox"/> COMPANY CHECK	

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



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## ALGERIA BUSINESS VISA U.S. PASSPORT HOLDER

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

### PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS) \$150.00

CONSULATE FEE: (SEE NEXT PAGE) \_\_\_\_\_

MONEY ORDER: \$6.00

OTHER FEES: \_\_\_\_\_

ADD RETURN SHIPPING FEE: \_\_\_\_\_

TOTAL: (NO PERSONAL CHECKS PLEASE) \_\_\_\_\_

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$65.00
<input type="checkbox"/> 2-DAY	\$57.50
<input type="checkbox"/> 3-DAY	\$47.50
<input type="checkbox"/> SATURDAY	\$95.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT - CALL	
<input type="checkbox"/> LOCAL DELIVERY- CALL	

REGULAR PROCESS TIME:	7 TO 10 DAYS
THE CONSULATE IN SAN FRANCISCO IS CLOSED EVERY MONDAY.	
THE EMBASSY IN DC IS CLOSED EVERY FRIDAY.	
THE CONSULATE IN NEW YORK IS CLOSED EVERY MONDAY.	

COMMENTS: **THERE WILL BE AN ADDITIONAL \$125.00 FEDEX (TO/FROM) FEE IF  
THE CONSULATE IS NOT LOCATED IN HOUSTON, TEXAS.**

REVISED: 1-22-2026 (EL)



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## ALGERIA BUSINESS VISA

U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) SIGNED U.S. PASSPORT (MINIMUM OF 6 MONTHS VALIDITY WITH TWO BLANK VISA PAGES)**
- 2.) ONE (1) RECENT PASSPORT-TYPE PHOTOGRAPH (2x2)**
- 3.) ONE (1) COMPLETED TYPED VISA APPLICATION – PLEASE SEE THE NEXT PAGE MARKED “LIST OF JURISDICTIONS” AND CLICK ON THE LNK TO COMPLETE THE CORRECT APPLICATION FOR THE JURISDICTION THAT YOU LIVE IN. **ALL APPLICATION FORMS MUST BE FULLY COMPLETED WITH NO FIELDS LEFT BLANK** (APPLICATIONS RECEIVED WITH MISSING INFORMATION SHOULD EXPECT DELAYS).**
- 4.) COPY OF TRAVEL ITINERARY**
- 5.) CLEAR COPY OF PROOF OF RESIDENCE – DRIVER LICENSE OR UTILITY BILL**
- 6.) ONE (1) COMPANY LETTER OF GUARANTEE**
- 7.) ONE (1) LETTER OF INVITATION – **MUST INCLUDE THE PASSPORT DETAILS OF THE APPLICANT** (PASSPORT NUMBER, DATES OF ISSUE AND EXPIRATION, PLACE OF ISSUE)**
- 8.) CONSULATE FEE: \$160.00**

**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 RECOMENDS 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:** 1-22-2026 (EL)

## **List of Jurisdictions for Algeria Visa Process**

### **Consular jurisdiction of the Consulate General in San Francisco:**

California – Arizona – Nevada – Oregon – Washington – Utah – Colorado – Hawaii – Alaska – North Dakota – South Dakota – Nebraska – Oklahoma – Texas – Kansas – Wyoming – Montana – Idaho – New Mexico.

[Click Here](#) for the visa application if you live in any of the above states.

### **Consular jurisdiction of the Consulate General in New York:**

Alabama – Arkansas – Connecticut – Florida – Georgia – Illinois – Indiana - Iowa – Kentucky – Louisiana – Maine – Massachusetts – Michigan – Minnesota – Mississippi – Missouri - New Hampshire - New Jersey - New York – Ohio – Pennsylvania - Rhode Island – Tennessee – Vermont - Wisconsin.

[Click Here](#) for the visa application if you live in any of the above states

### **Consular jurisdiction of the Algerian Embassy in Washington DC:**

North Carolina - South Carolina – DC - Delaware – Maryland – Virginia - West Virginia.

[Click Here](#) for the visa application if you live in any of the above states

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP PASSPORT SERVICES, INC!**

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.**