



VIP PASSPORT SERVICES, INC.

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

Website: www.vippassports.com Email: 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 TOURIST 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)	<u>\$150.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u> </u>
ADD RETURN SHIPPING FEE: (SEE * BELOW)	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

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 ST 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.	

*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES.

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

REVISED: 1-29-2026 (EL)



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PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **SIGNED U.S. PASSPORT** (MINIMUM OF 6 MONTHS VALIDITY)
- 2.) **TWO (2) RECENT PASSPORT-TYPE PHOTOGRAPHS** (2x2)
- 3.) **TWO (2) COMPLETED APPLICATIONS 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.) **COPY OF MOST RECENT BANK STATEMENT**
- 7.) **COPY OF HOTEL CONFIRMATION**
- 8.) **INVITATION** – 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.
- 9.) **CONSULATE FEE:** \$160.00

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: 1-29-2026 (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

Revised: 1-22-2026 (EL)