



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 <input type="checkbox"/> (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 <input type="checkbox"/> (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 NON-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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NON-U.S. PASSPORT HOLDER

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

- 1.) **SIGNED PASSPORT** (MINIMUM OF 6 MONTHS VALIDITY WITH TWO BLANK VISA PAGES)
- 2.) **ONE (1) RECENT PASSPORT-TYPE PHOTOGRAPH** (2x2)
- 3.) **ONE (1) COMPLETED TYPE 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 ROUNDTRIP AIRLINE/FLIGHT ITINERARY**
- 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/HER ALGERIAN ID, PASSPORT, OR CONSULARE CARD)
- 6.) **CLEAR COPY OF PROOF OF RESIDENCE** – DRIVER LICENSE OR UTILITY BILL

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- 7.) **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	

- 8.) **PROOF OF U.S. STATUS:** (PLEASE SUBMIT ONE OF THE FOLLOWING)
- COPY OF PERMANENT RESIDENT CARD
 - ORIGINAL U.S. VISA AND PRINTED I-94 (VISIT <https://i94.cbp.dhs.gov>)
- 9.) **CONSULATE FEE:** **\$160.00** – SUBJECT TO CHANGE BASED ON NATIONALITY AND CAN CHANGE WITHOUT NOTICE

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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: 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)