



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

☐ 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, Apostilles, Document Legalizations, and Translations



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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>
☐ SPECIAL HANDLING FEE: (LESS THAN 7 DAY PROCESS)	<u> </u>
OTHER FEES: _____	<u> </u>
RETURN SHIPPING FEE: (SEE * BELOW)	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

FEDEX LETTER RETURN SHIPPING FEES (SELECT ONE)	
☐ PRIORITY OVERNIGHT	\$65.00
☐ 2-DAY	\$57.50
☐ 3-DAY	\$47.50
☐ SATURDAY - CALL	
☐ 1 ST OVERNIGHT - CALL	
☐ LOCAL DELIVERY - CALL	

REGULAR
PROCESS TIME: **8 TO 12 DAYS**

PLEASE MARK THE APPROPRIATE BOX IF YOU NEED VIP TO REQUEST TO HAVE THE VISA ISSUED IN LESS THAN 7 DAYS FROM THE DAY THAT WE SUBMIT YOUR APPLICATION (\$100.00 SPECIAL HANDLING).

THE CONSULATE IN SAN FRANCISCO AND NEW YORK ARE CLOSED EVERY MONDAY.

THE EMBASSY IN DC IS CLOSED EVERY FRIDAY.

*FEDEX WILL CHARGE ADDITIONAL FEES FOR ALL RESIDENTIAL DELIVERIES. ALL SHIPPING FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

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

REVISED: 8-19-2026 (EL)

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ALGERIA TOURIST VISA

U.S. PASSPORT HOLDER

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)