

POSTAL ADDRESS & CONTACT DETAILS:

VISASMART TS LTD
FALCON HOUSE, 19 DEER PARK ROAD
WIMBLEDON, LONDON
SW19 3UX
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ALGERIA TEMPORARY WORK VISA APPLICATION PACK

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

1. CHECKLIST OF DOCUMENTS YOU MUST SEND

- ORIGINAL PASSPORT** - with a minimum of 6 months validity & 2 blank pages. Non British passport holders must also supply UK residency evidence.
- 2 COPIES OF EVERY PASSPORT PAGE INCLUDING COVER** - We can do this for you if you prefer - please select the option at the payment section.
- APPLICATION FORM (supplied in this pack) PLUS 1 COPY.**
- 2 UK PASSPORT PHOTOS.**
- A COPY OF YOUR WORK CONTRACT** - this must not exceed 90 days old & must be signed by the employer in Algeria
- TEMPORARY WORK PERMIT** - issued by the Ministry of Labor at the Wilaya where the employer is based + 1 copy
- LETTER FROM EMPLOYER IN THE UK OR IRELAND** - stating position held by the applicant & purpose of visit + 1 copy
- LETTER OF REPATRIATION ISSUED BY THE RELEVANT SERVICES** - signed by the employer & sealed by the Labor office of the Wilaya where the applicant will be working, in which the employer certifies to undertake full financial responsibilities for repatriation of their foreign workers upon completion of their work contract

2. SERVICE OPTIONS.

- ALGERIA TEMPORARY WORK VISA (£270.00 + service fee £90.00 VAT inclusive)**
- PHOTOCOPY SERVICE (£10.00 VAT inclusive)**
- PHOTO PRINTING SERVICE (£12.00 VAT inclusive)**

3. RETURN OPTIONS.

- ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)**
- DHL EXPRESS (FROM £45.00)**
- OWN PREPAID, ADDRESSED ENVELOPE** - please note that we will not return any passport via 1st class post.
- PERSONAL COLLECTION** - we will inform you when the passport is available for collection & book an appointment for you.

4. CONTACT DETAILS & RETURN ADDRESS

NAME OF APPLICANT(s)

NAME OF CONTACT - for your security, we will only correspond with the named party on this form regarding the application

CONTACT PHONE & EMAIL

RETURN ADDRESS

5. DECLARATION

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

SIGNATURE

DATE

INFORMATION FOR THE ALGERIA VISA SERVICE

You can apply no more than 2 months before your planned arrival date. Once the embassy has begun the process, the passport will be unavailable until the process is complete.

This embassy will only process applications for UK nationals or residents.

Processing time in the embassy is usually 5-15 business days but can take longer. The embassy may need to apply for authorisation to issue your visa from their Foreign Ministry so we cannot guarantee any timescale. We advise that you do not confirm any flight booking until your visa has been confirmed.

The embassy will decide whether to issue your visa as a single or multiple entry based on the documents provided. Their decision is final and cannot be disputed. The minimum visa validity is usually 2-12 months but it can vary.

Visitors must make travel arrangements to Algeria based on the date of entry indicated on their visa. Visitors must not arrive in Algeria before that date.

Visitors must leave Algeria before the expiry date shown on the top right-hand corner on the visa sticker.

The period of effective stay in Algeria is 10-180 days per year. Your visa will note the length of stay, in days, that you have been granted. You must not exceed the total number of days noted.

This embassy is closed every Monday.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however, we request that no payment is made before we can check that everything is in order. Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your passport which will contain your visa inside. You must check your visa on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, www.visasmart.co.uk. By using our services, you are agreeing to all terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites before making your selection.

الجمهورية الجزائرية الديمقراطية الشعبية

PEOPLE'S DEMOCRATIC REPUBLIC OF ALGERIA

المركز : قنصلية الجزائر بلندن

Post: Consulate of Algeria in london

Visa type نوع التأشيرة **Please select the visa type**

طلب تأشيرة

VISA APPLICATION

اللقب Family name الاسم First name الإسم قبل الزواج Maiden name تاريخ و مكان الميلاد Date and place of birth /..... /..... ابن Father's name الحالة العائلية Marital status(*) الجنسية الحالية Present nationality العنوان الشخصي Personal address Tel Email address		الاسم First name إسم آخر Other name في at والين Mother's name البلد Country ارملة Widow (er) ذكر الجنس gender(*) M أنثى F مطلق Divorced الجنسية الأصلية Nationality of birth		صورة Photo
الزوج Husband-wife اللقب Family name تاريخ و مكان الميلاد Date and place of birth /..... /..... Country Nationality		خاص بإدارة For office use only		
الأطفال Children To be filled only if the child is on your passport and traveling with you لا يملأ إلا في حالة سفر الأولاد		رقم الطلب Application Number		
الاسم و اللقب Family name – First name تاريخ الميلاد Date of birth مكان الميلاد Place of birth الجنسية Nationality		Received on		
Type of travel document جواز سفر عادي Ordinary Passport وثيقة أخرى (توضيح) other document (give precision) رقم Passport number الصادر Issued on /..... /..... في ينتهي Authority Expire on /..... /.....		عدد مرات الدخول الرخصة Nbr of authorized entries		
تأشيرة مطلوبة للدخول (*) Visa solicited for (*) مرة واحدة 1 entry مرتين 2 entries عدة مرات Multiple entries تاريخ الدخول Date of entry		مدة الإقامة Duration of stay (
المهنة Occupation العنوان المهني Company address المستخدم employer		الضريبة المستحقة Tax		
في حالة عبور In case of transit الوجهة النهائية What's final destination هل لديكم تأشيرة دخول لهذا البلد (*) Do you have a visa for this country (*) نعم yes لا no العنوان أثناء الإقامة Address during your stay غرض الإقامة Purpose of stay مدة الإقامة Length of stay 30 يوم 30 days 90 يوم 90 days اآر Others		تاريخ صدور التأشيرة Issued on ا لتاريخ المحدد للاستعمال Expiry date		
هل سبق لكم الإقامة بالجزائر Have you been already to Algeria نعم yes لا no في أي تاريخ When? مدة الإقامة Length of stay كم How many times?		رئيس المركز الامضاء و الختم Head of the post (Signature and stamp)		

List of equipments قائمة المعدات

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التزم بمغادرة الإقليم بعد انقضاء اجل التأشيرة التي ستمنح لي و بعدم قبول أي عمل ماجو راو غير مأجور خلال إقامتي و بعدم الإقامة بصفة نهائية
I undertake to leave the Algerian territory at the expiration of the visa and to refuse any employment being paid or not, during my stay, and do not establish there
هام تملئ جميع الخانات بحروف واضحة في حالة خطئ أو عدم ملئ بعض الخانات لن يرد عن طلبك

IMPORTANT: all categories must be completed in capital in CAPITAL LETTERS in case of mistake or omission; your demand will be rejected.

(*) put the Cross, in the category corresponding to your answer

ضع علامة × في الجواب المختار

التاريخ و إمضاء المعني (صاحب الطلب)

DATE AND APPLICANT SIGNATURE