



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- Two visa application forms (attached), completed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport. The application must be typed or filled in electronically using the attached fillable PDF; handwritten applications will not be accepted. If you would prefer to have a G3 associate type your application, please contact ConciergeDesk@g3visas.com. Please ensure the dates on the application exactly match those on the itinerary and other supporting documentation.
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of flight itinerary showing applicant's name. Please ensure the dates on the itinerary exactly match those on the application and other supporting documentation.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must bear the original pen-to-paper signature of a company representative other than the applicant. A sample letter is attached.
- A letter of invitation from the company to be visited in Algeria. The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, telephone number and email for a contact person at the overseas company. This letter must be original; faxes, scans, or copies are not accepted. A sample letter is attached.

TOURIST TRAVELERS must also include:

- A copy of hotel reservations showing the applicant's name.

WORK VISA APPLICANTS must also include:

- A Temporary Employment Authorization issued by the Algerian Ministry of Labor. This must be submitted with the application; the Embassy will not accept any authorizations faxed or mailed separately.

NON-US CITIZENS must also include:

- A copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.
- Citizens of Armenia, Australia, Canada, France, Italy and Portugal must submit proof of health insurance: a copy of health insurance card AND a letter from the health insurance company certifying that the traveler has insurance valid in Algeria. The letter must include the planned dates of travel, which must match those on the application and other documentation.

There is No Substitute for Experience.

G3's Standard of Service

All visa and passport requests are processed by knowledgeable, experienced associates.
All calls are answered by a well-informed associate, not a call center or voice mail system.
All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
All requests receive email confirmation acknowledging receipt by a G3 associate.
All application documents will be thoroughly reviewed prior to submission.
All requests receive email confirmation of the completion and FedEx tracking information.
All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.

Visa Requirements



There is No Substitute for Experience.

Enhanced Services

G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:

Document Pre-Check: Email ConciergeDesk@g3visas.com for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
Application Creation: Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
Application Correction: G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
Business Letter Creation: G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
Inbound FedEx Airbill: G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
Return Delivery Confirmation: Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.	\$225.00

VISA NOTES

- These instructions are applicable for residents of DC, Maryland, North Carolina, Virginia, and West Virginia only. Residents of all other states should contact NYC@g3visas.com for instructions.
- Visas are issued based on the dates on the application; please ensure these dates match your travel itinerary.
- Travelers of certain nationalities may be subject to higher consular fees for visa processing.
- Journalists, photographers, and filmmakers require additional documentation; please contact G3 for details.

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: www.g3visas.com/Policies.html.



Send to: G3 Global Services
 Attn: Visa Department
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
ALGERIA

There is No Substitute for Experience.

Concierge Service \$225.00 *Extra*

Consular Fees for Visa Processing

Visa Type	Mission Critical 10 Business Days	Priority 12 Business Days	Expedited 14 Business Days
Tourist	<input type="checkbox"/> \$166.00	<input type="checkbox"/> \$166.00	<input type="checkbox"/> \$166.00
Business	<input type="checkbox"/> \$166.00	<input type="checkbox"/> \$166.00	<input type="checkbox"/> \$166.00
Flight Crew	<input type="checkbox"/> \$166.00	<input type="checkbox"/> \$166.00	<input type="checkbox"/> \$166.00
Work	<input type="checkbox"/> \$191.00	<input type="checkbox"/> \$191.00	<input type="checkbox"/> \$191.00

G3 Service Fees

Tourist	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Business	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Flight Crew	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Work	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00

Return Delivery Fees

<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge

**These services may not be available for all delivery locations.*

Send Completed Order Form and All Required Documents To:

G3 Global Services, Attn: Visa Department, 919 18th Street NW, Suite 230, Washington, DC 20006

888.883.8472 Toll Free | WashingtonDC@g3visas.com

www.g3visas.com

Applicable Fees



Send to: G3 Global Services
 Attn: Visa Department
 919 18th Street NW, Suite 230
 Washington, DC 20006
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC
ALGERIA

VisaOrderForm

Your invoice will be sent to your contact email. Check here if you require a hard copy included with your return delivery.

Payment Information

Payment Via Check #: *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard: - - -

Exp. Date: ___ / ___ Security Code:

OR

American Express: - -

Exp. Date: ___ / ___ Security Code:

Name as it appears on the card:

Billing Address:

City: State Zip:

Signature: _____

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

Enhanced Services Requested:

- Document Pre-Check, \$59.00
 - Application Creation, \$150.00
 - Application Correction, \$55.00
 - Business Letter Creation, \$50.00
 - Inbound FedEx Airbill, \$35.00
 - Return Delivery Confirmation, \$15.00
- or bundle all services above with our*
- Complete Concierge Service, \$225.00**

Total Fees from Applicable Fees Page

Please include Applicable Fees page with your request.

	FEE	# Travelers	TOTAL
Enhanced Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Passport Protection Plan	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
		Return Delivery Fee	<input type="text"/>
		Subtotal	<input type="text"/>
		Add 5% for credit card convenience fee	<input type="text"/>
		Total Payment Enclosed	<input type="text"/>

Traveler Names

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

Visa Service

Visa Type: Tourist Business Flight Crew Other _____

Processing Speed: Mission Critical Priority Expedited

Travel Details

Date of US Departure: I must have my passport no later than:

Other visa or passport services requested:

Notes:

Contact Information *Who should G3 contact about this request?*

Name: Company:

Contact Email (required):

Daytime Phone: Mobile Phone:

Return Delivery Address *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name: Company:

Street Address:

City: State: Zip Code:

Daytime Phone: Mobile Phone:

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

OF TRAVELERS:

طلب تأشيرة

VISA APPLICATION

IMPORTANT: False statements will lead to the application being rejected or to the annulment of a visa already granted.

اللقب Last name	الاسم First name
الاسم قبل الزواج Maiden name	اسم آخر Middle name
تاريخ الميلاد Date of birth	الولاية City
اسم الأب Father's name	اسم الأم Mother's maiden & first name
الوضعية العائلية * Marital status (*)	أعزب Single
	متزوج Married
	مطلق Divorced
	أرمل Widow (er)
	ذكر M
	أنثى F
الجنسية الحالية Present Citizenship.....	الجنس Gender (*)
العنوان الشخصي Personal address.....	رقم هاتف البيت Home phone
E-mail.....	رقم هاتف البيت Cell phone
Husband-wife (٢) زوج	
اللقب Last name (Maiden name for wife).....	الاسم First name
تاريخ الميلاد Date of birth	الولاية City
	State
الأطفال Children	لا يملأ الا في حالة سفر الأولاد to be filled when they travel with you
الاسم و اللقب Last & First name	تاريخ الميلاد Date of birth
	مكان الميلاد Place of birth
	الجنسية Citizenship
Type of travel document جواز سفر عادي Ordinary passport	طبيعة وثيقة السفر وثيقة أخرى {توضيح} other document (give precision).....
رقم Number.....	يصدر في Issued on.....
	ينتهي في Expire on.....
تأشيرة مطلوبة للدخول {*} Visa solicit for (*)	مرة واحدة 1 entry
	مرتين 2 entries
	عدة مرات several entries
المهنة Occupation.....	المستخدم Employer
العنوان المهني Address of employer	رقم هاتف المكتب Office phone
في حالة عبور In case of transit	الوجهة النهائية final destination
هل لديكم تأشيرة دخول لهذا البلد {*} Do you have visa for this country (*)	نعم Yes
	لا No
العنوان أثناء الإقامة Address during your stay.....	
غرض الإقامة Purpose	
اسم الشخص المقصود في الجزائر Name of your contact in Algeria.....	رقم الهاتف Phone.....
مدة الإقامة Length of stay	من From
	إلى To.....
هل سبق لكم زيارة الجزائر ؟ Have you already visited Algeria?	
كم مرة زرت الجزائر ؟ Number of visits.....	في أي تاريخ ؟ when?
	مدة الإقامة Length of stay
التزم بمغادرة الإقليم بعد انقضاء أجل التأشيرة التي ستمنح لي و بعدم قبول اي عمل ماجور او غير ماجور خلال إقامتي، و بعدم الإقامة بصفة نهائية	
I undertake to leave the Algerian territory at the expiration of the visa which would be granted to me, and to refuse any employment being paid or not, during my stay, and to not establish me there	
هام : تملأه جميع الخانات بحروف واضحة، في حالة خطأ أو عدم ملئ بعض الخانات لن يرد على طلبكم	
IMPORTANT: All categories must be completed in CAPITAL LETTERS in case mistakes or omissions; your application will be rejected	
(*) Put an X in the category corresponding to your answer	
التاريخ، وإمضاء المعني {صاحب الطلب}	
DATE AND APPLICANT SIGNATURE	

الرجاء الصاق الصورة هنا Please you must attach photo here
خاص بالإدارة For office use only
رقم الطلب Application Number
تاريخ الإيداع Received on
عدد مرات الدخول المرخصة Nbr. of authorized entries
مدة الإقامة Duration of stay
الضريبة المستحقة Tax
تاريخ صدور التأشيرة Issued on
التاريخ المحدد للاستعمال Date limit of utilization
رئيس المركز (الامضاء و الختم) Chief of post (Signature and stamp)

**EMBASSY OF ALGERIA
WASHINGTON DC**

**ADDITIONNAL INFORMATION
FOR WORK & BUSINESS VISA APPLICATION**

VISA APPLICANT'S FULL NAME:

1/ COMPANY IDENTIFICATION

Corporate name :	
<u>Head office</u> - Address : - Phone : - Fax : - Email :	
Nature of business :	
<u>Head of the company</u> - Name : - Title :	

2/ BRANCH IN ALGERIA

Corporate name : - Address : - Phone : - Fax : - Email :	
<u>Head of the branch in Algeria</u> - Name : - Title :	

3/ ALGERIAN PARTNERS (WHEN APPLICABLE)

<u>Algerian partner information</u> - Name : - Address : - Phone : - Fax : - Email :	
<u>Head of the company</u> - Name : - Title :	



Sample Business Letter From U.S. Company

*****Please print your business letter on company stationery.*****

June 15, 2016

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: aedwards@overseascoltd.co

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

Lucinda Albright

Lucinda Albright
Senior Vice President
Sample Products, Inc.

(The letter must have an original ink signature of a manager other than the applicant.)

Sample Letter



Sample Business Letter for Flight Crew

*****Please print your business letter on company stationery.*****

June 15, 2016

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: August 11, 2016 Date of Arrival #2: *(add if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Date of Departure #1: August 15, 2016 Date of Departure #2: *(if applicable)*
Airport of Arrival: *City*
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 *(contact number)*.

Sincerely,

Heather Bauer

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)

Sample Letter



Sample Business Invitation Letter from Overseas Company

*****Please print your business letter on company stationery.*****

June 15, 2016

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country
Telephone: 112-1234-5678
Email: aedwards@overseascoltd.co

(Please provide full contact details for the company and individual you will visit.)

Sample Products, Inc. *(insert company name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

We request that you issue him a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

James Ventura

James Ventura
Executive Officer
Overseas Company, Ltd.

Sample Letter



Sample Flight Crew Invitation Letter from Overseas Company

*****Please print your business letter on company stationery.*****

June 15, 2016

Consulate General of *(country you will visit)*
Consular Section

Dear Visa Officer,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. *(insert the name of your company)* and will be traveling to *(country)* aboard Sample Products, Inc. *(aircraft)* corporate aircraft Tail Number: N506AB *(number)*.

Pilots: Primary Captain: Brian Randall
 Backup: Christina Johnson

First Officer: Primary: Robert Jeffries
 Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

They will be in *(country)* from August 11 to August 15, 2016. They will be transporting corporate executives from their corporate headquarters in Washington, DC to *(country)*, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.
123 Example Avenue, Suite 45
City, Province, Country, Postal Code
Telephone: 112-1234-5678

Sample Products, Inc. *(insert company name)* will financially guarantee their flight crew and corporate aircraft while in *(country)*.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

Alice Matthews

Alice Matthews
Flight Coordinator
Overseas Company, Ltd.

(The letter must be signed by a representative of the overseas company, handler, or FBO.)

Sample Letter