



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## ALGERIA WORK STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Passport
  - Has to have at least two blank visa pages.
  - Have to be valid six months after the expiry of the visa.
- Photocopy of Applicants Passport
  - Must have 2 photocopies of EVERY single page of the passport photocopied.
- Visa Application Form
  - Complete the Visa form online. Print and sign. [View Form](#)
  - Supply two application forms done online.
  - You will also find a link for the visa application form in our document pack.
- Photographs
  - Two recent passport sized color photos. Glue one on each form.
- Proof of Employment in Algeria
  - The original employment permit issued by the Ministry of Employment.
  - The original employment contract in Algeria.
  - Supply additional photo copies of both the above documents.
- UK Company Letter
  - Include the following:
  - Must be an original.
  - State that the company is financially responsible for the applicant whilst in Algeria.
  - Addressed to the embassy.
  - Specify the purpose of the the business trip.
  - Include the details of the applicant.
  - Supply an extra photo copy of the original.
- Regent Visas Order Form
  - You will find this in our document pack.
- Important notes:
  - Multiple entry applicants must have been to Algeria before on business and need to show the original previous visa.
  - The applicant will not be able withdraw the passport from the embassy if the visa process has been started.
  - The Algerian is closed every Monday.

# REGENT VISAS ORDER FORM



CONTACT NAME

TELEPHONE NUMBER

ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

EMAIL ADDRESS

ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Algeria Work"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

### DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

### PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

CARD NO.

SECURITY CODE:

CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

VALID FROM DATE:

EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE