

# TRAVCOUR (UK) LTD ORDER FORM



Falcon House, Suite 2, 19 Deer Park Road, Wimbledon, SW19 3UX  
 Tel: 020 85431846 (9.00am to 5.00pm)  
 e-mail: [info@travcour.com](mailto:info@travcour.com) Website: [www.travcour.com](http://www.travcour.com)  
 Open Hours: (Mon – Fri) 9.00am to 5.00pm

## SERVICES FOR ALGERIA BUSINESS VISAS (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

Please tick the service you are applying for. Should any charge differ once received, we will notify you

| <input checked="" type="checkbox"/> | Algeria Business Visas       | Embassy Visa fee | Travcour service charge | Total to send excluding return cost |
|-------------------------------------|------------------------------|------------------|-------------------------|-------------------------------------|
|                                     | Business visa single entry   | 85.00            | 90.00                   | 175.00                              |
|                                     | Business visa multiple entry | 85.00            | 90.00                   | 175.00                              |

Please select the type of return you need us to use for your documents. Postal & International fees are only payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents by any third party and by selecting this option, you agree to the carriers terms and accept full responsibility for your selection.

| <input checked="" type="checkbox"/> | Return type                    | Charge | Terms  |
|-------------------------------------|--------------------------------|--------|--|
|                                     | Royal Mail Special Delivery    | 9.00   | Only applicable for UK residents. For terms & conditions please visit <a href="http://www.royalmail.com">www.royalmail.com</a> |
|                                     | DHL International Ltd          | 40.00  | For terms & conditions please visit <a href="http://www.dhl.co.uk">www.dhl.co.uk</a>   |
|                                     | Travcour courier hand delivery | POA    | Subject to London area/airport & availability. We will contact you upon receipt of your order.                                 |
|                                     | Personal collection            | N/A    | Please await our call to advise your documents are ready   |
|                                     | Own prepaid envelope           | N/A    | For security, please only send prepaid secure mail & note your tracking number   |

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

Cheque or postal order (Payable to Travcour (UK) Ltd)

Debit Card (please complete the following section) We do not accept American Express or Diners or credit cards.

|                      |                      |                      |                      |                     |             |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|---------------------|-------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Expiry: ...../..... | 3 digit SCN | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|---------------------|-------------|----------------------|----------------------|----------------------|

Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.

Barclays Bank PLC, Account name Travcour UK Ltd  
 Account number: 60960055  
 Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact will be in writing via email where possible. Please check your junk/spam mail in case your email filter rejects our mail. Please ensure consent is obtained if using someone else's contact information. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

Title: Mr./Mrs./Miss: First Names .....Surname.....

Address .....

.....Postcode .....

Telephone Number .....Email .....

If you require your documents by a certain time, please indicate the latest date you would like them returned to you: ...../...../.....

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier.

Signature .....(passport holder or legal guardian) Date ...../...../.....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions and consent to our data handling as set out in our privacy statement as detailed at [www.travcour.com](http://www.travcour.com). Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

# **DOCUMENT CHECKLIST**

## **ALGERIA BUSINESS VISAS**

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email [info@travcour.com](mailto:info@travcour.com) with your preferred time.

### **THE FOLLOWING SERVICES ARE AVAILABLE;**

**Standard service – 5 to 15 working days**

**Express service – N/A**

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

**In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.**

- Order form fully completed and signed**
- Visa application fully completed and signed plus one copy**
- 2 x passport photo - professional photos only on pale grey background**
- Invitation letter from host in Algeria**
- Letter from employer confirming your employed position and details of business with dates of expected travel.**
- Passport plus 2 copies of every page. Travcour UK Ltd will charge an additional £10.00 for applications sent without the copies in order to do them for you.**
- Non British passport holders MUST be resident in the UK in order to apply. You will need to supply a UK utility bill in order to prove this or a UK residency card/visa where applicable.**
- Travel insurance is also mandatory for the citizens of the following countries:**

Australia, Austria; Belgium; Canada, Czech Republic, Denmark, Estonia, Finland, F.Y.R. of Macedonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands (The), New Zealand, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden & Switzerland

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.

الجمهورية الجزائرية الديمقراطية الشعبية  
PEOPLE'S DEMOCRATIC REPUBLIC OF ALGERIA

المركز: .....  
Post : .....

نوع التأشيرة  
Visa type

طلب تأشيرة  
VISA APPLICATION

|   |   |                |
|---|---|----------------|
| اللقب<br>Family name                            | الاسم<br>First name                     | صورة<br>Photo  |
| الإسم قبل الزواج<br>Maiden name                 | إسم آخر<br>Other name                   |                |
| تاريخ و مكان الميلاد<br>Date and place of birth | في<br>Country                           |                |
| أب<br>Father's name                             | والد<br>Mother's name                   |                |
| الحالة العائلية<br>Marital status(*)            | مطلق<br>Divorced                        | أنثى<br>F      |
| الجنسية الحالية<br>Present nationality          | أرمل<br>Widow (er)                      | ذكر الجنس<br>M |
| العنوان الشخصي<br>Personal address              | الجنسية الأصلية<br>Nationality of birth |                |
|   | Tel                                     |                |

|   |                        |                                     |
|---|------------------------|-------------------------------------|
| الزوجة<br>husband-wife                          | الاسم<br>First name    | خاص بالإدارة<br>For office use only |
| اللقب<br>Family name                            | الجنسية<br>Nationality | رقم الطلب<br>Application Number     |
| تاريخ و مكان الميلاد<br>Date and place of birth | Country                | تاريخ الإيداع<br>Received on        |

|   |                                |                                |                        |
|---|--------------------------------|--------------------------------|------------------------|
| Children الأاطفال To be filled only if the child is on your passport and traveling with you لا يملأ إلا في حالة سفر الأولاد |                                |                                |                        |
| الاسم و اللقب<br>Family name – First name   | تاريخ الميلاد<br>Date of birth | مكان الميلاد<br>Place of birth | الجنسية<br>Nationality |
|   |                                |                                |                        |

|                         |  |   |
|-------------------------|--|---|
| Type of travel document | طبيعة وثيقة السفر<br>Ordinary Passport | وثيقة أخرى (توضيح)<br>other document (give precision) |
| رقم<br>Passport number  | الصادر<br>Issued on                    | ينتهي في<br>Expire on                                 |
|                         | Authority                              |   |

|  |                      |                    |                              |                               |
|--|----------------------|--------------------|------------------------------|-------------------------------|
| تأشيرة مطلوبة للدخول (*)<br>Visa solicited for (*) | مرة واحدة<br>1 entry | مرتين<br>2 entries | عدة مرات<br>Multiple entries | تاريخ الدخول<br>Date of entry |
|--|----------------------|--------------------|------------------------------|-------------------------------|

|                                   |                      |                         |
|-----------------------------------|----------------------|-------------------------|
| المهنة<br>occupation              | المستخدم<br>employer | الضريبة المستحقة<br>Tax |
| العنوان المهني<br>Company address |                      |                         |

|  |   |   |
|--|---|---|
| في حالة عبور<br>In case of transit   | الوجهة النهائية<br>What's final destination | تاريخ صدور التأشيرة<br>Issued on        |
| هل لديكم تأشيرة دخول لهذا البلد (*)<br>Do you have a visa for this country (*) | نعم<br>yes                                  | لا<br>no                                |
| العنوان أثناء الإقامة<br>Address during your stay                              |   | التاريخ المحدد للاستعمال<br>Expiry date |
| غرض الإقامة<br>Purpose of stay   |   |   |
| مدة الإقامة<br>Length of stay  | 30 يوم<br>30 days                           | 90 يوم<br>90 days                       |
|  | Others                                      | آخر<br>Others                           |

|   |                      |                               |
|---|----------------------|-------------------------------|
| هل سبق لكم الإقامة بالجزائر<br>Have you been already to Algeria | نعم<br>yes           | لا<br>no                      |
| كم<br>How many times?   | في أي تاريخ<br>When? | مدة الإقامة<br>Length of stay |

التزم بمغادرة الإقليم بعد انقضاء أجل التأشيرة التي ستمنح لي و بعدم قبول أي عمل مأجور أو غير مأجور خلال إقامتي، و بعدم الإقامة بصفة عفائية 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 تملأ جميع الخانات بحروف واضحة، في حالة خطأ أو عدم ملأ بعض الخانات لن يرد عن طلبكم

IMPORTANT :All categories must be completed in CAPITAL LETTERS in case of mistake or omission, your demand will be rejected.  
(\* ) put the Cross in the category corresponding to your answer.

التاريخ، و أمضاء المعني (صاحب الطلب)  
DATE and APPLICANT'S SIGNATURE