



Traveler data / Angaben zum Reisenden

Country to Visit/Reiseland *	Numbre of Entries/Anzahl Einreisen *	Business - Tourist - Technical *
.....
Last Name/Nachname *	First Name/Vorname *	Nationality *
.....
Email *	Phone / Telefon *	
.....	

Assistant data / Angaben AssistentIn

Last Name/Nachname	First Name/Vorname	
.....	
Email	Phone / Telefon	Cell phone/Handy
.....

Billing address / Rechnungsadresse

Company / Firmenname *	Attention of / z.Hd. *
.....
Exact address / Genaue Adresse *	
.....	
.....	
PO-Number/Cost Center/Auftragsnummer/Kostenstelle	
.....	

Passport return address / Rückversandadr. Pass

Company / Firmenname	Attention of / z.Hd.
.....
Exact address / Genaue Adresse	
.....	
.....	
Return address for passport/Rücksendung Pass *	
<input type="radio"/> Send Passport to Billing address/Passversand wie Rechnungsadresse	

*For administrative reasons we require credit card payment for private persons.
Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.*

Payment/Zahlung *

Invoice/Rechnung

Credit Card

Credit Card Number with Expiry Date MM/YY

Number Expiry Date

Date of request / Datum des Auftrags

Return my passport until: / Pass zurück bis:

Required Shipping / Gewünschte Versandart:

- Swiss Post Registered A-Post next working day (Monday-Friday) - CHF 9,00
- DHL Courier Standard next working day (Monday-Friday) - CHF 18,50
- Courier SAME DAY - price on request

- Swiss Post Registered EXPRESS next day (Monday-Saturday) - CHF 22,00
- DHL Courier Rapid next working day (Monday-Friday) - CHF 23,50
- Courier international - price on request



Consular Service Fly

Visa and Consular Service Bern - Geneva

Required documents: **Algeria - Business**

Validity of Visa:

90 days - 1 year

Max. Duration of stay:

30 days - 180 days

Permitted entries:

1x/2x/multiple

- Our Visa Request Form
- Application form Application form PDF requested in twofold form - please fill in the application form (download from our site).
- Original passport, valid at least 6 months beyond return date
- If non-Swiss - Copy Swiss residence permit B or C valid 6 months beyond return date
- 2 passport photos 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)
- Flight ticket
- Invitation letter: With company stamp, signature, indication of place of activity - Copy/scan sufficient (colored, good quality) - Important: if more than one entry is required, all intended travel dates must be stated in the invitation. - required language: french/english
- Employer's letter (letter of assignment with cost coverage and confirmation of employment) - Copy/scan sufficient (colored, good quality) - required language: french/english
- Trade register excerpt: Excerpt employer's company
- Certificate of insurance (with inclusion of repatriation costs in case of death, valid for the entire

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.
We are not liable for any delay or loss of documents posted on time.*

• info@consular-service.ch • www.consular-service.ch •

Office Bern

Postadresse: Postfach 9008, 3001 Bern
Domizil: Murtenstrasse 114, 3202 Frauenkappelen
Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

Office Genève

Adresse postale: Case postale 1345, 1211 Genève 1
Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85



Consular Service Fly

Visa and Consular Service
Bern - Geneva

duration of the stay)

Submission procedure: The application/passport is submitted and collected by us. Personal appearance by the applicant is generally not necessary. Send us all necessary documents by swiss post registered letter to our P.O. Box address.

Processing time standard application 2 working weeks

Processing time express application not available

Processing time urgent application not available

Comment/Remarks

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المركز
Post :

طلب تأشيرة

نوع التأشيرة
Visa type

VISA APPLICATION

اللقب الاسم
Family name First name
اسم لغير الاسم قبل الزواج
Maiden name Other name
تاريخ و مكان الميلاد في البلد
Date and place of birth At Country
ابن و ابن
Father's name Mother's name
الحالة العائلية أعزب متزوج (ة) مطلق (ة) أرمل (ة) الجنس
Marital status (*) Single Married Divorced Widow (er) gender (*) M F
الجنسية الحالية الجنسية الأصلية
Present nationality Nationality of birth
العنوان الشخصي
Personal address Tel

صورة
Photo
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
التضريبة المستحقة
Tax
رقم التأشيرة
Visa Number
صلاحية التأشيرة
Validity of Visa

الزوج - الزوجة
اللقب الاسم
Family name First name
تاريخ و مكان الميلاد البلد الجنسية
Date and place of birth Country Nationality

الأطفال 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 تاريخ الميلاد مكان الميلاد الجنسية
Family name - First name Date of birth Place of birth Nationality

نوع وثيقة السفر
Type of travel document
جواز سفر عادي وثيقة أخرى (توضيح)
Ordinary Passport other document (give precision)
رقم الصادر بتاريخ ينتهي في
Passport number Issued on Expire on
الصادر في
Authority

تأشيرة مطلوبة للدخول (*) مرة واحدة مرتين عدة مرات
Visa solicited for (*) 1 entry 2 entries Multiple

المهنة المستخدم
Occupation Employer
العنوان المهني
Company address Tel.....

في حالة عبور الوجهة النهائية
In case of transit What's final destination
هل لديك تأشيرة دخول لهذا البلد؟ (*) نعم لا
Do you have a visa for this country? (*) Yes No

العنوان أثناء الإقامة
Address during your stay
غرض الإقامة
Purpose of stay
مدة الإقامة تاريخ الدخول
Length of stay 30 days 90 days Others آخر Date of entry
هل سبق لكم الإقامة بالجزائر؟ نعم لا
Have you been already to Algeria? Yes No
كم؟ في أي تاريخ؟ مدة الإقامة
How many times? When? Length of stay
عنوان الإقامة
Adresse of stay

ألتزم بمغادرة الإقليم بعد انقضاء أجل التأشيرة التي ستمنح لي و بعدم قبول أي عمل مأجور أو غير مأجور خلال إقامتي أو بعد انقضاء 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: 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

(*) ضع علامة X في الجواب المختار

تاريخ، و إمضاء المعلن (صاحب الطلب)
DATE AND APPLICANT'S SIGNATURE