



### 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 \*

☐ 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

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### Required documents: **Algeria - Tourist**

**Validity of Visa:**

30 days - 90 days

**Max. Duration of stay:**

30 days - 90 days

**Permitted entries:**

1x

- 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
- Hotel reservation for the entire stay
- Certificate of insurance (with inclusion of repatriation costs in case of death, valid for the entire 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

*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.*

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• [info@consular-service.ch](mailto:info@consular-service.ch) • [www.consular-service.ch](http://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

Processing time urgent application      not available

**Comment/Remarks**

Consular Service Fly

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المركز: .....  
Post : .....

طلب تأشيرة

نوع التأشيرة  
Visa type

VISA APPLICATION

|                                                 |                                                                                                                                                                               |                     |                                                                 |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------|
| اللقب<br>Family name                            | الاسم<br>First name                                                                                                                                                           |                     |                                                                 |
| بسم لغير<br>Maiden name                         | الاسم قبل الزواج<br>Other name                                                                                                                                                |                     |                                                                 |
| تاريخ و مكان الميلاد<br>Date and place of birth | في<br>At                                                                                                                                                                      | البلد<br>Country    |                                                                 |
| ابن<br>Father's name                            | والين<br>Mother's name                                                                                                                                                        |                     |                                                                 |
| الحالة العائلية<br>Marital status (*)           | أعزب <input type="radio"/> (Single)<br>متزوج (ة) <input type="radio"/> (Married)<br>مطلق (ة) <input type="radio"/> (Divorced)<br>أرملة (ة) <input type="radio"/> (Widow (er)) | الجنس<br>gender (*) | ذكر <input type="radio"/> (M)<br>أنثى <input type="radio"/> (F) |
| الجنسية الحالية<br>Present nationality          | الجنسية الأصلية<br>Nationality of birth                                                                                                                                       |                     |                                                                 |
| العنوان الشخصي<br>Personal address              | Tel                                                                                                                                                                           |                     |                                                                 |

صورة  
Photo

خاص بالإدارة  
For office use only

رقم الطلب  
Application Number

تاريخ الإيداع  
Received on

عدد مرات الدخول المخصصة  
Nbr of authorized entries

مدة الإقامة  
Duration of stay

الضريبة المستحقة  
Tax

رقم التأشيرة  
Visa Number

صلاحية التأشيرة  
Validity of Visa

من / From

إلى / At

رئيس المركز  
(الإمضاء و الختم)  
Head of the post  
(Signature and stamp)

الزوج - Wife

|                                                 |                     |                        |
|-------------------------------------------------|---------------------|------------------------|
| اللقب<br>Family name                            | الاسم<br>First name |                        |
| تاريخ و مكان الميلاد<br>Date and place of birth | البلد<br>Country    | الجنسية<br>Nationality |

الأطفال Children 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            |                       |
| جواز سفر عادي<br>Ordinary Passport | وثيقة أخرى<br>other document |                       |
| رقم<br>Passport number             | الصادر بتاريخ<br>Issued on   | ينتهي في<br>Expire on |
|                                    | الصادر في<br>Authority       |                       |

تأشيرة مطلوبة للدخول (\*)  
Visa solicited for (\*)

مرة واحدة ☐ (1 entry)  
مرتين ☐ (2 entries)  
عدة مرات ☐ (Multiple)

المهنة  
Occupation

العنوان المهني  
Company address

في حالة عبور  
In case of transit

هل لديك تأشيرة دخول لهذا البلد؟  
Do you have a visa for this country? (\*)

العنوان أثناء الإقامة  
Address during your stay

غرض الإقامة  
Purpose of stay

هل سبق لكم الإقامة بالجزائر؟  
Have you been already to Algeria?

كم؟  
How many times?

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 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: تملأ جميع الخانات بحروف واضحة، في حالة خطأ أو عدم ملئ 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

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