

## Service Fee Pre-Payment Process

Starting from September 4th, 2022, Finland will introduce a new process to ensure more efficient visa application processing.

Appointment booking is mandatory, and applicants are required to pay the service fee in advance. Applicants can schedule their appointment using an online appointment booking system. Each applicant must schedule their own appointment slot and fee prepayment must be made for every application individually. The appointment will only be validated if payment of the service fees prior to the appointment is done in an approved agency of the Bank of Local Development (BDL). The payment must be made **within 3 working days** after the confirmation email of the scheduled appointment has been sent. Please note, that in case the payment is not made within 3 working days, you will lose your prepayment and the appointment. A non-prepaid appointment will be automatically cancelled. The number of available appointments per day is fixed by the Finland Embassy in Algiers.

Once you receive the block notification from the appointment system. To make payment please follow the below process:

- Please print a **payment slip** by clicking on the attached link <https://assets.ctfassets.net/xxg4p8gt3sg6/18sXAbGTQuYjzTjUDoAJa2/2d22a3ba30c0bc9318f7bc87988c4eef/BDL-Finland.pdf>. You are required to fill out and carry the payment slip to the bank.
- Go to an approved **branch of BDL bank** with your passport, the appointment reservation letter and the duly completed payment slip. Click here to find the bank address <https://assets.ctfassets.net/xxg4p8gt3sg6/4ALDDWxaThkWcyyMIvR1uw/671e14a75f740136c186277a3d6afe75/BDL-agency-branch-list-new.pdf>
- Pay the service fees of 4580 dinars, the RIB current account: 005001100000002813 29, on behalf of the company "SARL VFS Global Services Algeria"
- The bank issues a receipt and returns the passport
- A letter confirming the appointment will be sent by VFS Global electronically within 3 working days to the email address you have entered while booking an appointment. Please, contact the call centre if you do not receive your confirmation email after 3 working days.

### **On the day of the appointment, at the VFS center, you must present:**

- Your passport
- The letter confirming the appointment
- The bank receipt
- Your visa application form file including all the supporting documents required by the Embassy of Finland in Algeria

### **Role of the banking agency**

- The role of the BDL bank agency consists exclusively in collecting service fees;
- The bank branch is not responsible for the availability of appointments, nor for the decision of the Embassy of Finland regarding your visa application.

### **Change of appointment:**

- You are allowed to change the date of the appointment only once with the same bank receipt.
- The modification must be done online
- No changes can be made in less than 48 hours before the confirmed appointment time.

**No show on the date of appointment:**

**PLEASE NOTE:** If you do not show up for the scheduled appointment date and time, your receipt will no longer be valid and you will have to start the whole process again. The service fee will not be refunded if you cancel or fail to arrive for your confirmed booking (no show).