**People's Democratic Republic of Algeria**

**Ministry of Tourism and Handicrafts**

**List of required documents**

1. **In a first step: before presenting the file to the National Committee for the Accreditation of Tourism and Travel Agencies**

1. A copy of the owner's identity card
2. A copy of the identity card of the manager (technical director)
3. A copy of the technical director's academic title (diploma)
4. A copy of the work certificate for the manager (technical director)
5. A copy of the CNAS Security affiliation certificate Social of the leader (technical director).
6. A copy of the birth contract of the owner and the manager + two solar photos for each

1. **In the second stage : after obtaining the initial approval**

1. Basic law of society (in the case of a legal entity).
2. A certified true copy of the property contract or the lease of premises in commercial use, with a minimum area of ​​25 square meters.
3. Insurance certificate of the pecuniary consequences of liability civil and professional
4. A work contract, notarized, to be concluded between the owner of the agency and the travel and tourism agent, if applicable.
5. Work permit for a foreign travel and tourism agent.
6. Certificate of registration of the name with the National Center of the Register of Trade.
7. Register of protests (numbered and signed by the external services of the Ministry in charge of Tourism).

**Professional qualification requirements**

The person appointed to manage the travel and tourism agency (agent) must meet one of the following conditions:

- Have a postgraduate degree in tourism or hospitality.

- Hold a Baccalaureate in higher education, with proof of seniority of one year in the field of tourism.

- Have a diploma of higher technician in hospitality or tourism, with proof of seniority of one year in the field of tourism.

you can also log on to the portal of the Ministry of Tourism and Crafts and make your request, on: https://portail.mta.gov.dz