

JAPAN TOURIST VISA Main Requirements Checklist

□ 1. Original Current and Old Passport

- Broken lamination of the photo part is not accepted. Must be valid at least 6 months prior to the travel date. Must have a signature on page 3 and have at least two (2) blank pages.
- If there is a previous Japan visa, submit the original old passport that bears the previous Japan visa.

□ 2. Visa Application Form

- Must be printed on A4-sized paper. Should be printed or handwritten with black ink/pen.
- Must be printed as a 2-page set and not back-to-back
- Completely filled out and with original signature (wet signature). Write N/A on fields that are not applicable. Complete the hotel name/address/contact details and name of the airline. The embassy may not accept applications with no signature or with erasures; may deny the application that is filled out incorrectly or with wrong information.

□ 3. Photo

- 4.5cm x 3.5cm (passport-size photo with white background).
- High resolution, should not be digitally altered, no eyeglasses, both ears exposed, neutral expression.

□ 4. If employed, Certificate of Employment

- Original and must be issued within 3 months from the date of application.
- Must include the applicant's job title, period of affiliation, monthly (or annual income), and name and contact information of the certifier.

□ 5. Copy of latest Income Tax Return (ITR)

- For employees, the employee and employer section should be signed by both parties (BIR 2316).
- For business owners, submit as well a copy of BIR collection seal of receipt (BIR 1701).

□ 6. If Self-employed, submit the following:

- Copy of DTI/SEC registration and copy of the latest Income Tax Return (ITR) of the company

□ 7. Photocopy of Senior Citizen ID (if applicable only)

□ 8. Original Bank Certificate and 3-months Bank Statements (issued by the bank)

- Should be addressed to the Embassy of Japan in the Philippines.
- Must include account type, account number, current balance, and average daily balance (ADB).

□ 9. Original PSA Birth Certificate (Should be issued within 1 year from the time of application)

- If PSA Birth Certificate is unreadable or there is no record in PSA, submit a copy of the birth certificate issued by the municipality in addition to the PSA issued "Negative Certificate of Birth."
- If PSA Birth Certificate is late registered, submit a copy of the baptismal certificate and form 137 from Elementary or High School.

□ 10. Original PSA Marriage Certificate (Should be issued within 1 year from the time of application) (if the applicant is Married).

- If the marriage record has not been sent to PSA from the local civil registrar's office, submit the marriage certificate issued by the Local Civil Registrar in addition to the PSA-issued "Certificate of No Marriage" Record.

Note: Submission of PSA documents (Birth and Marriage Certificate) can be waived if there is a previous Japan visa. However, if there will be a sponsor from one of the family members, submission of PSA documents (issued within 1 year) is a MUST to prove the relationship between the sponsor and receiving party.

□ 11. Daily Schedule or Itinerary

□ 12. Signed Authorization letter for the embassy verification of PSA documents

- Must be printed on A4-sized paper. Should be printed or handwritten with black ink/pen.

□ 13. Signed Authorization Letter

- Must be printed on A4-sized paper. Should be printed or handwritten with black ink/pen.

□ 14. Signed Multiple Entry Request Form (for multiple entry tourist visa applications only)

- Must be printed on A4-sized paper. Should be printed or handwritten with black ink/pen.
- Submitting a Multiple-entry request form does not guarantee the issuance of a Multiple-entry visa.

□ 15. Signed Transmittal and Waiver of Liability Form

Additional Requirements if there is a Guarantor in the Philippines (Family/Relative/Friend)

□ 1. Letter of Guarantee from a family member, relative, or friend.

- Should be printed on A4-sized paper and printed/handwritten in black ink/pen.

□ 2. Guarantor's Documents

- Certificate of Employment or business documents such as SEC/DTI registration and latest ITR.

□ 3. Proof of Relationship

- For family members or close relatives, submit PSA Birth Certificate(s) and Marriage Certificate(s) that will show the trace of kinship of the applicant with the guarantor (should be issued within 1 year).
- For distant relatives or friends, submit pictures together to prove the existing relationship between the applicant and guarantor.

□ 4. Original Bank Certificate with 3 months Bank Statements (issued by the bank).

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