



PASSENGER NAME:

## JAPAN VISA (VFS) APPLICATION

(CHECKLIST OF DOCUMENTS)

<b>Duly accomplished and signed application form</b> (All forms must be typewritten or strictly computerized and printed on A4-size paper. Handwritten forms will not be accepted.)		
<b>Two (2) pieces of passport-sized colored photos with white background.</b> (Wearing accessories such as earrings, necklaces, or similar items is not allowed. Smiling or showing teeth in the photo is also not permitted.)		
<b>Valid Passport</b> (For applicants aged 12 years old and above, the passport must be signed by the holder or by a parent.) Note: It is preferable that the mother signs on behalf of the minor.		
<b>Original Bank Certificate with 6 months ADB. If the ADB is not indicated, a 6 month SOA must be submitted.</b> (The document must be issued within the last 3 months)		
<b>Income Tax Return (ITR) or BIR Form 2316</b>		
<b>Original Certificate of employment issued within the last 3 months</b> (stating position, date hired, salary, telephone, issue date and address)		
<b>For Businessmen: Photocopy of DTI, SEC or GIS and Business or Mayor's permit</b>		
<b>For first timer: Original Latest PSA Birth certificate, issued within one (1) year. In case of no record or non readable, submit certificate of no record together with the one issued by the Local civil registrar **No need if with previous USED Japan visa**</b>		
<b>For first-time applicants (BOTH MALE AND FEMALE): Submit the Original Latest Marriage Certificate issued within one (1) year. In case of no record, submit a Certificate of No Record together with the one issued by the Local Civil Registrar. **No need if with previous USED Japan visa**</b>		
<b>Affidavit of Support</b> (Notarized) **for a Non-Relative Sponsor**		<b>ICARD/PRC ID</b> (Photocopy, front and back)
<b>Guarantee Letter</b> (Computerized)		<b>Daily schedule or Itinerary</b> (Computerized)
<b>For senior/retired: Senior ID or Letter</b>		<b>If Student: Latest School ID or School Certificate</b>
<b>Two (2) Signed Authorization Letter</b>		
<b>If late registered: submit Original Baptismal and original form 137. If cannot comply, application must prepare a valid explanation letter with original signature</b> (they do not accept e-signature)		
<b>Signed Waiver Form</b> (to confirm that they understand and accept the terms, conditions, or responsibilities related to their visa application (e.g., travel risks, processing delays, or non-refundable fees).		
<b>Others (please specify):</b>		

\*\*Please kindly check the list of documents submitted to our office\*\*

We acknowledge received the above mention documents and ensure the following

\*\* Your personal information provided to us will be used only for the purpose of submitting your visa application to the Embassy of Japan and not be disclosed to any third party without your consent;

\*\* Your personal information will be held by us only during the process of your visa application, and not to be held or saved after the completion of the process.

\*\* During the above period, we taken necessary measures to ensure the security of your personal information, such as prevent it form leakage, loss or damage.

**ACKNOWLEDGED BY:**

**RECEIVED BY / DATE RECEIVED:**

Signature of passenger

Travel Consultant



**BINONDO: 8243-6666 ERMITA: 8523-1990 MAKATI: 8810-8552 TO 56**