

## VISA PROCESSING REQUIREMENTS

All documents must be original unless otherwise stated.

1. Philippine Passport
  - Broken lamination of the photo part is not accepted. Must have signature and have at least two (2) blank pages.
2. Visa Application Form
  - Also available at the entrance of Embassy or through accredited agency.
3. Photo
  - Specs: 4.5cm x 4.5cm with white background
  - Photo must be pasted on the application form.
4. Birth Certificate of applicant
5. Marriage Contract (if the applicant is married)
 

(4 and 5 must be from NSO Main Office/Serbilis Outlet Center (Nationwide) issued within one (1) year.) In case of non-record, you must submit certificate of non-record together with the one from Local Civil Registrar.)

**EXEMPTION OF BIRTH CERTIFICATES & MARRIAGE CONTRACT**

If the applicant is has his/her passport (old or valid) with a used Japanese visa

6. [Daily Schedule](#) in Japan (TAIZAI NITTEIHYO )
7. (if visiting friend) Documents or photos etc. to prove relationship
8. [Invitation Letter](#) from Guarantor in Japan
  - (Must have handwritten signature) (not applicable if package tour)
9. Bank Certificate
10. Income Tax Return (Form 2316) original and photocopy
11. Residence Certificate (JUMINHYO)
 

[11. is only applicable if Guarantor is a Japanese ]
12. Foreign Registration Certificate from City Hall
 

[ 12. is only applicable if Guarantor is not a Japanese . ]

<< If Guarantor in Japan Shoulders Any Part of Travel / Living Expenses >>
- 1-A. [Guarantee Letter](#) (MIMOTO HOSHOSHO )
  - Format also available at the Embassy website, entrance of the Embassy or accredited agency.
- 1-B Income Certificate (from City Hall) (SHOTOKU SHOMEISHO) from City Hall, Tax return certificate (NOUZEISHOMEISHO: form2) from Tax office, KAKUTEISHINKOKUSHO HIKAE or Bank Certificate (YOKIN ZANDAKA SHOMEISHO)
  - "[Gensen-Choshu-Hyo](#)" is not accepted.