

Order of scanning/submission to the Embassy

TOURISM VISA CHECKLIST SINGLE ENTRY

| No. | Required Documents/evidence | Detail | Tick | |
|-----|--|--|----------|------|
| | | | Original | Copy |
| 1 | Passport | Ensure your passport is self-signed. | | |
| 2 | Visa Application Form (Must be typed) | With applicant's signature. (If underage or with disability, their parents can sign on behalf of applicant). | | |
| 3 | 1x Photograph | A color photo taken within 6 months. (4.5 cm x 3.5 cm, clear image without background) | | |
| 4 | 1x Color Copy of Passport Bio Page | | | |
| 5 | 1x Color Copy of used Japan Visa, If any | | | |
| 6 | Bank Certificate | IN CASE THAT GUARANTOR IN THE PHILIPPINES WILL SHOULDER PART/ALL OF TRAVEL EXPENSE Average Daily Balance within the last six months must be shown. | | |
| 7 | Tax Payment Certificate | IN CASE THAT GUARANTOR IN THE PHILIPPINES WILL SHOULDER PART/ALL OF TRAVEL EXPENSE * Form 2316 must have signature of the Employer and Employee. * For business owners, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable) | | |
| 8 | Applicant's Employment Certificate (must indicate period of employment, salary and position) | IN CASE THAT GUARANTOR IN THE PHILIPPINES WILL SHOULDER PART/ALL OF TRAVEL EXPENSE *For business owners, Department of Trade and Industry (DTI) "Certificate of Business Name Registration" and Mayor's Permit from the City Hall must be submitted. *If for any reason other than being a retiree, full-time housewife or unemployed, applicant is unable to submit Bank and Tax Payment Certificate above, a letter of explanation about the reason must be submitted. *For students, a copy of School ID or Certificate of Enrollment in School must be submitted. | | |
| 9 | Birth Certificate (Issued by PSA within 1 year) Unnecessary if there is used Japan Visa on passport. | *If the Birth Certificate is not readable, submit Birth certificate issued by Local Civil Registrar. *If LATE REGISTRATION", submit Baptismal Certificate and School Record (Form 137). *If there is no record of birth in PSA, submit Birth Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA. | | |
| 10 | Marriage Certificate (For Married Applicants) (Issued by PSA within 1 year) Unnecessary if there is used Japan Visa on passport. | *If Marriage Certificate is not readable, submit Marriage certificate issued by Local Civil Registrar. *If there is no record of marriage in PSA, submit Marriage Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA. | | |

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| 11 | Itinerary in Japan | *Date of entry and departure to/from Japan (including flight information, if possible. Booking is not necessary). *Details of accommodation (as of hotel, name, address and phone number. Booking is not necessary). | | |
| In case that guarantor in the Philippines will shoulder part/all of travel expense | | | | |
| 12 | Guarantee Letter | | | |
| 13 | Proof of relationship between applicant and guarantor (e.g. Birth Certificate or Photos) | | | |
| 14 | Bank Certificate (see 9 above) | | | |
| 15 | Tax Payment Certificate (see 10 above) | | | |
| 16 | Employment Certificate (see 11 above) | | | |
| In Case of Proxy by Representative | | | | |
| 17 | Authorization letter and supporting documents (such as a certificate of employment, etc). | | | |
| 18 | Others | | | |