

## ATTENDING A DEPOSITION AT THE U.S. EMBASSY OR CONSULATE IN JAPAN

※ Required for attorneys and other relevant personnel (including translators and court reporters) to go to Japan for the purpose of attending a deposition.

※ Please note that all visa application require referral to our headquarters in Japan and may take longer than the general processing time.

### **REQUIREMENTS:**

#### **VALID PASSPORT:**

Properly signed by bearer, must have at least one blank VISA page

#### **PROOF OF YOUR U.S. IMMIGRATION STATUS:**

- Valid U.S. Permanent Resident Card (Green card) **AND**  copy
- Original Valid F1 Visa  Original 1-20 with valid travel endorsement signature **AND**  copies
- Original EAD card **AND**  copy (if applicable)
- Original Valid J1 Visa  Original DS-2019 with valid travel endorsement signature **AND**  copies
- Other U.S. Visa holder  Original **AND**  copy of your valid U.S. Visa

#### **TWO (2) COMPLETED VISA APPLICATION FORM:**

([Visa application](#)) ([Visa application fillable form](#)): The applicant must complete the visa application form in black pen or typed. Signature must be original. On the application form, if there is a field not applicable, please write "N/A" or "None".

#### **TWO (2) PASSPORT SIZE PHOTOGRAPH:**

2X2 inch photograph must be taken within the last six months with plain background

#### **PROOF OF CURRENT ADDRESS:**

Can be either a CA/AZ Driver License or CA/AZ ID. If your DL is not your current address, please bring a copy of a utility bill.

#### **FLIGHT ITINERARY/RESERVATION:**

Must have the visa applicant's name and date along with the flight information (starting with the US **AND** including the flight to/from Japan). You **do not** need to purchase your airline ticket until the visa is approved, however you need to make a reservation. You may want to consider adding trip protection or insurance should you need to cancel. In order to make a reservation without purchase, please consult with the airline or travel agency.

\* Please Note: We are not responsible for tickets, which are unusable due to delay or denial of visa.

#### **A LETTER FROM THE APPLICANT'S LAW FIRM:**

Letter must state the name of the applicant, a brief outline of the case and period of stay in Japan.

#### **COPY OF THE COURT ORDER:**

The commission/court order issued by a U.S. court must be sent directly to the U.S. Embassy in Tokyo or the appropriate U.S. Consulate in order to schedule a deposition to be taken.

#### **VISA OR CLEARANCE FROM THE COUNTRY YOU INTEND TO ENTER AFTER JAPAN (if applicable):**

If you intend to enter a third country after Japan and a visa is required, you must get that visa first.

#### **VISA FEE:**

Please refer to the [Visa fee page](#) Payment method: We only accept CASH or Money Order. We do not accept credit cards or personal checks.

#### **COMPLETED [RELEASE OF LIABILITY](#) AND PRE-PAID SELF-ADDRESSED RETURN ENVELOPE:**

If you are applying by mail (only those applicants who reside in a remote area) OR in person, and wish to receive your processed Visa by mail, you must submit a PREPAID return envelope. You can use USPS (Priority or Express) or FedEx (no handwritten airbills). Please do not use UPS as we do not have a daily pick-up.