

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.

*Please **do NOT** staple/clip/tape/use tabs or sticky notes on documents.

REQUIREMENTS:

☐ **ORIGINAL VALID PASSPORT:**

Properly signed by bearer, must have at least one blank VISA page (we cannot put the visa sticker on the Amendment or Endorsement pages etc.).

☐ **COMPLETED VISA APPLICATION FORM:** ([Visa application 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".

☐ **ONE PASSPORT SIZE PHOTOGRAPH:**

2 in x 1.4 in. photo on glossy photo paper (must be taken within the last six months with plain background). 2 in x 2 in. US passport size photo is also acceptable. Paste your photo on the application form with a glue stick. Do not use glue dots.

☐ **(FOR NON-US CITIZENS) PROOF OF YOUR U.S. IMMIGRATION STATUS (COPIES ONLY) VALID UNTIL RETURN DATE TO U.S.:**

- ☐ Valid U.S. Permanent Resident Card (Green card) **AND** any proof of extension if expired (ex: I-797, Advance Parole or stamp in passport, etc.)
- ☐ Valid F1 Visa **AND** ☐ I-20 with valid travel endorsement signature. Please provide ALL pages of the I-20. The signature is only valid for one year.
- ☐ Valid J1 Visa **AND** ☐ DS-2019 form with valid travel endorsement signature
- ☐ Other U.S. Visa holder (if you do not have the actual visa or is already expired, the US Embassy Appointment confirmation)

☐ **FLIGHT ITINERARY/RESERVATION:**

Must have the visa applicant's name and date along with ALL flight information below (and any other flights in between):

- ① **Starting with the US**
- ② **Flight to Japan**
- ③ **Japan onward**

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

☐ **IF YOU ARE NOT DIRECTLY GOING BACK TO THE U.S. OR YOUR HOME COUNTRY AFTER JAPAN (INCLUDING ANY LAYOVERS):**

If you are traveling to another country after Japan (besides the US or your home country) and a visa is required, you must get that visa first and provide a copy. If a visa is not necessary, please provide a statement stating that.

☐ **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.

☐ **PROOF OF CURRENT ADDRESS (COPIES ONLY):**

Provide one of the following matching your current address: CA/AZ State Driver License/ID, Utility Bill, Proof of Car Insurance, Vehicle Registration, Proof of Health Insurance, Renter's insurance, Grant Deed, Lease Agreement, etc.

* Do NOT submit a bank statement as proof of current address.

☐ **VISA FEE:**

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

☐ **PRE-PAID SELF-ADDRESSED RETURN ENVELOPE (USPS Only):**

We recommend USPS Priority or Express with tracking. We are not responsible for keeping a record of your tracking number.

☐ **COMPLETED [RELEASE OF LIABILITY](#): ([click here](#))**

Each applicant must sign their own form in pen. Please be reminded that we do not accept digital signatures.

Additional documents may be requested when necessary.