

DIPLOMATIC/OFFICIAL

[Definition] Applicants applying for diplomat or official visa. Japan has taken measures on the Visa Exemption Arrangements for Diplomatic and Official passport holders as shown in the chart [HERE](#) on reciprocal basis.

[Validity of Visa] Usually During Mission

*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 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". For children younger than school-age (6 yrs old and younger): A parent can print the child's name and write "signed by mother/father"

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.

PROOF OF YOUR U.S. IMMIGRATION STATUS (COPIES ONLY)

ORIGINAL OFFICIAL LETTER:

Official Letter from the applicant's government, department, agency, or organization that is sending the applicant on official travel/assignment. Please make sure the official letter includes the information listed below:

●SHORT-TERM DIPLOMATIC/OFFICIAL TRIP

Applicant's Full name and passport number

The applicant's current title and position

The purpose of the travel/assignment

The assigned place and duration (this must match the arrival date and location listed on the VISA Application Form)

The name of the visa office at the applicant's agency, contact person's name, and telephone number

Signature from applicant's supervisor

●LONG-TERM ASSIGNMENT

Applicant's Full name and passport number

The applicant's diplomatic/official title: if you apply for a diplomat visa, please specify the diplomatic title/rank, not a functional or organizational title (e.g. First Secretary, Attaché).

The name of the assigned organization and duration (this must match the arrival date and location listed on the VISA Application Form)

Type of visa requested (Diplomatic/Official)

The name of the visa office at the applicant's agency, contact person's name, and telephone number

Signature from applicant's supervisor

●FAMILY MEMBERS APPLYING FOR A VISA TOGETHER WITH THE PRINCIPLE APPLICANT

Please include the applicant's name, passport numbers, and relationship to the principal applicant in the principle applicant's official letter. It must explicitly state the spouse/dependent is authorized to accompany an official travel/assignment.

PROOF OF CURRENT ADDRESS (COPIES ONLY):

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.

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.