

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

REQUIREMENTS:

VALID PASSPORT:

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

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

2X1.4 inch photograph on glossy photo paper must be taken within the last six months with plain background.

PROOF OF YOUR U.S. IMMIGRATION STATUS: *Copies accepted

- Valid U.S. Permanent Resident Card (Green card)
- Valid F1 Visa I-20 with valid travel endorsement signature
- Valid J1 Visa DS-2019 with valid travel endorsement signature
- Other U.S. Visa holder Copy of your valid U.S. Visa

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:

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

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

Please submit a PREPAID return envelope with tracking. Please use USPS (Priority or Express).

COMPLETED RELEASE OF LIABILITY:

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.