



PICK-UP REQUEST and INSTRUCTION FORM

(Open 1:15pm-3:45pm M-F, except holidays)

Those who wish to pick up their passport in-person may pick up their passport between the hours of **1:15pm-3:45pm**, on business days, no weekend or [holiday](#) service.

Appointments are not necessary, however, you will need to follow the directions below.

Each applicant MUST PRINT OUT this form and ☒ ALL of the following:

- 1) ☐ I understand that I cannot come to the Consulate General of Japan, Los Angeles without being notified by email that my visa/passport is ready.
- 2) ☐ I understand that once I have selected my return method during my initial application submission, I will not be able to change this method.
- 3) ☐ I have filled out the information below and submitted it with my initial application package
- 4) ☐ **I understand I will be notified by email** once my visa/passport is ready for pick-up.
- 5) ☐ I understand that if I am not approved for a visa, I will be notified to provide a prepaid USPS return envelope and [Release of Liability](#) at that time.

Note: Please make sure the following information is in **ALL CAPITAL LETTERS**, legible, and correct. We cannot be responsible for undeliverable emails due to errors. Please make sure to also check your junk email folder.

Last Name (as it appears on your passport): _____

Given Name (as it appears on your passport): _____

Passport Number: _____

Date of Birth: _____

Phone Number: _____

Email Address: _____

OPTIONAL:

- 6) ☐ I am appointing a proxy to pick-up my visa/passport on my behalf, and have filled out the information below with my initial application package.

I, _____ authorize
(Name of Applicant)

_____, _____
(Last Name of Proxy) (Given Name of Proxy)

to pick-up my visa/passport on my behalf. (Please make sure to fill out the name of your proxy as it appears on their government issued ID and they bring their ID.)

(Date)

(Signature of Applicant in PEN)

----- **For Office Use Only** [本・親族・友・エ・他 ()]-----

By signing below, I acknowledge that I have received the passport.

(Date)

(Signature in PEN)