

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

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

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.

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.