

## 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

#### ☐ **PROOF OF YOUR U.S. IMMIGRATION STATUS:**

- ☐ Valid U.S. Permanent Resident Card (Green card) AND ☐ copy
- ☐ Original Valid F1 Visa ☐ Original 1-20 with valid travel endorsement signature AND ☐ copies
- ☐ Original Valid J1 Visa ☐ Original DS-2019 with valid travel endorsement signature AND ☐ copies
- ☐ Other U.S. Visa holder ☐ Copy of your valid U.S. Visa

#### ☐ **TWO (2) COMPLETED VISA APPLICATION FORM:**

([Visa application - handwritten](#)) ([Visa application - fillable form for typing](#)): 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".

#### ☐ **TWO (2) PASSPORT SIZE PHOTOGRAPH:**

2X2 inch photograph must be taken within the last six months with plain background

#### ☐ **FLIGHT ITINERARY/RESERVATION:**

Must have the visa applicant's name and date along with the flight information. 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.

#### ☐ **HOTEL RESERVATION:**

Hotel reservations for your entire stay in Japan

#### ☐ **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.

#### ☐ **VISA FEE:**

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

#### ☐ **PRE-PAID SELF-ADDRESSED RETURN ENVELOPE AND COMPLETED [RELEASE OF LIABILITY](#):**

If you are applying by mail (only those applicants who reside in a remote area) OR in person, and wish to receive your processed Visa by mail, you must submit a PREPAID return envelope. You can use USPS (Priority or Express) or FedEx (no handwritten airbills). Please do not use UPS as we do not have a daily pick-up.