

Japanese Passport Certificate (Ryoken Shoji Shomei Mail-in Applications)

- You must live farther than 100 miles from our office to be eligible to apply by mail. Exceptions may be available for those with special circumstances.

Required Documents to Apply by Mail


1. A mail-in application form ([download here](#))
 - ※ You will need a copy of your application form during pick up. Please make a copy before you mail-in your documents.
2. Valid Japanese passport (copy) **
3. Valid U.S. visa (copy) **
4. If the Primary Applicant (PA) indicated under annotations on the U.S. visa will be applying on behalf of the applicant (e.g., a child), you will need to submit a Family Registry (*Koseki Tohon* only, copy acceptable) or a copy of the Primary Applicant's Japanese passport and U.S. visa.
5. If the reason for the application by mail is a special circumstance due to an illness or physical hardship, you must also submit a doctor's note.

** Open your passport to the page with your picture. Make a copy so that both the picture page AND the next page is printed on the center of the paper. (Do the same for the visa page). Do not enlarge or shrink the image. If you have additional amendments on your passport, provide a copy of that page as well.

Mail-in the documents above to the following address:

Consulate-General of Japan in Los Angeles
ATTN: Consular Section
350 S. Grand Ave., Suite 1700
Los Angeles, CA 90071

Once we receive your mail-in application, we will notify you of the pick-up date. If you do not hear from us, please contact the Consular Section at (213) 617-6700. We cannot send your certificate by mail. You will need to come in person to pick up your certificate.

 We are not responsible for any missing or lost mail-in applications. We recommend you use Certified Mail or request a Tracking number to monitor your mail.

Please make sure we can contact you by phone. We have had many cases where we were unable to contact the applicant because the voicemail is not setup or is full.

Required Documents for Pick Up

1. The applicant's Japanese passport
2. Fees (Click [here](#))
3. If a designated person will pick up the certificate, they must bring 3 additional documents.
 - ID of the designated person.
 - If this person is in the same household as the applicant, a *Koseki Tohon* which indicates all family members OR the Primary Applicant (PA)'s U.S. visa.

- A Letter of Authorization signed by the applicant and notarized by a Notary Public. If the applicant submitted a doctor's note with their application, the Letter of Authorization does not have to be notarized. (If a parent or legal guardian will be picking up on behalf of a minor, the Letter of Authorization is not required.)
- 4. A copy of the applicant's mail-in application form (this will be your pick-up slip).