



Attic Tours Philippines, Inc.  
Accredited by Japan Embassy

# Visiting Relative Invite SOFA Status

- Philippine Passport** (Note: valid within 6 months, FROM 13 YEARS OLD AND ABOVE NEED TO SIGNATURE IN PAGE 3, if they have used Japan visa must be provided)
- Visa Application Form SCAN QR CODE** (Note: No Erasure, No Blank Item, Blue or Black color ballpen are allowed and not friction pen, if not applicable kindly fill in [N/A] FROM 13 YEARS OLD AND ABOVE MUST BE THE APPLICANT SIGN.)
- 1 pc. Of picture 45mm x 35mm (Passport size)** white background (Note: Write your full name and date of birth on the back of photo)
- Authorization letter form of PSA SCAN QR CODE** (Note: Both adult and minor must be submitted, if applicant 17 years old and below parents must be signed and provide copy of Valid ID)
- PSA Birth Certificate** (issued within 1 year) original
  - **Submit all the relative's birth certificate and marriage certificate enough to prove of their relationship between invite/guarantor to applicant.**
  - i) If the applicant **late registered**.
    - (a) Baptismal certificate **and** Form 137 from Elementary/High School **OR** If the unable to submit, they should provide a letter of explanation for the reason.
  - ii) If Birth Certificate is **unreadable or No record**.
    - (a) Birth Certificate from Local civil registry (City Hall) and Birth Certificate Non Record from PSA
- PSA Marriage Certificate** (issued within 1 year) original (Note: If applicant is married, if the applicant widowed no need to provide)
  - i. If Marriage Certificate is **unreadable or No record**.
    - a. Marriage Certificate from Local civil registry (City Hall) and Non Record from PSA.
- Invitation letter (Sho-hie-jo) original SCAN QR CODE** (Note: (1) For "Visa Applicant's name", **please write in Alphabet as shown in passport.** (2) **As to the purpose and background of invitation, please fill in the concrete activities you are planning and the background/circumstances of the invitation in detail. \* Vague description such as "Sightseeing", "Visiting Acquaintances" or "Visiting Relatives" will not be accepted. Please indicate specific contents of activities.** (3) Depending on the reason for invitation, **you need to submit supporting documents to prove it (i.e., medical certificate, copy of Maternal and Child Health Handbook (Boshi-techo), certificate of employment). Never submit a copy of Individual Number Card (My Number Card) or Medical Insurance Card in Japan. We cannot accept them.**
- Daily Schedule or Itinerary SCAN QR CODE** (Note: (1) **Please enter the scheduled date of entry and departure from Japan**, including entry and departure flight information. (2) **For accommodation, please enter its details (In case of a hotel, the name, address and phone number \*)**.  
\* **Confirmed flight/hotel booking is not necessary for visa application** (3) **the schedule of stay must be stated in a daily basis**. However, in case similar activity continues for several days, you can put them into one column in this manner (Year/Month/Day-Year/Month/Date).
- Statement of Service** Original (Note: Including email address of attestant, if possible)
- Copy of Guarantor and Inviter Passport** (Note: Bio page and Stamp in Japan)

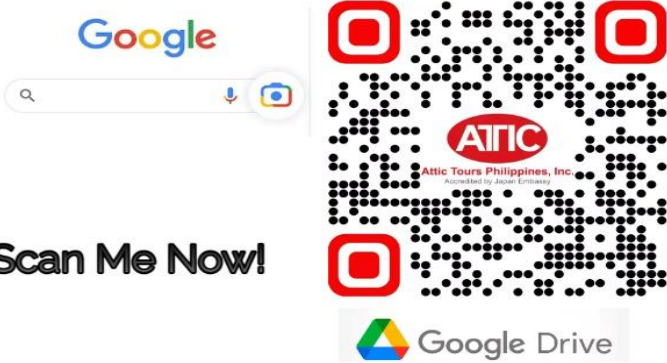
If the applicant will be shoulder part of all travel expenses.

- Personal Bank certificate** (Must have **ADB [Average Daily Balance] within last 6 months must be shown**) (Note: if the Bank certificate is joint account must have indicated their name both account holder), **Bank statement** (If the applicant or guarantor does not provide their **"ADB within last 6 months"** in the bank certificate, they should provide the **6 months of transactions "example from Jan. 1- July 1, 2024"**.) (Note: 3 months valid upon issue)
- Income Tax Return [ITR]** [(Form 2316 (Note: **Need the signature of the employer and employee**) / Form 1701/1702 (Note: For business owners, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable)) (Note: If the **applicant or guarantor is unable to submit**, they should provide **a letter of explanation for the reason.**)
- If the Applicant submit the following documents:**
  - ❖ If **Employed: Original EMPLOYMENT CERTIFICATE** (must indicate period of employment, salary and position) / E-SIGN is acceptable but it must have a word "SYSTEM GENERATED/DIGITALLY SIGNED" (Note: If the **applicant or guarantor is unable to submit**, they should provide **a letter of explanation for the reason.**)
  - ❖ If **Business Owner: Department of Trade and Industry (DTI) "Certificate of Business Name Registration"/ Security Exchange Commission (SEC) and Mayor's Permit /Business permit from the City Hall.** (Note: If **unable to submit**, they should provide **a letter of explanation for the reason.**)
  - ❖ If **"retired, housewife, unemployed"** is indicated in the occupation column on the first page of the application form, **not required to submit #8 and #9.**
  - ❖ Copy of valid **PRC license ID / (IBP ID for lawyer)** for those a **PROFESSIONAL LICENSE HOLDERS.**

- MULTIPLE REQUEST FORM SCAN QR CODE** (Note: If the applicant wants to apply Multiple visa)

If Guarantor in Japan Shoulder's all of the applicant's travel expenses.

- Guarantee letter form SCAN QR CODE** (Note: In case that multiple applicants have the same guarantor, please write the name of representative and "Others names, see attached list". Then, fill in "**List of Visa Applicants**".)
- W2 and 1040**



## IMPORTANT REMINDER:

- **#1-6 ;( [#11-14] if applicant want to shoulder for his/her travel expenses and want to apply ME) from applicant and #7-12 from relative in Japan.**
- Once the documents complete just visit our office near you to apply Japan visa. **Main office (office hours 9am-4pm); SM MOA, SM South Mall, SM Mega Mall, SM North, SM Fairview, SM Clark, SM Cebu, SM Davao (Mall Hours 10am-8pm)]** If the applicant lived in province you can sent thru LBC which address in **ATTIC TOURS SM FAIRVIEW Annex 3 Upper Ground Floor Parkway Building, SM City Fairview, Novaliches, Quezon City, Metro Manila c/o Joevil Torreda 0916-618-6165**
- **JAPAN EMBASSY accepts photocopy of documents issued/prepared in Japan instead of the original. However, they will request the submission of the original document, if it is necessary for inspection. (NOTE: CLEAR COLORED COPY ONLY NOT PICTURE).**
- **All documents must be in A4 size.** Documents of other size must be copied (reduced/enlarged) into size A4 and submitted together with the original. Please do not staple documents. Issuance receipts of certificates are not necessary and to be removed.
- **Reason for the denial of visa will not be disclosed even if an inquiry is made. At the same time, if a visa application is denied, applicant may only re-apply for the same purpose after (6) months.**
- It takes 5-7 working days processing Japan visa (not Guaranteed) sometimes more than a week/month. It depends in Japan embassy for their verification and decision.
- **Php 1680 visa processing fee additional Php 500 for MULTIPLE non-refundable (additional Php 300 for courier fee for those applicants from provinces)/ applicant.**

FOR INQUIRIES JUST CALL US AT (02)829-0761/ 0916-618-6165 /on our FB page Attic tours SM Fairview