



Attic Tours Philippines, Inc.
Accredited by Japan Embassy

UPDATED AS OF MAY 24, 2024 STARTING OF JUNE 10, 2024

Visiting Friend/Fiance

- 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
 - If the applicant **late registered**.
 - Baptismal certificate **and** Form 137 from Elementary/High School
 - If Birth Certificate is **unreadable or No record**.
 - 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)
 - If Marriage Certificate is **unreadable or No record**.
 - 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).
- Residence Certificate (Juminhyo)** original (**Note:** Please submit a certificate with description of all household members without omission. However, it should be without Individual Number (Kojin-bango) and Residence Certificate Code (Juminhyo-code).
- Copy of Residence card (Front & back)** or Special Permanent Resident Certificate (**Note:** If they not a Japanese Nationality)
- Proof of relationship between applicant and guarantor thru picture together.** (NOTE: PRINT IN A4 BOND PAPER AND indicate the name)

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**”).
- Income Certificate from City Hall in Japan (Shotoku Shomeisho)** (**Note:** Please submit those with description of the total income amount.), **Bank Certificate (Yokin Zandaka Shomeisho).** **Certificate of Tax Payment (Nozeihomeisho Form 2)** (**Note:** Please submit those with description of the total income amount.) OR **Tax Return Certificate from Tax Office (Kakuteinshinkokusho Hikae)** (**Note:** please submit a copy with an acceptance stamp of the tax office, * If you used e-Tax, please submit Notice of receipt (Jushin-tsuuchi) together with the copy of Final tax return forms (Kakutei-shinkokusho) (**Withholding Slip (Gensen-choshuhyo) is not acceptable.**) (**Note:** **Any of two documents or more much better**)



IMPORTANT REMINDER:

- #1-6; ([#12-15] if applicant want to shoulder for his/her travel expenses and want to apply ME) from applicant and #7-13 from friend/fiancé in Japan**
- Once the document 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