

VISITING RELATIVES/FRIENDS invited by US MILITARY PERSONNEL

A. PURPOSE

Visit US military personnel stationed in Japan or his/her dependent.

B. REQUIREMENTS

*All documents issued/prepared in the **Philippines must be original** except those specifically stated as photocopy.*

1. Philippine Passport

- Broken passport is not accepted. Passports must be signed and must have at least two (2) blank visa pages.

2. Visa Application Form

- Available at the Embassy website, at the entrance of the Embassy, or at any of the accredited travel agencies.
- Application form should be filled out all items correctly, If the item is not applicable, please fill in [N/A]. Use a BLACK ink pen only.
- The embassy may not accept applications with blank items, no signature, no date in the form, or with erasures; may deny the application filled out incorrectly or with wrong information.

3. Photo

- Specs: 45mm long x 35mm wide, with white background, no eyeglasses
- Photo must be taken within 6 months.
- Please write the applicant's name and birthdate on the back side of the photo.
- Photo must be pasted on the application form.

4. Birth Certificates (issued by PSA within 1 year)

Submit All the relatives' Birth Certificates/Marriage Certificate enough to prove the third-degree relationship between Applicant and Inviter)

【ADDITIONAL REQUIREMENTS】

- If the birth certificate is **unreadable or has incomplete information**, submit a Birth certificate issued by the Local Civil Registrar.
- If the birth certificate is **"LATE REGISTRATION,"** submit Baptismal Certificate and School Record (DepEd: Form 137)
- If there is **no record of birth in the PSA**, submit a Birth Certificate issued by the Local Civil Registrar and a Negative Certificate issued by PSA.

5. Marriage Certificate (issued by PSA within 1 year. For the married only)

【ADDITIONAL REQUIREMENTS】

- If the certificate is unreadable, submit a Marriage certificate issued by the Local Civil Registrar
- If there is no record of marriage in PSA, submit a Marriage Certificate issued by the Local Civil Registrar and a Negative Certificate issued by PSA.

[In case the applicant will shoulder part/all of travel expense]

6. Bank Certificate

7. Photocopy of Income Tax Return (BIR: Form 2316)

C. INVITER'S REQUIREMENTS

(A photocopy of documents issued/prepared in Japan is acceptable)

8. Invitation Letter

9. Daily Schedule in Japan (TAIZAI YOTEIHYO)

10. Statement of Service (including E-mail address of attestant, if possible)

11. Photocopy of Inviter's passport - Passport Copy of US Military Personnel in Japan

- Information page and pages with stamps regarding Japan travel

12. Proof of Relationship

- If you are a relative, submit a Birth Certificate or Marriage Certificate (must be original and issued by PSA within 1 year).

- If you are friends, submit photos, E-mails, receipt of remittance or parcel, etc.

[In case US military personnel will shoulder part/all of travel expenses]

13. Guarantee Letter

14. US Individual Income Tax Return (IRS: Form 1040 and W-2)

[NOTICE]

1. The size of the document for application should be **A4 size only**. If the document is another size, please submit a copy that is already adjusted in A4 size from its original and without staples or pasting pages.
2. It is the applicant's responsibility to ensure that he/she meets the requirements for the grant of a visa. Submission of any supporting documents not listed above is encouraged (e.g. applicant's economic or social ties with the Philippines, urgent reasons for visit: medical certificate, wedding invitation).
3. Submission of requirements does not guarantee the issuance of a visa.
4. If a document submitted for application is verified by the Embassy or Consular Office as fake or tampered with, a visa is not issued.
5. Documents submitted for application will not be returned.
6. A **photocopy of documents issued/prepared in Japan is acceptable**. However, the Embassy may request the submission of the original document, if it is necessary for inspection.
7. Applicants are given three (3) months to submit additional requirements. Otherwise, the application will be terminated.
8. The reason for the denial of the visa will not be disclosed even if an inquiry is made. At the same time, if a visa application is denied, the applicant may only re-apply for the same purpose after (6) months.