

VISITING US MILITARY PERSONNEL

April 2025

A. PURPOSE

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

B. Requirements (Details→https://www.ph.emb-japan.go.jp/itprtop_en/11_000001_00896.html)

※ Downloadable from this website

APPLICANT'S REQUIREMENTS

- (1) Passport (Holder's signature required)
- (2) Photo copy of Passport (Identification page only)
- (3) Application Form ※ (A facial Photo (4.5×3.5cm) must be attached.)
- (4) Birth Certificate (issued by PSA within 1 year)

【ADDITIONAL REQUIREMENTS】

- If (4) is unreadable, submit Birth certificate issued by Local Civil Registrar.
- If (4) is "LATE REGISTRATION", submit Baptismal Certificate and School Record (DepEd:Form 137).
- If there is no record of birth in PSA, submit Birth Certificate issued by Local Civil Registrar and 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 Marriage certificate issued by Local Civil Registrar.
- If there is no record of marriage in PSA, submit Marriage Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.

- (6) Authorization Letter (for purpose of verification of PSA certificates) ※

【In case that applicant will shoulder part/all of travel expense】

- (7) Bank Certificate
- (8) Photocopy of Income Tax Return (BIR Form)

INVEITER'S REQUIREMENTS

- (9) Invitation Letter ※
- (10) Documents related to the reason for the invitation (e.g., invitation letter showing the dates of the graduation ceremony, wedding, medical certificate, etc.; if the period of stay exceeds 30 days, an explanation letter is necessary.).
- (11) Itinerary in Japan ※
- (12) Statement of Service (including E-mail address of attestant, if possible)
- (13) Photocopy of Inviter's passport (Pages of ID and stamps in Japan)
- (14) Proof of Relationship
 - If you are relatives, submit Birth Certificate or Marriage Certificate (issued by PSA within 1 year).
 - If you are friends, submit photos, E-mails, receipt of remittance or parcel, etc.

【In case that US military personnel will shoulder part/all of travel expense】

- (15) Guarantee Letter ※
- (16) US Individual Income Tax Return (IRS: Form 1040 and W-2)