

# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002  
713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: [www.vippassports.com](http://www.vippassports.com) Email: [vipinfo@vippassports.com](mailto:vipinfo@vippassports.com)



## ATTENTION:

DUE TO CONSULATE JURISDICTION RESTRICTIONS, VIP PASSPORT SERVICES CAN ONLY PROCESS REQUESTS WITHIN THE JURISDICTIONS FOR HOUSTON, NEW YORK, SAN FRANCISCO, AND WASHINGTON D.C. PLEASE SEE BELOW FOR LINKS TO THE CONSULATES OUTSIDE OF THESE JURISDICTION FOR MORE INFORMATION TO APPLY TO THE APPROPRIATE CONSULATE:

CONSULATE LOCATION	JURISDICTION STATES	PROCESSING LOCATION
HOUSTON	TEXAS, OKLAHOMA	VIP PASSPORT SERVICES, INC.
NEW YORK	CONNECTICUT (FAIRFIELD COUNTY ONLY), DELAWARE, PENNSYLVANIA, NEW JERSEY, PUERTO RICO, U.S. VIRGIN ISLANDS	
SAN FRANCISCO	NEVADA, NORTHERN CALIFORNIA	
WASHINGTON, D.C.	D.C., MARYLAND, VIRGINIA	
ANCHORAGE, AK	ALASKA	<a href="http://www.anchorage.us.emb-japan.go.jp/">http://www.anchorage.us.emb-japan.go.jp/</a>
ATLANTA, GA	ALABAMA, GEORGIA, NORTH CAROLINA, SOUTH CAROLINA	<a href="http://www.atlanta.us.emb-japan.go.jp/">http://www.atlanta.us.emb-japan.go.jp/</a>
BOSTON, MA	MAINE, MASSACHUSETTS, VERMONT, NEW HAMPSHIRE, RHODE ISLAND, CONNECTICUT	<a href="http://www.boston.us.emb-japan.go.jp/">http://www.boston.us.emb-japan.go.jp/</a>
CHICAGO, IL	ILLINOIS, INDIANA, MINNESOTA, WISCONSIN, IOWA, KANSAS, MISSOURI, NEBRASKA, NORTH DAKOTA, SOUTH DAKOTA	<a href="http://www.chicago.us.emb-japan.go.jp/">http://www.chicago.us.emb-japan.go.jp/</a>
DENVER, CO	COLORADO, UTAH, WYOMING, NEW MEXICO	<a href="http://www.denver.us.emb-japan.go.jp/">http://www.denver.us.emb-japan.go.jp/</a>
DETROIT, MI	MICHIGAN, OHIO	<a href="http://www.detroit.us.emb-japan.go.jp/">http://www.detroit.us.emb-japan.go.jp/</a>
HONOLULU, HI	HAWAII	<a href="http://www.honolulu.us.emb-japan.go.jp/">http://www.honolulu.us.emb-japan.go.jp/</a>
LOS ANGELES, CA	ARIZONA, CALIFORNIA (COUNTIES OF L.A., ORANGE, SAN DIEGO, IMPERIAL, RIVERSIDE, SAN BERNADINO, VENTURA, SANTA BARBARA, SAN LUIS, OBISPO)	<a href="http://www.la.us.emb-japan.go.jp/index.htm">http://www.la.us.emb-japan.go.jp/index.htm</a>
MIAMI, FL	FLORIDA	<a href="http://www.miami.us.emb-japan.go.jp/">http://www.miami.us.emb-japan.go.jp/</a>
NASHVILLE, TN	ARKANSAS, KENTUCKY, LOUISIANA, MISSISSIPPI, TENNESSEE	<a href="http://www.nashville.us.emb-japan.go.jp/itprtop_ja/index.html">http://www.nashville.us.emb-japan.go.jp/itprtop_ja/index.html</a>
PORTLAND, OR	OREGON, IDAHO (OUTSIDE AREA COVERED BY SEATTLE CONSULATE)	<a href="http://www.portland.us.emb-japan.go.jp/itprtop_ja/index.html">http://www.portland.us.emb-japan.go.jp/itprtop_ja/index.html</a>
SEATTLE, WA	WASHINGTON, ALASKA, MONTANA, IDAHO (ALL AREAS NORTH OF IDAHO COUNTY)	<a href="http://www.seattle.us.emb-japan.go.jp/itprtop_ja/index.html">http://www.seattle.us.emb-japan.go.jp/itprtop_ja/index.html</a>

Thanks,

VIP Passport Services, Inc.

**Specializing in Visas, Passports, Document Legalization and Translations**

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## WORK ORDER REQUEST FORM

### TRAVELER INFO

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

**DON'T FORGET**  
TO FAX OR EMAIL  
YOUR DOCUMENTS TO  
OUR OFFICE FOR OUR  
COMPLIMENTARY  
PASSPORT/VISA  
PRE-CHECK!

### BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

### RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

### METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$\_\_\_\_\_

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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## JAPAN BUSINESS VISA NON-U.S. PASSPORT HOLDER

### DOCUMENTS REQUIRED

**PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE**

VALID PASSPORT:	1	APPLICATION (S):	1
PASSPORT TYPE PHOTO (S):	1	TRAVEL ITINERARY:	1-COPY
DETAILED COMPANY LETTER:	1	DRIVER'S LICENSE	1-COPY
INVITATION:	1-COPY	POWER OF ATTORNEY:	1
HOTEL CONFIRMATION:	1-COPY	BANK STATEMENT:	1-COPY
SCHEDULE OF STAY:	1		

**ALL NON - US PASSPORT HOLDERS MUST ALSO SUBMIT VALID PROOF OF U.S. STATUS - U.S. VISA OR PERMANENT RESIDENT CARD.**

FOR ALL U.S. VISA HOLDERS, PLEASE BE SURE TO ALSO SEND A COPY OF YOUR MOST RECENT I-94 (VISIT [HTTPS://I94.CBP.DHS.GOV](https://i94.cbp.dhs.gov)).

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

### PROCESSING FEES

(PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u>                    </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: _____	<u>                    </u>
<b>ADD RETURN FEDERAL EXPRESS FEE:</b>	<u>                    </u>
<b>TOTAL: (NO PERSONAL CHECKS PLEASE)</b>	<u>                    </u>

<b>RETURN SHIPPING FEES (SELECT ONE)</b>	
<input type="checkbox"/> PRIORITY OVERNIGHT	\$35.00
<input type="checkbox"/> 2-DAY LETTER	\$27.50
<input type="checkbox"/> 3-DAY LETTER	\$22.50
<input type="checkbox"/> SATURDAY LETTER	\$49.00
<input type="checkbox"/> 1 <sup>ST</sup> OVERNIGHT LETTER	\$85.00

REGULAR PROCESS TIME:	<b>5 TO 7 DAYS</b>

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REVISED 7-12-2018 JENN

**Specializing in Visas, Passports, Document Legalization and Translations**

# VISA / Residing in Japan

## Exemption of Visa (Short-Term Stay)

July 1, 2017

As of July 2017, Japan has taken measures concerning the Visa Exemption Arrangements with 68 countries and regions as the chart below.

Nationals and citizens of those countries and regions shown below are not required to obtain visas to enter Japan when their visits are tourism, commerce, conferences, visiting relatives/acquaintances, etc. However, when foreign nationals engage in paid activities in Japan, or their periods of stay exceed those stipulated in each country's arrangement of short-term stay, visas will be required to enter Japan.

- Period of Stay – The period of stay granted at the time of the landing permission will be "15 days" for Brunei, Indonesia, and Thailand, and "30 days" for United Arab Emirates and "90 days" for other countries and regions.

68 Countries and Regions for Visa Exemptions (as of July 2017)

<b>Asia</b>	<b>Europe</b>
Brunei (15 days)	Andorra
Indonesia ( <a href="#">[Note1]</a> )	Austria( <a href="#">[Note8]</a> )
Malaysia ( <a href="#">[Note2]</a> )	Belgium
Republic of Korea	Bulgaria
Singapore	Croatia
Thailand ( <a href="#">[Note3]</a> )(15 days)	Cyprus
Hong Kong( <a href="#">[Note4]</a> )	Czech Republic
Macao( <a href="#">[Note5]</a> )	Denmark
Taiwan( <a href="#">[Note6]</a> )	Estonia
<b>North America</b>	Finland
Canada	Former Yugoslav Republic of Macedonia
United States	France
<b>Latin America and the Caribbean</b>	Germany( <a href="#">[Note8]</a> )
Argentina	Greece
Bahamas	Hungary
Barbados( <a href="#">[Note7]</a> )	Iceland
Chile	Ireland ( <a href="#">[Note8]</a> )
Costa Rica	Italy
Dominican Republic	Latvia
El Salvador	Liechtenstein( <a href="#">[Note8]</a> )
Guatemala	Lithuania

68 Countries and Regions for Visa Exemptions (as of July 2017)

<b>Asia</b>	<b>Europe</b>
Honduras	Luxembourg
Mexico( <a href="#">[Note8]</a> )	Malta
Surinam	Monaco
Uruguay	Netherlands
	Norway
<b>Oceania</b>	Poland
Australia	Portugal
New Zealand	Romania
	San Marino
<b>Middle East</b>	Serbia
Israel	Slovakia
Turkey( <a href="#">[Note7]</a> )	Slovenia
United Arab Emirates( <a href="#">[Note9]</a> )	Spain
	Sweden
<b>Africa</b>	Switzerland( <a href="#">[Note8]</a> )
Lesotho( <a href="#">[Note7]</a> )	United Kingdom( <a href="#">[Note8]</a> )
Mauritius	
Tunisia	

- ([Note1]) [For nationals of Indonesia \(since December 1, 2014\), visas are not required only for those who have registered ICAO-compliant ePassport to diplomatic missions of Japan in Indonesia \(the embassy, consulates-general, or the consulate\). Validity of the registration is three years period or until the passport expires, whichever comes first.](#)
- ([Note2]) For nationals of Malaysia (since July 1, 2013), visas are not required only for holders of ePassport in compliance with ICAO standards. Those who do not hold such ePassport are advised to obtain a visa in advance, otherwise will be strictly examined and may be refused entry to Japan.
- ([Note3]) For nationals of Thailand (since July 1, 2013), visas are not required only for holders of ePassport in compliance with ICAO (International Civil Aviation Organization) standards.
- ([Note4]) For citizens of Hong Kong, visas are not required only for holders of Special Administrative Region (SAR) passport issued by the Hong Kong SAR of the People's Republic of China or British National Overseas (BNO) passports who have the right of residence in Hong Kong.
- ([Note5]) For citizens of Macao, visas are not required only for holders of SAR passport issued by the Macao SAR of the People's Republic of China.
- ([Note6]) For citizens of Taiwan, visas are not required only for holders of Taiwan passport which includes a personal identification number.
- ([Note7]) For nationals of Barbados (since April 1, 2010), Turkey (since April 1, 2011) and Lesotho (since April 1, 2010), visas are not required only for holders of Machine-Readable Passport (MRP) or ePassport in compliance with ICAO standards. Those who

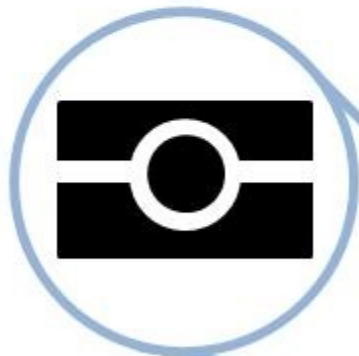




## ePassport in compliance with ICAO standards

ePassport in compliance with ICAO (International Civil Aviation Organization) standards has IC chip that stores certain individual and biometric data including a digital image of the passport photograph. ePassport in compliance with ICAO standards has ePassport's symbol on the front cover of the passport.

Symbol of  
ePassport in  
compliance with  
ICAO standards



Please print or write in block letters

## VISA APPLICATION FORM TO ENTER

Please paste a photo here. (Do NOT staple.)  
The photo should be clear and identifiable,  
taken within the last 6 months.

Please provide the city, state/province  
and country in which you were born.

\*Official use only

(Paste photo here)

45mm x45mm

or 2inx2in

Please tick the appropriate box.

Surname should be capitalized.

Surname (as shown in passport) KENNEDY

Given and middle names (as shown in passport) John Fitzgerald

Other names (including any other names you are or have been known by)

Date of birth 15/04/1970 Place of birth Skipton Yorkshire United Kingdom  
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male  Female  Marital status: Single  Married  Widowed  Divorced

Nationality or citizenship USA

Former and/or other nationalities or citizenships UNITED KINGDOM

ID No. issued to you by your government 123456789

Passport type: Diplomatic  Official  Ordinary  Other

Passport No. A11223344

Please write or select nationality or citizenship.

Place of issue Boston Date of issue 10/03/2010  
(Day)/(Month)/(Year)

Issuing authority U.S. Dept. of State Date of expiry 10/03/2015  
(th)/(Year)

Purpose of visit to Japan to visit relatives Please explain as concretely as possible.

Intended length of stay in Japan 15 days

Date of arrival in Japan March 10 2012

Port of entry into Japan Narita-AP Name of ship or airline JAL-006

Names and addresses of hotels or persons with whom applicant intends to stay

Name Hotel kayuukaikan Tel. 03-3230-1230

Address 8-1, Sanbancho, Chiyoda-ku, Tokyo 102

Dates and duration of previous stays in Japan February 4 - April 3, 2007; 3months

Your current residential address (if you have more than one address, please list them all)

Address 321, East Maple Street, Los Angeles, California 90012, U.S.A.

Tel. 213-333-1111 Mobile No. 213-333-2222

Current profession or occupation and position Company Employee, Assistant Director

Name and address of employer

Name America Trade Inc. Tel. 212-333-8888

Address 654 Park Avenue New York, N.Y. 10171 U.S.A.

Please write accurately. (Phone numbers should start from the area code.)



\*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan (Please provide details of the guarantor or the person to be visited in Japan)

Name Mr. Robert Taylor Tel. 03-3230-1111

Address 2-2-1, Kasumigaseki, Chiyoda-ku, Tokyo 100

Date of birth 01/04/1965 Sex: Male  Female   
(Day)/(Month)/(Year)

Relationship to applicant brother in law

Profession or occupation and position Company Employee, Director

Nationality and immigration status U.S.A., Intra-company Transferee

Inviter in Japan (Please write 'same as above' if the inviting person and the guarantor are the same)

Name same as above Tel. \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex: Male  Female   
(Day)/(Month)/(Year)

Relationship to applicant \_\_\_\_\_

Profession or occupation and position \_\_\_\_\_

Nationality and immigration status \_\_\_\_\_

\*Remarks/Special circumstances, if any \_\_\_\_\_

Have you ever:

- been convicted of a crime or offence in any country?
- been sentenced to imprisonment for 1 year or more in any country? \*\*
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation?
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? \*\*
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution?
- committed trafficking in persons or incited or aided another to commit such an offence?

Please tick the appropriate box.

- |                              |  |
|------------------------------|--|
| Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

\*\* Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application 02/02/2012  
(Day)/(Month)/(Year)

Signature of applicant \_\_\_\_\_

\* It is not mandatory to complete these items.

In case of a minor, parents or a legal representative can sign here.

Any personal information gathered in this application (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used for the purpose of processing the visa application and to the extent necessary for the purposes stated in Article 8 of the Act.

Please write accurately. (Phone numbers should start from the area code.)

For example, if there are humanitarian considerations that should be taken into account.



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## POWER OF ATTORNEY

DATE:

I, \_\_\_\_\_ (applicant) hereby appoint  
\_\_\_\_\_ (substitute) as attorney for submitting  
required documents for a visa application at the Consulate-General of Japan in  
Houston.

### **Applicant**

Name:

Address:

Telephone:

### **Substitute**

Name:

Address:

Telephone:

Signature of Applicant: \_\_\_\_\_

## Reason for Invitation

Date (dd/mm/yy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

To: Ambassador of Japan

Embassy of Japan in the United States of America

### [INVITING PERSON]

Full Name:

Address:

Phone:

Signature/Seal:

[APPLICANT] (If there is more than one applicant, please compile a separate list and here write "SEE LIST".)

Full Name:

Nationality:

Date of Birth (dd/mm/yy):

Age:

The purpose of inviting the above person is as follows:

(1) Purpose of invitation

(2) Background to invitation – Please explain the background to this invitation and details of relationship. If there is not enough space here, a separate sheet can be attached.

(3) Other / Date and duration of stay in Japan intended

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## EXAMPLE OF A COMPANY LETTER OF GUARANTEE

**DO NOT ATTENTION THIS LETTER TO VIP SERVICES!**

DATE: \_\_\_\_\_

EMBASSY/CONSULATE OF: \_\_\_\_\_

GENTLEMEN:

MR. / MRS. **(TRAVELER)** IS ONE OF OUR EMPLOYEES WHO IS  
ENGAGED AS **(POSITION)** FOR **(COMPANY NAME)**. MR. / MRS.  
**(TRAVELER)** PLANS TO VISIT **(CITY)** FOR THE PURPOSE OF **(DETAILED  
EXPLANATION OF TRIP)** WITH **(COMPANY TO BE VISITED)**.

MR. / MRS. **(TRAVELER)** WILL BE DEPARTING THE UNITED STATES ON  
**(DATE)** AND WILL BE STAYING FOR **(LENGTH OF TRIP)**. OUR COMPANY,  
**(EMPLOYER)**, WILL GUARANTEE MR. / MRS. **(TRAVELER)** MAINTENANCE  
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR  
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER  
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED  
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.  
**(TRAVELER)** THE APPROPRIATE **(SINGLE OR MULTIPLE)** ENTRY BUSINESS VISA  
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

**(SUPERVISORS SIGNATURE)**

***PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER.***

(Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

### Schedule of Stay

The schedules of stay in Japan of the visa applicant \_\_\_\_\_ and \_\_\_\_\_ others are as follows:

Date	Activity Plan	Contact	Accommodation