

AUTHENTICATION PROCEDURE (NINSHO TETSUZUKI)

Authentication is necessary when you use a legal document originating in Japan for use in the Philippines. If the document is written in Japanese, you will need to have it translated into English.

You will have to go to each of the following offices to get the document authenticated:

1. **Notary Public (*Koshonin Yakuba*)**

2. **Ministry of Foreign Affairs (*Gaimu-sho*)**
Certification Section (*Shomei-han*)
Telephone No.: 03-3580-3311
Address: 2-2-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8919
(Eidan Marunouchi Line, Hibiya Line or Chiyoda Line – KASUMIGASEKI Station Exit A4 or A8)

Note: Documents issued by the Ministry of Justice or its related offices such as the *Kosekitohon* (family registry), *Shimpan-sho* (court decree), *Muhanzai-shomeisho* (police certificate), do not need to go through the Notary Public. You can submit these documents immediately to the Ministry of Foreign Affairs (*Gaimu-sho*).

After you complete 1. and 2., make one (1) copy of the document to be authenticated. (**NOTE:** Document copies should be in **A4 size** paper.) Then submit both the original and copy of the document to:

3. **Embassy of the Philippines, Visa/Authentication Unit** (Window No. 1)

The document/s will be assessed and/or verified. A receipt will be issued which should be paid at the Cashier on the date of application.

FEES: Verification: ¥3,250 / Authentication: ¥3,250

Pick-up/Release of the document will be after **FIVE (5) working days** (not counting the day of application and holidays).

You can now use your document in the Philippines.

EMBASSY OF THE PHILIPPINES – VISA / AUTHENTICATION UNIT
5-15-5 Roppongi, Minato-ku, Tokyo 106-8537 / E-mail: visa@philembassy.net / Fax: 03-5562-1598
Acceptance of applications: Monday – Thursday 9:00a.m. – 12:00 noon (except holidays)
Release/pick-up of applications: Monday – Thursday 1:30p.m. – 3:00 p.m. (except holidays)