



Embassy of the Republic of the Philippines Tokyo, Japan

External Services



1. Passport Processing - New Adult (Regular)

Requirements and Procedures relating to the new application of a Philippine Passport

Office or Division:	Consular Section - Passport Unit			
Classification:	G2C - Government to Citizen			
Type of Transaction:	Highly Technical			
Who may avail:	Filipino Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Confirmed Online Appointment		https://www.passport.gov.ph/appointment		
Personal Appearance				
Passport Application Form		https://www.passport.gov.ph/appointment		
Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate on Security Paper Married Females (who are using their spouse's last name) must also present Original and submit photocopy of PSA Authenticated Marriage Contract on Security Paper or Report of Marriage Local Civil Registrar Copy is required if PSA Birth Certificate is not clear or cannot be read		Philippine Statistics Authority Local Civil Registrar		
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 9,000				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and	None	2m	Passport Processor



	completely and correctly filled out and signed. Check the name in the Passport Lookout List..			
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

2. Passport Processing - New Adult (In case of Late Registered PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling)

Requirements and Procedures relating to the new application of a Philippine Passport

Office or Division:	Consular Section - Passport Unit		
Classification:	G2C - Government to Citizen		
Type of Transaction:	Highly Technical		
Who may avail:	Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Confirmed Online Appointment		https://www.passport.gov.ph/appointment	
Personal Appearance			
Passport Application Form		https://www.passport.gov.ph/appointment	
Original and photocopy of PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling;		Philippine Statistics Authority	



Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Additional Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat) If unable to provide an additional primary ID, the applicant must submit any two (2) of the following documents: <ol style="list-style-type: none"> NBI Clearance (valid or expired); School Records such as: Form 137-A Transcript of Records Diploma obtained from Elementary, High School and/or College If government employee, Service Record; Member Data Record (MDR) from PhilHealth 		Issuing body for the respective IDs		
Payment of JPY 9,000				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1 minute	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity,	None	3m	Passport Processor



	citizenship, and submitted documents.			
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

3. Passport Processing - New Adult

- If the passport applicant's PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling has lacking data, or the first name is registered as "Baby Boy/Baby/BabyGirl/Girl/Boy" and the applicant is born before 1993)
- If the passport applicant's PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling contains a misspelled first or last name, or misspelled birth place, or mistake in the day or month of birth, or clerical error in the sex, or change of first name or nickname
- If by operation of law or through a court order, the passport applicant is permitted to use a name or other biographic detail other than what is officially recorded in the PSA:

Requirements and Procedures relating to the new application of a Philippine Passport

Office or Division:	Consular Section - Passport Unit
Classification:	G2C - Government to Citizen
Type of Transaction:	Highly Technical
Who may avail:	Filipino Citizens
CHECKLIST OF REQUIREMENTS	
Confirmed Online Appointment	https://www.passport.gov.ph/appointment
Personal Appearance	
Passport Application Form	https://www.passport.gov.ph/appointment



Original and photocopy of Annotated Philippine Statistics Authority (PSA) Authenticated Birth Certificate on Security Paper Married Females (who are using their spouse's last name) must also present Original and submit photocopy of PSA Authenticated Marriage Contract on Security Paper or Report of Marriage Local Civil Registrar Copy is required if PSA Birth Certificate is not clear or cannot be read		Philippine Statistics Authority Local Civil Registrar		
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 9,000				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and	None	5m	Passport Encoder



	biographic data of the client shall be encoded.			
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

4. Passport Processing - New Adult

- a. If there are discrepancies on the biographical details of supporting documents submitted for passport application:

Requirements and Procedures relating to the new application of a Philippine Passport

Office or Division:	Consular Section - Passport Unit	
Classification:	G2C - Government to Citizen	
Type of Transaction:	Highly Technical	
Who may avail:	Filipino Citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Confirmed Online Appointment		https://www.passport.gov.ph/appointm ent
Personal Appearance		
Passport Application Form		https://www.passport.gov.ph/appointm ent
Original and photocopy of Annotated Philippine Statistics Authority (PSA) Authenticated Birth Certificate on Security Paper (if BC has discrepancy) - Married Females (who are using their spouse's last name) must also present Annotated Original and submit photocopy of PSA Authenticated Marriage Contract on Security Paper or Report of Marriage (if MC has discrepancy)		Philippine Statistics Authority
Corrected Valid ID (if ID has discrepancy, list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-a pplication/#nav-cat)		Issuing body for the respective IDs
Payment of JPY 9,000		



JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

5. Passport Processing - New Adult (Naturalized Filipino)

Requirements and Procedures relating to the new application of a Philippine Passport

Office or Division:	Consular Section - Passport Unit
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Classification:	G2C - Government to Citizen
Type of Transaction:	Highly Technical
Who may avail:	Filipino Citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Confirmed Online Appointment	https://www.passport.gov.ph/appointment
Personal Appearance	
Passport Application Form	https://www.passport.gov.ph/appointment
For persons who have undergone Administrative Naturalization under Republic Act No. 9139: <ul style="list-style-type: none"> • Certificate of Naturalization; • Certificate of Renunciation of foreign citizenship issued by the concerned Foreign Embassy or Foreign Ministry; and • Identification Certificate issued by BI For persons who have undergone Judicial Naturalization under Commonwealth Act No. 473: <ul style="list-style-type: none"> • Certificate of Naturalization; • Court Order, Certificate of Finality of Decision granting naturalization, Decree of Naturalization; and • Identification Certificate issued by BI. For persons who have undergone Legislative Naturalization under Commonwealth Act No. 63: <ul style="list-style-type: none"> • Certificate of Naturalization; • Certified true copy of the law granting citizenship; • Foreign Birth Certificate authenticated by the Philippine Foreign Service Post; and • Identification Certificate issued by BI. For persons who availed of the Facilitated Naturalization of Refugees and Stateless Persons under Supreme Court Rule 21-07-2022-SC: <ul style="list-style-type: none"> • Decree of Naturalization 	(as stated)
Corrected Valid ID (if ID has discrepancy, list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)	Issuing body for the respective IDs
Payment of JPY 9,000	



JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

6. Passport Processing - New Adult (If applicant obtained Filipino citizenship by Election)

Requirements and Procedures relating to the renewal of a Philippine Passport



Office or Division:	Consular Section - Passport Unit
Classification:	G2C - Government to Citizen
Type of Transaction:	Highly Technical
Who may avail:	Filipino Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Confirmed Online Appointment	https://www.passport.gov.ph/appointment
Personal Appearance	
Passport Application Form	https://www.passport.gov.ph/appointment

Applicants those born before 17 January 1973 to Filipino mothers and married to non-Filipino spouses and elected Philippine citizenship within three (3) years upon reaching the age of twenty-one (21), the following are the additional requirements:

- PSA-issued Certificate of Live Birth of or PSA-issued Report of Birth; and
- Additional documents proving election of Philippine citizenship.

Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)	Issuing body for the respective IDs
Payment of JPY 9,000	
JPY 600 for letterpack	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed.	None	2m	Passport Processor



	Check the name in the Passport Lookout List..			
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

7. Passport Processing - New Adult (If applicant retained or re-acquired their Philippine citizenship)

Requirements and Procedures relating to the renewal of a Philippine Passport

Office or Division:	Consular Section - Passport Unit		
Classification:	G2C - Government to Citizen		
Type of Transaction:	Highly Technical		
Who may avail:	Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Confirmed Online Appointment		https://www.passport.gov.ph/appointment	
Personal Appearance			
Passport Application Form		https://www.passport.gov.ph/appointment	
Applicants covered by the provisions of under Republic Act No. 9225, otherwise known as “Citizenship Retention and Reacquisition Act of 2003”, shall submit any of the following documents issued by a Philippine FSP or by the Bureau of Immigration (BI):		As Stated	



<ul style="list-style-type: none"> ○ Order of Approval; ○ Oath of Allegiance; or ○ Identification Certificate or Certificate of Retention/Re-acquisition of Philippine Citizenship. <p>Applicant is a derivative beneficiary of Filipino parents who retained or re-acquire Philippine citizenship, shall submit the following documents:</p> <ul style="list-style-type: none"> ○ Order of Approval of parent or child (as applicable); and/or ○ Identification Certificate issued by a Philippine FSP or Certificate of Retention/Re-acquisition of Philippine Citizenship issued by the BI. 				
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 9,000				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor



Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

8. Passport Processing - Renewal Adult (Regular)

Requirements and Procedures relating to the renewal of a Philippine Passport

Office or Division:	Consular Section - Passport Unit			
Classification:	G2C - Government to Citizen			
Type of Transaction:	Highly Technical			
Who may avail:	Filipino Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Confirmed Online Appointment		https://www.passport.gov.ph/appointment		
Personal Appearance				
Passport Application Form		https://www.passport.gov.ph/appointment		
Latest-issued Philippine Passport				
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 9,000				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

9. Passport Processing - Renewal Adult (For Change of Name in the Philippine Passport or Discrepancy in Name (such as change of name due to marriage or reverting to maiden name)

Requirements and Procedures relating to the renewal of a Philippine Passport

Office or Division:	Consular Section - Passport Unit
Classification:	G2C - Government to Citizen
Type of Transaction:	Highly Technical



Who may avail:		Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Confirmed Online Appointment		https://www.passport.gov.ph/appointment		
Personal Appearance				
Passport Application Form		https://www.passport.gov.ph/appointment		
Latest-issued Philippine Passport				
Original PSA authenticated documents that will support the change of name. <ul style="list-style-type: none"> • Marriage Contract • Annotated Birth Certificate • Annotated Marriage Contract to show annulment/divorce/court ordered instruction • Death Certificate of Spouse 		Philippine Statistics Authority		
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 9,000				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity,	None	3m	Passport Processor



	citizenship, and submitted documents.			
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

10. Passport Processing - Renewal Adult (For Holders of NON-ePassport Applications: Brown, Green, Machine Readable (Maroon) Passports or any older Passports)

Requirements and Procedures relating to the renewal of a Philippine Passport

Office or Division:	Consular Section - Passport Unit		
Classification:	G2C - Government to Citizen		
Type of Transaction:	Highly Technical		
Who may avail:	Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Confirmed Online Appointment		https://www.passport.gov.ph/appointment	
Personal Appearance			
Passport Application Form		https://www.passport.gov.ph/appointment	
Latest-issued Philippine Passport			
Original and photocopy of Philippine Statistics Authority (PSA) issued Certificate of Live Birth on Security Paper; and Married Females (who are using their spouse's last name) must also present Original and submit photocopy of PSA-issued Certificate of Marriage on Security Paper or Report of Marriage.		Philippine Statistics Authority	



Local Civil Registrar Copy is required if PSA-issued documents are not clear or cannot be read.				
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 9,000				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing



SUBTOTAL	9,000	2months 13mins	
TOTAL	9,000	2months 13mins	

11. Passport Processing - Renewal Adult (For Dual Citizen)

Requirements and Procedures relating to the renewal of a Philippine Passport

Office or Division:	Consular Section - Passport Unit
Classification:	G2C - Government to Citizen
Type of Transaction:	Highly Technical
Who may avail:	Filipino Citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Confirmed Online Appointment	https://www.passport.gov.ph/appointment
Personal Appearance	
Passport Application Form	https://www.passport.gov.ph/appointment
Latest-issued Philippine Passport	
<ul style="list-style-type: none"> • Natural-born Dual Citizens: <ul style="list-style-type: none"> o PSA-issued Certificate of Live Birth or PSA-issued Report of Birth. • Dual Citizens who availed of the provisions of Republic Act No. 9225: <ul style="list-style-type: none"> o Original and photocopy of Oath of Allegiance, Order of Approval, or Identification Certificate issued by a Philippine FSP; or Certificate of Retention/Re-acquisition of Philippine Citizenship or any equivalent document issued by BI; and o Valid government-issued ID or their secondary citizenship/residence counterparts. 	As stated
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)	Issuing body for the respective IDs
Payment of JPY 9,000	
JPY 600 for letterpack	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

12. Passport Processing - Renewal Adult (For Naturalized Citizen)

Requirements and Procedures relating to the renewal of a Philippine Passport

Office or Division:	Consular Section - Passport Unit
Classification:	G2C - Government to Citizen



Type of Transaction:		Highly Technical		
Who may avail:		Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Confirmed Online Appointment		https://www.passport.gov.ph/appointment		
Personal Appearance				
Passport Application Form		https://www.passport.gov.ph/appointment		
Latest-issued Philippine Passport				
Identification Certificate of Naturalization from the Bureau of Immigration, or Certificate of Naturalization issued by the Special Committee on Naturalization (SCN), or copy of the final Court Judgment or Law granting Philippine citizenship.		As stated		
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 9,000				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor



Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

13.Passport Processing - Renewal Adult (In case applicant is a Filipino citizen by Election)

Requirements and Procedures relating to the renewal of a Philippine Passport

Office or Division:	Consular Section - Passport Unit	
Classification:	G2C - Government to Citizen	
Type of Transaction:	Highly Technical	
Who may avail:	Filipino Citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Confirmed Online Appointment		https://www.passport.gov.ph/appointment
Personal Appearance		
Passport Application Form		https://www.passport.gov.ph/appointment
Latest-issued Philippine Passport		
Documents of election of Philippine citizenship; and Identification Certificate issued by the BI.		As stated
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs
Payment of JPY 9,000		
JPY 600 for letterpack		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

14. Passport Processing - Renewal Adult (If a married woman applicant wishes to revert to her maiden name)

Requirements and Procedures relating to the renewal of a Philippine Passport

Office or Division:	Consular Section - Passport Unit
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Classification:	G2C - Government to Citizen		
Type of Transaction:	Highly Technical		
Who may avail:	Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Confirmed Online Appointment		https://www.passport.gov.ph/appointm ent	
Personal Appearance			
Passport Application Form		https://www.passport.gov.ph/appointm ent	
Latest-issued Philippine Passport			
By virtue of death of the spouse: <ul style="list-style-type: none">o PSA-issued Certificate of Death or Report of Death (ROD) of spouse or apostillized or authenticated Foreign Death Certificate of foreign spouse with English translation, if applicable;o PSA-issued Certificate of Live Birth or Report of Birth; ando Latest issued Philippine passport (if available). By virtue of an annulment, declaration of nullity of marriage, judicially-recognized foreign divorce, and judicially-recognized divorce under Presidential Decree No.1083 (Code of Muslim Personal Laws of the Philippines): <ul style="list-style-type: none">o PSA-issued Certificate of Marriage or Report of Marriage (ROM) with annotation reflecting the nullity or dissolution of marriageo PSA-issued Certificate of Live Birth or Report of Birth; ando Latest issued Philippine passport (if available). For other reasons of reversion: (Note: This mode of reversion can only be done once.) <ul style="list-style-type: none">o PSA-issued Certificate of Live Birth or Report of Birth;o Notarized Affidavit of Explanation that includes request for the reversion of maiden name in the Philippine passport or travel document and stating she has not hitherto availed of the reversiono Latest-issued Philippine passport or travel document; and		As stated	



<ul style="list-style-type: none"> o Any existing government-issued valid ID accepted for passport application reflecting the maiden name. 				
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 9,000				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing



SUBTOTAL	9,000	2months 13mins	
TOTAL	9,000	2months 13mins	

15. Passport Processing - New Minor

Requirements and Procedures relating to the renewal of a Philippine Passport

Office or Division:	Consular Section - Passport Unit
Classification:	G2C - Government to Citizen
Type of Transaction:	Highly Technical
Who may avail:	Filipino Citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Confirmed Online Appointment	https://www.passport.gov.ph/appointment
Personal Appearance of minor applicant and either parent or authorized adult companion	
Passport Application Form	https://www.passport.gov.ph/appointment
Original and photocopy of proof of filiation and/or guardianship, such as: <ul style="list-style-type: none"> o Philippine Statistics Authority (PSA) Birth Certificate o Baptismal certificate o Report of Birth 	As stated
Passport or Valid Government issued ID of both parents with one (1) photocopy each (if married) (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)	Issuing body for the respective IDs
Supporting Documents (as needed)	As stated
<u>In case applicant is a newborn (less than 1 year old) and has No PSA Birth Certificate/Report of Birth yet</u> <ul style="list-style-type: none"> • If born in the Philippines: Certified True Copy of Local Civil Registrar (LCR) Birth Certificate authenticated by PSA • If born abroad: original copy of Report of Birth or first endorsement from Consular Records Division (CRD) 	



In case the minor applicant's PSA-issued Certificate of Live Birth was registered one (1) year after the event, the applicant must submit at least one (1) of the following supporting documents:

- School Records; or
- Baby book or health record or its equivalent document.

In case of marital minor applicant (with Married Parents as stated in the minor applicant's PSA Certificate of Live Birth)

- Valid Philippine passport or other competent proof of identity of the accompanying parent and the copy of his/her spouse's passport or other competent proof of identity;
- If the accompanying parent is an alien, the non-Filipino parent must present his or her foreign passport and a copy of the Filipino parent's Philippine passport or other competent proof of identity; and
- If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian, as the case may be, his/her passport or other competent proof of identity, and a copy of the passport or other competent proof of identity of the minor's parents.

In case of non-marital minor applicant (with unmarried Parents as stated in the minor applicant's PSA Certificate of Live Birth)

- Only the mother applicant shall accompany the minor applicant in the passport application process;
- A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad; and
- Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application).

In case applicant is not accompanied by the parent/s during the application process



- Applicant must submit a Special Power of Attorney executed by either of the minor's parents or his/her legal guardian designating an adult companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion ([click here](#) for the List of Acceptable IDs for Passport Application)
- Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached

If the applicant is a non-marital minor whose mother is deceased but acknowledged by the father:

- Personal Appearance of minor applicant and biological father;
- PSA-issued Certificate of Death or Report of Death of Mother;
- PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate);
- Passport or Valid Government issued ID of biological father and legal guardian ([click here](#) for the List of Acceptable IDs for Passport Application)

In the absence of father, the following may accompany the minor child in the order indicated:

- Surviving grandparent (submission of PSA Certificate of Death of Mother);
- Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);
- The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)

If the applicant is a non-marital minor and mother is deceased / absent and father is unknown:

- Personal Appearance of minor applicant and court-appointed legal guardian
- PSA Birth Certificate



- Valid Passport or valid government ID* of adult guardian ([click here](#) for the List of Acceptable IDs for Passport Application)
- Letter of Guardianship issued by Family Court

In case none of the above can accompany the minor applicant

1. In default of parents or a judicially appointed guardian, the persons exercising substitute parental authority under Article 216 of the Family Code of the Philippines shall prevail in determining the minor applicant's companion in passport application, unless otherwise ordered by a competent Philippine court. In case of conflicting claims for custody, a court order shall be required; and
2. In cases involving Filipino minors abandoned abroad, the Consular Official of the concerned Philippine FSP may initiate the passport application with the best interest of the minor being the primary consideration.

In case of Minor Foundlings in the Philippines not for Adoption

1. Personal appearance of minor applicant and the NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Foundling;
3. Letter of Guardianship issued by the Family Court; and
4. Valid ID of the guardian.

In case of Minor Applicant who is a Prospective Adoptee for Domestic Adoption

1. Personal appearance of minor applicant and NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Live Birth or Report of Birth or Certificate of Foundling;
3. Valid passport or valid government-issued ID of authorized NACC Social Worker or Liaison Officer;
4. Certificate of Child Available for Adoption or Deed of Voluntary Commitment / Certificate Declaring a Child Legally Available for Adoption issued by the National Authority for Child Care; and



5. Official letter or Special Power of Attorney signed by the NACC Regional Office authorizing the Social Worker to process and receive the passport of the minor applicant and must include a copy of valid government-issued ID and/or passport.

Note: If an applicant is not accompanied by an authorized NACC Social Worker during the application process, the applicant must submit an SPA executed by the authorized NACC Regional Office designating the minor's companion to assist in the application process and must include a copy of valid government-issued ID and/or passport.

In cases of Minor Applicant who is an Adoptee through Domestic Adoption

1. Personal appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth or Report of Birth, indicating the child's adoptive name and name of adoptive parents;
3. Passports or other competent proofs of identity of the minor applicant, adoptive parent/s or authorized adult companion; and
4. Certified True Copy of Court Decree of Adoption or NACC-issued Order of Adoption.

In case of Minor Applicant who is a Prospective Adoptee for Foreign Adoption

1. PSA-issued Certificate of Live Birth, Report of Birth or Certificate of Foundling;
2. Endorsement from NACC;
3. Certificate Declaring a Child Legally Available for Adoption or Deed of Voluntary Commitment;
4. Placement Authority issued by NACC;
5. Certificate for Issuance of Passport issued by NACC;
6. Travel Clearance Certificate for adoptee;
7. Child Study Report; and
8. Clearance for Intercountry Adoption.

In case of Minor Applicant who is an Adoptee through Foreign Adoption

1. Personal Appearance of minor applicant and adoptive parent/s;



2. Amended PSA-issued Certificate of Live Birth, Report of Birth; 3. Passport/s of adoptive parent/s or authorized adult companion. If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable; and 4. Certified True Copy of Court Decree of Adoption.				
Payment of JPY 9,000				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	



TOTAL	9,000	2months 13mins	
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16. Passport Processing - Renewal Minor

Requirements and Procedures relating to the renewal of a Philippine Passport

Office or Division:	Consular Section - Passport Unit		
Classification:	G2C - Government to Citizen		
Type of Transaction:	Highly Technical		
Who may avail:	Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Confirmed Online Appointment		https://www.passport.gov.ph/appointm ent	
Personal Appearance of minor applicant and either parent or authorized adult companion			
Passport Application Form		https://www.passport.gov.ph/appointm ent	
Latest-issued Passport with photocopy of data page			
School ID (if applicable)		Applicant's school	
Original and photocopy of proof of filiation and/or guardianship, such as: <ul style="list-style-type: none">o Philippine Statistics Authority (PSA) Birth Certificateo Baptismal certificateo Report of Birth		As stated	
Passport or Valid Government issued ID of both parents with one (1) photocopy each (if married) (list can be found here: <a href="https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-a
pplication/#nav-cat">https://tokyo.philembassy.net/consular-section/services/ passport/list-of-acceptable-ids-for-philippine-passport-a pplication/#nav-cat)		Issuing body for the respective IDs	
Passport or Valid Government issued ID of both parents with one (1) photocopy each (if married)		Issuing body for the respective IDs	
Supporting Documents (as needed)		As stated	
In case of marital minor applicant (with Married Parents as stated in the minor applicant's PSA Certificate of Live Birth) <ul style="list-style-type: none">Valid Philippine passport or other competent <u>proof of identity of the accompanying parent and the copy of his/her spouse's passport or other competent proof of identity:</u>			



- If the accompanying parent is an alien, the non-Filipino parent must present his or her foreign passport and a copy of the Filipino parent's Philippine passport or other competent proof of identity; and
- If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian, as the case may be, his/her passport or other competent proof of identity, and a copy of the passport or other competent proof of identity of the minor's parents.

In case of non-marital minor applicant (with unmarried Parents as stated in the minor applicant's PSA Certificate of Live Birth)

- Only the mother shall accompany the minor applicant in the passport application process;
- A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad; and
- Passport or Valid Government issued ID of authorized adult companion ([click here](#) for the List of Acceptable IDs for Passport Application).

In case applicant is not accompanied by the parent/s during the application process

- Applicant must submit a Special Power of Attorney executed by either of the minor's parents or his/her legal guardian designating an adult companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion ([click here](#) for the List of Acceptable IDs for Passport Application); and
- Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached.



If the applicant is a non-marital minor whose mother is deceased but acknowledged by the father:

- Personal Appearance of minor applicant and biological father;
- PSA-issued Certificate of Death or Report of Death of Mother;
- PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate);
- Passport or Valid Government issued ID of biological father and legal guardian ([click here](#) for the List of Acceptable IDs for Passport Application)

In the absence of father, the following may accompany the minor child in the order indicated:

- Surviving grandparent (submission of PSA Certificate of Death of Mother;
- Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);
- The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)

If the applicant is a non-marital minor and mother is deceased / absent and father is unknown:

- Personal Appearance of minor applicant and court-appointed legal guardian
- PSA Birth Certificate
- Valid Passport or valid government ID* of adult guardian ([click here](#) for the List of Acceptable IDs for Passport Application)
- Letter of Guardianship issued by Family Court

In case none of the above can accompany the minor applicant

- In default of parents or a judicially appointed guardian, the persons exercising substitute parental authority under Article 216 of the Family Code of the Philippines shall prevail in determining the minor applicant's companion in passport application, unless otherwise ordered



by a competent Philippine court. In case of conflicting claims for custody, a court order shall be required; and

- In cases involving Filipino minors abandoned abroad, the Consular Official of the concerned Philippine FSP may initiate the passport application with the best interest of the minor being the primary consideration.

In case of Minor Foundlings in the Philippines not for Adoption

1. Personal appearance of minor applicant and the NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Foundling;
3. Letter of Guardianship issued by the Family Court; and
4. Valid ID of the guardian.

In case of Minor Applicant who is a Prospective Adoptee for Domestic Adoption

1. Personal appearance of minor applicant and NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Live Birth or Report of Birth or Certificate of Foundling;
3. Valid passport or valid government-issued ID of authorized NACC Social Worker or Liaison Officer;
4. Certificate of Child Available for Adoption or Deed of Voluntary Commitment / Certificate Declaring a Child Legally Available for Adoption issued by the National Authority for Child Care; and
5. Official letter or Special Power of Attorney signed by the NACC Regional Office authorizing the Social Worker to process and receive the passport of the minor applicant and must include a copy of valid government-issued ID and/or passport.

Note: If an applicant is not accompanied by an authorized NACC Social Worker during the application process, the applicant must submit an SPA executed by the authorized NACC Regional Office designating the minor's companion to assist in the application process and must include a copy of valid government-issued ID and/or passport.



In cases of Minor Applicant who is an Adoptee through Domestic Adoption

1. Personal appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth or Report of Birth, indicating the child's adoptive name and name of adoptive parents;
3. Passports or other competent proofs of identity of the minor applicant, adoptive parent/s or authorized adult companion; and
4. Certified True Copy of Court Decree of Adoption or NACC-issued Order of Adoption.

In case of Minor Applicant who is a Prospective Adoptee for Foreign Adoption

1. PSA-issued Certificate of Live Birth, Report of Birth or Certificate of Foundling;
2. Endorsement from NACC;
3. Certificate Declaring a Child Legally Available for Adoption or Deed of Voluntary Commitment;
4. Placement Authority issued by NACC;
5. Certificate for Issuance of Passport issued by NACC;
6. Travel Clearance Certificate for adoptee;
7. Child Study Report; and
8. Clearance for Intercountry Adoption.

In case of Minor Applicant who is an Adoptee through Foreign Adoption

1. Personal Appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth, Report of Birth;
3. Passport/s of adoptive parent/s or authorized adult companion. If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable; and
4. Certified True Copy of Court Decree of Adoption.

Payment of JPY 9,000

JPY 600 for letterpack



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

17. Passport Processing - Lost Passport

Office or Division:	Consular Section - Passport Unit
Classification:	G2C - Government to Citizen
Type of Transaction:	Highly Technical



Who may avail:		Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Confirmed Online Appointment		https://www.passport.gov.ph/appointment		
Personal Appearance				
Passport Application Form		https://www.passport.gov.ph/appointment		
Affidavit of Loss		https://tokyo.philembassy.net/downloads/forms/aff-lp.pdf		
Photocopy of data page of latest passport (if applicable)				
Police Report in English (Original and photocopy)		Local Police (can be applied for in the Embassy)		
Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate on Security Paper Married Females (who are using their spouse's last name) must also present Original and submit photocopy of PSA Authenticated Marriage Contract on Security Paper or Report of Marriage Local Civil Registrar Copy is required if PSA Birth Certificate is not clear or cannot be read		Philippine Statistics Authority Local Civil Registrar		
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 30,000 (including penalty)				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure online appointment	Check the list of online applicants	None	1m	Passport Processor
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and	None	2m	Passport Processor



	completely and correctly filled out and signed. Check the name in the Passport Lookout List..			
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2months 13mins	

18. Passport Processing - Cases of Assumed Identity

Office or Division:	Consular Section - Passport Unit		
Classification:	G2C - Government to Citizen		
Type of Transaction:	Highly Technical		
Who may avail:	Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Confirmed Online Appointment		<a href="https://www.passport.gov.ph/appointm
ent">https://www.passport.gov.ph/appointm ent	
Personal Appearance			
Passport Application Form		<a href="https://tokyo.philembassy.net/downloa
ds/forms/appform-passport.pdf">https://tokyo.philembassy.net/downloa ds/forms/appform-passport.pdf	
Affidavit of Explanation		<a href="https://tokyo.philembassy.net/downloa
ds/ga-1a-2018.pdf">https://tokyo.philembassy.net/downloa ds/ga-1a-2018.pdf	
Special Cases Application form		<a href="https://tokyo.philembassy.net/downloa
ds/forms/appform-lmtp.pdf">https://tokyo.philembassy.net/downloa ds/forms/appform-lmtp.pdf	



Photocopy of data page of latest passport (if applicable)				
Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate on Security Paper Married Females (who are using their spouse's last name) must also present Original and submit photocopy of PSA Authenticated Marriage Contract on Security Paper or Report of Marriage Local Civil Registrar Copy is required if PSA Birth Certificate is not clear or cannot be read		Philippine Statistics Authority Local Civil Registrar		
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 30,000 (including penalty)				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Email the Passport section at passport@philembassy.net with the subject "Special Cases: Assumed Identity"	Passport Section shall pre-process the documents	None	1 day	Passport Section
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor



Payment	The cashier accepts payment and issues an official receipt	JPY 9,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Clearing period	Passport Unit shall verify the identity of the applicant	None	15 Days	Passport Unit
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		9,000	2months 13mins	
TOTAL		9,000	2.5 months 13mins	

19. Passport Processing - Mutilated or Damaged Passport

Office or Division:	Consular Section - Passport Unit	
Classification:	G2C - Government to Citizen	
Type of Transaction:	Highly Technical	
Who may avail:	Filipino Citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Confirmed Online Appointment		https://www.passport.gov.ph/appointment
Personal Appearance		
Passport Application Form		https://tokyo.philembassy.net/downloads/forms/appform-passport.pdf
Affidavit of Mutilation		https://tokyo.philembassy.net/downloads/forms/aff-mutilation.pdf
Photocopy of data page of latest passport (if applicable)		
Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate on Security Paper Married Females (who are using their spouse's last name) must also present Original and submit photocopy of PSA Authenticated Marriage Contract on Security Paper or Report of Marriage		Philippine Statistics Authority



Local Civil Registrar Copy is required if PSA Birth Certificate is not clear or cannot be read		Local Civil Registrar		
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs		
Payment of JPY 30,000 (including penalty)				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 30,000	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	2 months	Releasing
SUBTOTAL		30,000	2months 13mins	
TOTAL		30,000	2 months 13mins	



20. Travel Document

Requirements and Procedures relating for application of a Philippine Travel Document

Office or Division:	Consular Section - Passport Unit		
Classification:	G2C - Government to Citizen		
Type of Transaction:	Highly Technical		
Who may avail:	Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Confirmed Online Appointment		https://tokyo.philembassy.net/pponline/ Or email at passport@philembassy.net	
Personal Appearance			
Three (3) passport size photographs		Any photo booth	
Affidavit of Mutilation		https://tokyo.philembassy.net/downloads/forms/aff-mutilation.pdf	
Affidavit of explanation for the application of travel document		http://tokyo.philembassy.net/consular-section/downloadable-forms/ or obtained at the Embassy	
Cancelled/expired/mutilated passport and copy of the passport photo page <ul style="list-style-type: none">- Original and copy of Philippine Statistical Authority (PSA)/ National Statistics Office (NSO) Birth Certificate or Report of Birth (if passport is unavailable)- Original and copy of PSA/NSO Marriage Certificate or Report of Marriage (if married and passport is unavailable)		As stated	
Proof of urgency of travel: <ul style="list-style-type: none">a. Death of immediate family member (death certificate)b. Medical reasons (medical certificate)c. Legal proceedings (subpoena or notices of hearing)d. Deportation papers from Japan Immigration			
Confirmed flight itinerary		Airline company	
Valid ID (list can be found here: https://tokyo.philembassy.net/consular-section/services/passport/list-of-acceptable-ids-for-philippine-passport-application/#nav-cat)		Issuing body for the respective IDs	
Travel document fee (+ Affidavit fee): ¥8,250			



Expedite fee: ¥1,500				
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Passport Processor
Submit requirements	Documents submitted shall be reviewed and verified as genuine and completely and correctly filled out and signed. Check the name in the Passport Lookout List..	None	2m	Passport Processor
Interview	Questions shall be asked pertaining to the applicant's identity, citizenship, and submitted documents.	None	3m	Passport Processor
Payment	The cashier accepts payment and issues an official receipt	JPY 9,750	1m	Cashier
Biometrics encoding	Client number shall be called. Biometric and biographic data of the client shall be encoded.	None	5m	Passport Encoder
Releasing	Passport shall be delivered by mail to the client	None	15m	Releasing
SUBTOTAL		9,750	22m	
TOTAL		9,750	22m	

21. Civil Registry - Report of Birth (for Legitimate children, by Appointment)

Requirements and Procedures relating for application of Report of Birth

Office or Division:	Consular Section - Civil Registry Unit
Classification:	G2C - Government to Citizen
Type of Transaction:	Simple



Who may avail:

A Filipino parent is required to report the birth of his/her child in the Embassy within thirty days from the date of birth. Filipino children born from the following prefectures in Japan must be reported in the Philippine Embassy in Tokyo: Akita, Aomori, Chiba, Fukushima, Gunma, Hokkaido, Ibaraki, Iwate, Kanagawa, Miyagi, Okinawa, Saitama, Tochigi, Tokyo and Yamagata.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Report of Birth Form	https://tokyo.philembassy.net/downloads/forms/rob-2018.pdf
<p>Child's Shussei Todoke no Kisai jiko Shomeisho (Certified true copy of Certificate of Birth) issued by a Japanese city hall – Original and four (4) copies (including ALL attachments, IF ANY)</p> <ul style="list-style-type: none"> • If the child was born in a Military/ Naval base, submit the child's birth record issued by the Military/ Naval Hospital. <p>Note: The Child's <i>Shussei Todoke no Kisai Jiko Shomeisho</i> may also be requested from the Legal Affairs Bureau, where the Japanese city hall is under, 2-3 months after its registration.</p>	Japanese City Hall
PSA-issued Marriage Certificate/ Contract or Embassy-issued Report of Marriage of parents – Original and four (4) copies	Philippine Statistics Authority
<p>For Filipino mother:</p> <ul style="list-style-type: none"> • PSA issued Birth Certificate – Original and four (4) copies; and • Valid passport – Original and four (4) copies. <p>For Non-Filipino Mother:</p> <ul style="list-style-type: none"> • Valid passport or any valid ID with picture – Original and four (4) copies 	As stated
<p>For Filipino father:</p> <ul style="list-style-type: none"> • PSA issued Birth Certificate – Original and four (4) copies; and • Valid passport – Original and four (4) copies. <p>For Non-Filipino Father:</p> <ul style="list-style-type: none"> • Valid passport or any valid ID with picture – Original and four (4) copies 	As stated



Affidavit of Delayed Registration – If registration is filed 1 year after date of birth		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Affidavit of Legitimation – If the child was born prior to the marriage of parents		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Applicable fees, depending on the availed forms/affidavits/translation services		https://tokyo.philembassy.net/docs/Schedule-of-Fees.pdf?nocache=20241001		
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Civil Registry Unit
Submit requirements	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.</p>	None	5m	Civil Registry Unit
Payment	<p>The cashier accepts payment and issues an official receipt</p> <p>Processing Fee and translation</p> <p>If with AAP and UASF</p> <p>If delayed registration</p>	<p>JPY 7,500</p> <p>JPY 18,750</p> <p>JPY 3,750</p>	2m	Cashier
Releasing	ROB shall be delivered by mail to the client	None	10 days	Releasing



SUBTOTAL	7,500 + additional depending on services availed	18 m	
TOTAL	7,500 + additional depending on services availed	18m	

22. Civil Registry - Report of Birth (for Legitimate children, by Mail)

Requirements and Procedures relating for application of Report of Birth

Office or Division:	Consular Section - Civil Registry Unit		
Classification:	G2C - Government to Citizen		
Type of Transaction:	Simple		
Who may avail:	A Filipino parent is required to report the birth of his/her child in the Embassy within thirty days from the date of birth. Filipino children born from the following prefectures in Japan must be reported in the Philippine Embassy in Tokyo: Akita, Aomori, Chiba, Fukushima, Gunma, Hokkaido, Ibaraki, Iwate, Kanagawa, Miyagi, Okinawa, Saitama, Tochigi, Tokyo and Yamagata.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Notarized Accomplished Report of Birth Form (4 copies)		https://tokyo.philembassy.net/downloads/forms/rob-2018.pdf	
Child's Shussei Todoke no Kisai jiko Shomeisho (Certified true copy of Certificate of Birth) issued by a Japanese city hall – Original and four (4) copies (including ALL attachments, IF ANY) • If the child was born in a Military/ Naval base, submit the child's birth record issued by the Military/ Naval Hospital. Note: The Child's <i>Shussei Todoke no Kisai Jiko Shomeisho</i> may also be requested from the Legal Affairs Bureau, where the Japanese city hall is under, 2-3 months after its registration.		Japanese City Hall	



PSA-issued Marriage Certificate/ Contract or Embassy-issued Report of Marriage of parents – Original and four (4) copies		Philippine Statistics Authority		
For Filipino mother: <ul style="list-style-type: none"> • PSA issued Birth Certificate – Original and four (4) copies; and • Valid passport – Original and four (4) copies. For Non-Filipino Mother: <ul style="list-style-type: none"> • Valid passport or any valid ID with picture – Original and four (4) copies 		As stated		
For Filipino father: <ul style="list-style-type: none"> • PSA issued Birth Certificate – Original and four (4) copies; and • Valid passport – Original and four (4) copies. For Non-Filipino Father: <ul style="list-style-type: none"> • Valid passport or any valid ID with picture – Original and four (4) copies 		As stated		
Affidavit of Delayed Registration – If registration is filed 1 year after date of birth		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Affidavit of Legitimation – If the child was born prior to the marriage of parents		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Applicable fees, depending on the availed forms/affidavits/translation services		https://tokyo.philembassy.net/docs/Schedule-of-Fees.pdf?nocache=20241001		
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to a Japanese Notary Public to notarize forms	None	None	N/A	Applicant
Mail all documents The Mailing address is provided on this link: https://tokyo.philembassy.net/contactinfo/#nav-contact	None	Postage fees	N/A	Applicant
The Embassy receives the documents	The documents will undergo processing and verification	None	1 day	Civil Registry Unit



The client will be contacted for the necessary consular fees.	The cashier accepts payment and issues an official receipt Processing Fee and translation If with AAP and UASF If delayed registration Plus other services	JPY 7,500 JPY 18,750 JPY 3,750	5m	Cashier
Releasing	ROB shall be delivered by mail to the client	None	10 days	Releasing
SUBTOTAL		7,500 + additional depending on services availed	10 days	
TOTAL		7,500 + additional depending on services availed	10 days	

23. Civil Registry - Report of Birth (for Illegitimate children, by Appointment Only)

Requirements and Procedures relating for application of Report of Birth

Office or Division:	Consular Section - Civil Registry Unit				
Classification:	G2C - Government to Citizen				
Type of Transaction:	Simple				
Who may avail:	A Filipino parent is required to report the birth of his/her child in the Embassy within thirty days from the date of birth. Filipino children born from the following prefectures in Japan must be reported in the Philippine Embassy in Tokyo: Akita, Aomori, Chiba, Fukushima, Gunma, Hokkaido, Ibaraki, Iwate, Kanagawa, Miyagi, Okinawa, Saitama, Tochigi, Tokyo and Yamagata.				
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> <tr> <td>Accomplished Report of Birth Form</td><td>https://tokyo.philembassy.net/downloads/forms/rob-2018.pdf</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	Accomplished Report of Birth Form	https://tokyo.philembassy.net/downloads/forms/rob-2018.pdf
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
Accomplished Report of Birth Form	https://tokyo.philembassy.net/downloads/forms/rob-2018.pdf				



<p>Child's Shussei Todoke no Kisai jiko Shomeisho (Certified true copy of Certificate of Birth) issued by a Japanese city hall – Original and four (4) copies (including ALL attachments, IF ANY)</p> <p>• If the child was born in a Military/ Naval base, submit the child's birth record issued by the Military/ Naval Hospital.</p> <p>Note: The Child's <i>Shussei Todoke no Kisai Jiko Shomeisho</i> may also be requested from the Legal Affairs Bureau, where the Japanese city hall is under, 2-3 months after its registration.</p>	Japanese City Hall
<p>PSA-issued Marriage Certificate/ Contract or Embassy-issued Report of Marriage of parents – Original and four (4) copies</p>	Philippine Statistics Authority
<p>For Filipino mother:</p> <ul style="list-style-type: none"> • PSA issued Birth Certificate – Original and four (4) copies; and • Valid passport – Original and four (4) copies. <p>For Non-Filipino Mother:</p> <ul style="list-style-type: none"> • Valid passport or any valid ID with picture – Original and four (4) copies 	As stated
<p>For Filipino father:</p> <ul style="list-style-type: none"> • PSA issued Birth Certificate – Original and four (4) copies; and • Valid passport – Original and four (4) copies. <p>For Non-Filipino Father:</p> <ul style="list-style-type: none"> • Valid passport or any valid ID with picture – Original and four (4) copies 	As stated
<p>Affidavit of Admission of Paternity (executed at the Embassy)– If the biological father acknowledges paternity of the child</p>	Tokyo PE
<p>Affidavit of Use of Surname of the father (executed at the Embassy) – If the mother/child agrees to use the surname of the father</p>	Tokyo PE
<p>Affidavit of Delayed Registration – If registration is filed 1 year after date of birth</p>	https://tokyo.philembassy.net/consular-section/downloadable-forms/
<p>Affidavit of Legitimation – If the child was born prior to the marriage of parents</p>	https://tokyo.philembassy.net/consular-section/downloadable-forms/



Applicable fees, depending on the availed forms/affidavits/translation services		https://tokyo.philembassy.net/docs/Schedule-of-Fees.pdf?nocache=20241001		
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Civil Registry Unit
Submit requirements	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.</p>	None	5m	Civil Registry Unit
Payment	<p>The cashier accepts payment and issues an official receipt</p> <p>Processing Fee and translation</p> <p>If with AAP and UASF</p> <p>If delayed registration</p>	<p>JPY 7,500</p> <p>JPY 18,750</p> <p>JPY 3,750</p>	2m	Cashier
Releasing	ROB shall be delivered by mail to the client	None	10 days	Releasing
SUBTOTAL		7,500 + additional depending	18 m	



	on services availed		
TOTAL	7,500 + additional depending on services availed	18m	

24. Civil Registry - Report of Marriage (by Appointment)

Requirements and Procedures relating for application of Report of Marriage

Office or Division:	Consular Section - Civil Registry Unit		
Classification:	G2C - Government to Citizen		
Type of Transaction:	Simple		
Who may avail:	A marriage contracted by a Filipino national in following prefectures in Japan must be reported in the Philippine Embassy in Tokyo within thirty days from its occurrence: Akita, Aomori, Chiba, Fukushima, Gunma, Hokkaido, Ibaraki, Iwate, Kanagawa, Miyagi, Okinawa, Saitama, Tochigi, Tokyo and Yamagata.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Personal Appearance of all parties concerned			
Duly accomplished Report of Marriage (ROM) form		https://tokyo.philembassy.net/consular-section/downloadable-forms/	
Valid passport of both parties – original and four (4) copies of the data page			
Konin Todoke no kisai Jiko Shomeisho (Certified true copy of Marriage certificate) from the City hall – Original and four (4) copies Note: The Konin Todoke no Kisai Jiko Shomeisho may also be requested from the Legal Affairs Bureau, where the Japanese city hall is under, 2-3 months after its registration.		As stated	
If spouse is Japanese – latest Family Registry (Koseki Tohon) showing the couple’s date and place of marriage – Original and four (4) copies		Japanese city hall	
If spouse is a foreign national, other than Japanese – Certificate of Acceptance of Marriage (Juri Shomeisho)		Japanese city hall	
Affidavit of delayed registration of marriage – for 1 year beyond date of Marriage		https://tokyo.philembassy.net/consular-section/downloadable-forms/	



Passport-sized photos – four (4) photos of husband; four (4) photos of wife.	
Applicable fees, depending on the availed forms/affidavits/translation services	JPY 9,000 (solemnization of marriage) Plus other fees, as applicable
JPY 600 for letterpack	
ADDITIONAL requirements for those who did not apply for Legal Capacity to Contract for Marriage (LCCM) in the Embassy prior to marriage For Single Filipino applicant: <ol style="list-style-type: none"> 1. DFA Authenticated PSA issued Birth Certificate – Original and four (4) copies 2. DFA Authenticated PSA issued Certificate of No Marriage (CENOMAR) – Original and four (4) copies For a Divorced Filipino applicant (An applicant whose previous marriage was divorced before contracting the marriage being reported): <ol style="list-style-type: none"> 1. DFA Authenticated Judicial Decree of Absolute Divorce issued by a Philippine court with Certificate of Finality – Original and four (4) copies 2. DFA Authenticated PSA issued Marriage Certificate or Report of Marriage with annotation – Original and four (4) copies 3. DFA Authenticated PSA issued Advisory on Marriages (must reflect annotation on divorce decree) – Original and four (4) copies 4. DFA Authenticated PSA issued Birth Certificate – Original and four (4) copies 5. If divorced to Japanese national – <i>Koseki tohon</i> of former Japanese spouse For a Filipino applicant whose previous marriage was Annulled before contracting the marriage being reported: <ol style="list-style-type: none"> 1. DFA Authenticated Judicial Decree of Annulment issued by a Philippine court with Certificate of Finality – Original and four (4) copies 2. DFA Authenticated PSA issued married Certificate/ Contract or Report of Marriage with annotation – Original and four (4) copies 	As stated



<p>3. DFA Authenticated PSA issued Advisory on Marriages (must reflect annotation on annulment decree) – Original and four (4) copies</p> <p>4. DFA Authenticated PSA issued Birth Certificate – Original and four (4) copies</p> <p>For widowed Filipino applicant:</p> <p>1. DFA Authenticated PSA issued Marriage Certificate/ Contract or Report of Marriage (previous spouse) – Original and four (4) copies</p> <p>2. DFA Authenticated PSA issued Advisory on Marriages – Original and four (4) copies</p> <p>3. DFA Authenticated PSA issued Birth Certificate – Original and four (4) copies</p> <p>4. Death Certificate of the Deceased Spouse:</p> <ul style="list-style-type: none"> • If Filipino – DFA authenticated PSA issued Death Certificate • If Japanese – Koseki Tohon • If foreign national, other than Japanese – Death Certificate issued by his/ her Embassy or Consulate. (must be translated in English) 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Civil Registry Unit
Submit requirements	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are incomplete, return documents to client for</p>	None	5m	Civil Registry Unit



	another appointment when documents are complete.			
Payment	The cashier accepts payment and issues an official receipt		2m	Cashier
	Processing Fee and translation	JPY 11,250		
	If delayed registration	JPY 3,750		
Releasing	ROM shall be delivered by mail to the client	None	10 days	Releasing
SUBTOTAL		11,250 + additional depending on services availed	10 days	
TOTAL		11,250 + additional depending on services availed	10 days	

25. Civil Registry - Report of Marriage (by Mail)

Requirements and Procedures relating for application of Report of Marriage

Office or Division:	Consular Section - Civil Registry Unit
Classification:	G2C - Government to Citizen
Type of Transaction:	Simple
Who may avail:	A marriage contracted by a Filipino national in following prefectures in Japan must be reported in the Philippine Embassy in Tokyo within thirty days from its occurrence: Akita, Aomori, Chiba, Fukushima, Gunma, Hokkaido, Ibaraki, Iwate, Kanagawa, Miyagi, Okinawa, Saitama, Tochigi, Tokyo and Yamagata.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
NOTARIZED Report of Marriage Form and print four (4) original.	https://tokyo.philembassy.net/downloads/forms/rom-2018.pdf
Valid passport of both parties – original and four (4) copies of the data page	



<p>Konin Todoke no kisai Jiko Shomeisho (Certified true copy of Marriage certificate) from the City hall – Original and four (4) copies</p> <p>Note: The Konin Todoke no Kisai Jiko Shomeisho may also be requested from the Legal Affairs Bureau, where the Japanese city hall is under, 2-3 months after its registration.</p>	As stated
If spouse is Japanese – latest Family Registry (Koseki Tohon) showing the couple's date and place of marriage – Original and four (4) copies	Japanese city hall
If spouse is a foreign national, other than Japanese – Certificate of Acceptance of Marriage (Juri Shomeisho)	Japanese city hall
Affidavit of delayed registration of marriage – for 1 year beyond date of Marriage	https://tokyo.philembassy.net/consular-section/downloadable-forms/
Passport-sized photos – four (4) photos of husband; four (4) photos of wife.	
Applicable fees, depending on the availed forms/affidavits/translation services	JPY 9,000 (solemnization of marriage) Plus other fees, as applicable
JPY 600 for letterpack	
<p>ADDITIONAL requirements for those who did not apply for Legal Capacity to Contract for Marriage (LCCM) in the Embassy prior to marriage</p> <p>For Single Filipino applicant:</p> <ol style="list-style-type: none"> 3. DFA Authenticated PSA issued Birth Certificate – Original and four (4) copies 4. DFA Authenticated PSA issued Certificate of No Marriage (CENOMAR) – Original and four (4) copies <p>For a Divorced Filipino applicant (An applicant whose previous marriage was divorced before contracting the marriage being reported):</p> <ol style="list-style-type: none"> 6. DFA Authenticated Judicial Decree of Absolute Divorce issued by a Philippine court with Certificate of Finality – Original and four (4) copies 7. DFA Authenticated PSA issued Marriage Certificate or Report of Marriage with annotation – Original and four (4) copies 	As stated



<div>8. DFA Authenticated PSA issued Advisory on Marriages (must reflect annotation on divorce decree) – Original and four (4) copies</div> <div>9. DFA Authenticated PSA issued Birth Certificate – Original and four (4) copies</div> <div>10.If divorced to Japanese national – <i>Koseki tohon</i> of former Japanese spouse</div> <div>For a Filipino applicant whose previous marriage was Annulled before contracting the marriage being reported:</div> <div>5. DFA Authenticated Judicial Decree of Annulment issued by a Philippine court with Certificate of Finality – Original and four (4) copies</div> <div>6. DFA Authenticated PSA issued married Certificate/ Contract or Report of Marriage with annotation – Original and four (4) copies</div> <div>7. DFA Authenticated PSA issued Advisory on Marriages (must reflect annotation on annulment decree) – Original and four (4) copies</div> <div>8. DFA Authenticated PSA issued Birth Certificate – Original and four (4) copies</div> <div>For widowed Filipino applicant:</div> <div>5. DFA Authenticated PSA issued Marriage Certificate/ Contract or Report of Marriage (previous spouse) – Original and four (4) copies</div> <div>6. DFA Authenticated PSA issued Advisory on Marriages – Original and four (4) copies</div> <div>7. DFA Authenticated PSA issued Birth Certificate – Original and four (4) copies</div> <div>8. Death Certificate of the Deceased Spouse:<div><div>● If Filipino – DFA authenticated PSA issued Death Certificate</div><div>● If Japanese – Koseki Tohon</div><div>● If foreign national, other than Japanese – Death Certificate issued by his/ her Embassy or Consulate. (must be translated in English)</div></div></div>					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	



Applicant to go to a Japanese Notary Public to notarize forms	None	None	N/A	Applicant
Mail all documents The Mailing address is provided on this link: https://tokyo.philembassy.net/contactinfo/#nav-cat	None	Postage fees	N/A	Applicant
The Embassy receives the documents	The documents will undergo processing and verification	None	1 day	Civil Registry Unit
The client will be contacted for the necessary consular fees.	<p>The cashier accepts payment and issues an official receipt</p> <p>Processing Fee and translation</p> <p>If delayed registration</p>	<p>JPY 11,250</p> <p>JPY 3,750</p>	5m	Cashier
Releasing	ROM shall be delivered by mail to the client	None	10 days	Releasing
SUBTOTAL		11,250 + additional depending on services availed	10 days	
TOTAL		11,250 + additional depending on services availed	10 days	

26. Civil Registry - Legal Capacity to Contract Marriage (by Appointment)

Requirements and Procedures relating for application of LCCM

Office or Division:	Consular Section - Civil Registry Unit
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Classification:	G2C - Government to Citizen		
Type of Transaction:	Simple		
Who may avail:	A marriage contracted by a Filipino national in following prefectures in Japan must be reported in the Philippine Embassy in Tokyo within thirty days from its occurrence: Akita, Aomori, Chiba, Fukushima, Gunma, Hokkaido, Ibaraki, Iwate, Kanagawa, Miyagi, Okinawa, Saitama, Tochigi, Tokyo and Yamagata.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly accomplished application form		https://tokyo.philembassy.net/consular-section/downloadable-forms/	
Valid passport – Original and one (1) copy			
Residence Card or Visa in Japan – Original and one (1) copy		Japanese City hall or Immigration	
DFA authenticated PSA issued Birth Certificate – Original and one (1) copy		DFA Office of Consular Affairs	
DFA authenticated PSA issued Certificate of No Marriage (CENOMAR) – Original and one (1) copy		DFA Office of Consular Affairs	
Three (3) passport-sized photos			
Additional requirement for Single Filipinos between 18-25 years old: - Affidavit of Parental Consent or Advice For 18-20 years old – Affidavit of Parental Consent For 21-25 years old – Affidavit of Parental Advice Notes: If the parents are in the Philippines, the affidavit executed in the Philippines must be notarized by a Filipino notary public, then authenticated by the DFA. If the parents are in Japan, they can execute the affidavit at the Philippine Embassy. If the parents are deceased, please submit a DFA authenticated PSA issued Death Certificate		As stated	
Additional requirement for a Divorced Filipino: 1. DFA authenticated PSA issued Advisory on Marriages – Original and one (1) copy 2. DFA authenticated PSA issued Marriage Certificate or Report of Marriage with annotation – Original and one (1) copy		As stated	



<ol style="list-style-type: none"> 3. DFA authenticated Judicial Recognition of Foreign Divorce issued by a Philippine Court with Certificate of Finality – Original and one (1) copy 4. Record of Divorce in Japan: <ol style="list-style-type: none"> a. If the former spouse is Japanese, please submit a Family Registry (<i>Koseki Tohon</i>) reflecting the couple's place and date of divorce. Please note that the <i>Koseki Shohon</i> (part of <i>Koseki Tohon</i>) and Certificate of Acceptance (<i>Juri Shomeisho</i>) are not acceptable. b. If the former spouse is a foreign national other than Japanese, please submit Certificate of Acceptance of Divorce (<i>Juri Shomeisho</i>) showing the couple's place and date of divorce. 	
<p>Additional requirement for Filipino whose former marriage was Annulled in the Philippines:</p> <ol style="list-style-type: none"> 1. DFA authenticated PSA issued Advisory on Marriages – Original and one (1) copy 2. DFA authenticated PSA issued Marriage Certificate/ Contract or Report of Marriage with annotation – Original and one (1) copy 3. DFA authenticated Judicial Decree of Annulment issued by a Philippine Court with Certificate of Finality – Original and one (1) copy 	As stated
<p>Additional requirement for a Widowed Filipino:</p> <ol style="list-style-type: none"> 1. DFA authenticated PSA issued Advisory on Marriages – Original and one (1) copy 2. DFA authenticated PSA issued Marriage Certificate/ Contract or Report of Marriage – Original and one (1) copy 3. Death Certificate: <ol style="list-style-type: none"> a. If the deceased is Filipino – DFA authenticated PSA issued Death Certificate – Original and one (1) copy b. If the deceased is Japanese – <i>Koseki tohon</i> (Family Registry) 	As stated



c. If the deceased is a foreign national other than Japanese – Death Certificate issued by his/her Embassy				
Applicable fees, depending on the availed forms/affidavits/translation services		JPY 9,000 (solemnization of marriage) Plus other fees, as applicable		
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Civil Registry Unit
Submit requirements	Check the application form and evaluate the supporting documents If all documents are complete, give client payment order slip. If documentary requirements are incomplete, return documents to the client for another appointment when documents are complete.	None	5m	Civil Registry Unit
Payment	The cashier accepts payment and issues an official receipt. Processing Fee + translation If fiancé is not a Japanese national	JPY 11,250 JPY 3,750	2m	Cashier
Releasing	LCCM shall be delivered by mail to the client	None	10 days	Releasing
SUBTOTAL		11,250 + additional	10 days	



	depending on services availed		
TOTAL	11,250 + additional depending on services availed	10 days	

27. Civil Registry - Marriage License (by Appointment ONLY)

Requirements and Procedures relating for application of Marriage License

Office or Division:	Consular Section - Civil Registry Unit		
Classification:	G2C - Government to Citizen		
Type of Transaction:	Simple		
Who may avail:	A Marriage License may be issued to couples who are both Filipino nationals wishing to get married at the Philippine Embassy in Tokyo. Both parties must submit the requirements relevant for them.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly accomplished application form		https://tokyo.philembassy.net/consular-section/downloadable-forms/	
Valid passport – Original and one (1) copy			
Residence Card or Visa in Japan – Original and one (1) copy		Japanese City hall or Immigration	
DFA authenticated PSA issued Birth Certificate – Original and one (1) copy		DFA Office of Consular Affairs	
DFA authenticated PSA issued Certificate of No Marriage (CENOMAR) – Original and one (1) copy		DFA Office of Consular Affairs	
Three (3) passport-sized photos			
Additional requirement for Single Filipinos between 18-25 years old: - Affidavit of Parental Consent or Advice For 18-20 years old – Affidavit of Parental Consent For 21-25 years old – Affidavit of Parental Advice Notes: If the parents are in the Philippines, the affidavit executed in the Philippines must be notarized by a Filipino notary public, then authenticated by the DFA.		As stated	



<p>If the parents are in Japan, they can execute the affidavit at the Philippine Embassy.</p> <p>If the parents are deceased, please submit a DFA authenticated PSA issued Death Certificate</p> <ul style="list-style-type: none"> - Marriage Counseling Certificate issued by a minister, counselor or any qualified authority. 	
<p>Additional requirement for a Divorced Filipino:</p> <ol style="list-style-type: none"> 1. DFA authenticated PSA issued Advisory on Marriages – Original and one (1) copy 2. DFA authenticated PSA issued Marriage Certificate/Contract or Report of Marriage with annotation – Original and one (1) copy 3. DFA authenticated Judicial Recognition of Foreign Divorce issued by a Philippine Court with Certificate of Finality – Original and one (1) copy 4. Record of Divorce in Japan: <ol style="list-style-type: none"> a. If the former spouse is Japanese, please submit a Family Registry (<i>Koseki Tohon</i>) reflecting the couple's place and date of divorce. Please note that the <i>Koseki Shohon</i> (part of <i>Koseki Tohon</i>) and Certificate of Acceptance (<i>Juri Shomeisho</i>) are not acceptable. b. If the former spouse is a foreign national other than Japanese, please submit Certificate of Acceptance of Divorce (<i>Juri Shomeisho</i>) showing the couple's place and date of divorce. 	As stated
<p>Additional requirement for Filipino whose former marriage was Annulled in the Philippines:</p> <ol style="list-style-type: none"> 1. DFA authenticated PSA issued Advisory on Marriages – Original and one (1) copy 2. DFA authenticated PSA issued Marriage Certificate/ Contract or Report of Marriage with annotation – Original and one (1) copy 3. DFA authenticated Judicial Decree of Annulment issued by a Philippine Court with Certificate of Finality – Original and one (1) copy 	As stated



Additional requirement for a Widowed Filipino: 4. DFA authenticated PSA issued Advisory on Marriages – Original and one (1) copy 5. DFA authenticated PSA issued Marriage Certificate/ Contract or Report of Marriage – Original and one (1) copy 6. Death Certificate: a. If the deceased is Filipino – DFA authenticated PSA issued Death Certificate – Original and one (1) copy b. If the deceased is Japanese – <i>Koseki tohon</i> (Family Registry) c. If the deceased is a foreign national other than Japanese – Death Certificate issued by his/her Embassy		As stated		
Applicable fees, depending on the availed forms/affidavits/translation services		JPY 9,000 (solemnization of marriage) Plus other fees, as applicable		
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Civil Registry Unit
Submit requirements	Check the application form and evaluate the supporting documents If all documents are complete, give client payment order slip. If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.	None	5m	Civil Registry Unit



Payment	The cashier accepts payment and issues an official receipt Processing Fee and translation If fiance is not a Japanese national	JPY 11,250 JPY 3,750	2m	Cashier
Wedding date verification	The applicants will verify the final date of the wedding	None	1m	Civil Registry Unit
WEDDING DAY				
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Civil Registry Unit
Client verification	Clients to verify their records in the system	None	2m	Civil Registry Unit
Payment	Payment and receipt of OR Solemnization Fee Certification of True Copies Fee	JPY 16,500 JPY 7,500		
Wedding Proper	Applicants to proceed to the wedding venue. Solemnizing officer performs the ceremony	None	15m	Solemnizing Officer
Signing of Contracts	Applicants sign their marriage contracts and ROM, applicants given original copies and CTCs	None	15m	
SUBTOTAL		JPY 31,750	40m	
TOTAL		JPY 31,750	40m	

28. Civil Registry - Report of Death (Mail)



Requirements and Procedures relating for application of Report of Death

Office or Division:	Consular Section - Civil Registry Unit			
Classification:	G2C - Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Informant Relatives of deceased Filipino nationals within the jurisdiction of the Embassy.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Report of Death application form (notarized if by mail)		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Shibo Todoke no Kisai jiko Shomeisho (Certificate of Death) – Original and four (4) copies		Hospital		
If cremated – Kaso kyokasho (Cremation Permit) – Original and four (4) copies		As stated		
Passport or any ID of the deceased – if the Passport is not available, PSA Birth Certificate may be submitted – Original and four (4) copies		As stated		
Valid Passport or any ID of the Informant		As stated		
Affidavit of delayed registration of marriage – for 1 year beyond date of Marriage		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Affidavit of Delayed Registration of Death – if the Report is made 1 year beyond date of Death		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Applicable fees, depending on the availed forms/affidavits/translation services		JPY 3,750 (report of death) Plus other fees, as applicable		
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to a Japanese Notary Public to notarize forms	None	None	N/A	Applicant
Mail all documents The Mailing address is provided on this link: https://tokyo.philembassy.net/contactinfo/#nav-cat	None	Postage fees	N/A	Applicant
The Embassy receives the documents	The documents will undergo processing and verification	None	1 day	Civil Registry Unit



The client will be contacted for the necessary consular fees.	The cashier accepts payment and issues an official receipt		5m	Cashier
	Processing Fee and translation	JPY 11,250		
Releasing	ROD shall be delivered by mail to the client	None	10 days	Releasing
SUBTOTAL		11,250 + additional depending on services availed	10 days	
TOTAL		11,250 + additional depending on services availed	10 days	

29. Civil Registry - Report of Death (Appointment)

Requirements and Procedures relating for application of Report of Death

Office or Division:	Consular Section - Civil Registry Unit
Classification:	G2C - Government to Citizen
Type of Transaction:	Simple
Who may avail:	Informant Relatives of deceased Filipino nationals within the jurisdiction of the Embassy.
CHECKLIST OF REQUIREMENTS	
Duly accomplished Report of Death application form	https://tokyo.philembassy.net/consular-section/downloadable-forms/
Shibo Todoke no Kisai jiko Shomeisho (Certificate of Death) – Original and four (4) copies	Hospital
If cremated – Kaso kyokasho (Cremation Permit) – Original and four (4) copies	As stated
Passport or any ID of the deceased – if the Passport is not available, PSA Birth Certificate may be submitted – Original and four (4) copies	As stated
Valid Passport or any ID of the Informant	As stated
Affidavit of delayed registration of marriage – for 1 year beyond date of Marriage	https://tokyo.philembassy.net/consular-section/downloadable-forms/



Affidavit of Delayed Registration of Death – if the Report is made 1 year beyond date of Death		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Applicable fees, depending on the availed forms/affidavits/translation services		JPY 3,750 (report of death) Plus other fees, as applicable		
JPY 600 for letterpack				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Civil Registry Unit
Submit requirements	Check the application form and evaluate the supporting documents If all documents are complete, give client payment order slip. If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.	None	5m	Civil Registry Unit
Payment	The cashier accepts payment and issues an official receipt Processing Fee and translation	JPY 11,250	2m	Cashier
Releasing	ROD shall be delivered by mail to the client	None	10 days	Releasing
SUBTOTAL		11,250 + additional depending on services availed	10 days	
TOTAL		11,250 + additional	10 days	



	depending on services availed		
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30. For Repatriation of Remains of Filipino Nationals

Requirements and Procedures relating to the repatriation of remains of Filipino nationals

Office or Division:	Consular Section - Assistance to Nationals
Classification:	G2C - Government to Citizen
Type of Transaction:	Highly Technical
Who may avail:	Deceased Filipino nationals within the jurisdiction of the Embassy.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Report of Death application form	https://tokyo.philembassy.net/consular-section/downloadable-forms/
Certified True Copy of the Report of Death / Post-Mortem Certificate (Shibo-todoke / Shibo-shindansho) issued by the City Hall or Ward Office.	As stated
Passport of the Deceased Person. If the passport is not available, PSA Birth Certificate and any valid ID. Seafarer's Identification Book (If the deceased is a seaman)	
Funeral Parlor: The family of the deceased person or authorized representative will nominate a funeral parlor/agent to arrange the following documentation: <ul style="list-style-type: none"> - Certificate of Preparation of the Remains - Certificate of Non-Contagious Disease - Affidavit of Embalming or Affidavit of Packaging of Remains in Dry Ice for International Transportation - Consignee information (Name, Address, Phone number) - Flight details (Air Waybill if available) 	As stated
Report of Death and Consular Mortuary Certificate to be issued by the Embassy (after the submission of requirements listed above)	As stated
Applicable fees, depending on the availed forms/affidavits/translation services	JPY 3,750 (report of death) Plus other fees, as applicable

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	ATN Unit
Submit requirements	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.</p>	None	5m	ATN Unit
Payment	<p>The cashier accepts payment and issues an official receipt</p> <p>Processing Fee</p>	JPY 3,750	2m	Cashier
Releasing	Release the Mortuary Certificate to the applicant.	None	15 mins or 10 days, if applicant wants by mail	Releasing
SUBTOTAL		JPY 3,750	23 mins or 10 days	
TOTAL		JPY 3,750	23 mins or 10 days	

31. For Repatriation of Cremated Remains of Nationals

Requirements and Procedures relating to the repatriation of remains of nationals



Office or Division:	Consular Section - Assistance to Nationals			
Classification:	G2C - Government to Citizen			
Type of Transaction:	Highly Technical			
Who may avail:	Deceased Filipino nationals within the jurisdiction of the Embassy.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If the cremated ashes belong to a Filipino national who resided in Japan: <ul style="list-style-type: none"> - Report of Death 		Tokyo PE		
If the cremated ashes belong to a Japanese national: <ul style="list-style-type: none"> - Original Family Registry issued by the City Hall or Ward Office, duly apostillized by Japan's Ministry of Foreign Affairs (Gaimusho); - Original Cremation Certificate (Kaso-shomeisho) or Cremation Permit (Kaso-kyokasho) or Separation of Cremated Remains (Bunkotsu-Shomeisho) issued by the City Hall or Ward Office, duly apostillized by Japan's Ministry of Foreign Affairs (Gaimusho); and - Passport of the Deceased Person. If the passport is not available, Driver's License or My Number Card with English translation. 		As stated		
Applicable fees, depending on the availed forms/affidavits/translation services		JPY 3,750 (report of death) Plus other fees, as applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Civil Registry Unit
Submit requirements	Check the application form and evaluate the supporting documents If all documents are complete, give client payment order slip.	None	5m	Civil Registry Unit



	If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.			
Payment	The cashier accepts payment and issues an official receipt Processing Fee and translation	JPY 3,750	2m	Cashier
Releasing	Mortuary Certificate shall be given or delivered by mail to the client	None	10 mins or 10 days	Releasing
SUBTOTAL		JPY 3,750	18m or 10 days	
TOTAL		JPY 3,750	18m or 10 days	

32. Notarization/Legalization of Powers of Attorney, Affidavit, Letters, Forms, Deeds, Copy Certification of Philippine passport, Affirmation of Sign Certificate

The Consular Section of the Philippine Embassy in Tokyo, Japan provides notarial services to Filipinos in Japan who need to legalize their personal documents, such as affidavit, power of attorney, letter, form, declaration, deed, copy certification of Philippine passports, and affirmation of “sign” certificates, which are intended for use in the Philippines.

The Embassy cannot assist applicants in drafting legal documents. Embassy personnel also cannot act as witnesses in these documents.

Office or Division:	Consular Section
Classification:	G2C - Government to Citizen
Type of Transaction:	Simple
Who may avail:	Filipino Citizens
CHECKLIST OF REQUIREMENTS	
Confirmed Online appointment	https://tokyopeconsularappointment.setmore.com/bookappointment
Personal appearance of the applicant/s or principal signatory/ies. - When applying for acknowledgment of documents such as SPAs, deeds, contracts,	As stated



agreements, two (2) disinterested witnesses with valid IDs are also required.				
Duly accomplished document or form, with: <ul style="list-style-type: none"> - Applicant's name as written in valid Passport or ID; - Applicant's residence in Japan; - Details of the Attorney-in-fact or authorized representative; - Acts and deeds the Attorney-in-fact is authorized to perform for document owner; 		As stated		
One (1) copy of every document for notarization (in A4 size paper)				
Original valid ID (passport, residence card, or Philippine/Japan driver's license) and copies in A4 size paper: <ul style="list-style-type: none"> - One (1) copy of valid ID per document for notarization, and - One (1) extra copy of valid ID for Embassy records. 		As stated		
Applicable fees: <ul style="list-style-type: none"> - JPY 3,750 per document for regular processing (release of notarized document is after 3 working days from date of filing) - additional JPY 1,500 per document for express processing (release of notarized document is on the next working day from the date of filing) 				
Self-addressed JPY 600 Japan Post Letterpack envelope, if applicant wants documents to be released via mail				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Notarial Unit



Submit requirements	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.</p>	None	5m	Notarial Unit
Payment	<p>The cashier accepts payment and issues an official receipt</p> <p>Processing Fee</p> <p>Expedite Fee</p>	<p>JPY 3,750</p> <p>+ JPY 1,500</p>	2m	Cashier
Releasing	Documents will be released in the Embassy or by Mail, whichever the client chooses.	None	1 or 3 days	Releasing
SUBTOTAL		JPY 3,750+ availed services	1 or 3 days	
TOTAL		JPY 3,750+ availed services	1 or 3 days	

33. Joint Affidavit of Legitimation

The Consular Section of the Philippine Embassy in Tokyo, Japan provides notarial services to Filipinos in Japan who need to legalize their personal documents, such as affidavit, power of attorney, letter, form, declaration, deed, copy certification of Philippine passports, and affirmation of “sign” certificates, which are intended for use in the Philippines.

The Embassy cannot assist applicants in drafting legal documents. Embassy personnel also cannot act as witnesses in these documents.

Office or Division:	Consular Section
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Classification:	G2C - Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Filipino Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Confirmed Online appointment		https://tokyopeconsularappointment.setmore.com/bookappointment		
Personal appearance of the applicants or parents of the legitimated child				
Duly accomplished Joint Affidavit of Legitimation		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
PSA-issued Certificate of Live Birth of the child		Philippine Statistics Authority		
PSA-issued Marriage Certificate of the parents of the child		Philippine Statistics Authority		
PSA-issued Advisory on Marriages of both parents of the child		Philippine Statistics Authority		
Original valid ID (passport, residence card, or Philippine/Japan driver's license) of the parents and two (2) copies each in A4 size paper		As stated		
Applicable fees: <ul style="list-style-type: none"> - JPY 3,750 per document for regular processing (release of notarized document is after 3 working days from date of filing) - additional JPY 1,500 per document for express processing (release of notarized document is on the next working day from the date of filing) 				
Self-addressed JPY 600 Japan Post Letterpack envelope, if applicant wants documents to be released via mail				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Notarial Unit



Submit requirements	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.</p>	None	5m	Notarial Unit
Payment	<p>The cashier accepts payment and issues an official receipt</p> <p>Processing Fee</p> <p>Expedite Fee</p>	<p>JPY 3,750</p> <p>+ JPY 1,500</p>	2m	Cashier
Releasing	Documents will be released in the Embassy or by Mail, whichever the client chooses.	None	1 or 3 days	Releasing
SUBTOTAL		JPY 3,750+ availed services	1 or 3 days	
TOTAL		JPY 3,750+ availed services	1 or 3 days	

34. Declaration of Renunciation of Philippine Citizenship

The Consular Section of the Philippine Embassy in Tokyo, Japan provides notarial services to Filipinos in Japan who need to legalize their personal documents, such as affidavit, power of attorney, letter, form, declaration, deed, copy certification of Philippine passports, and affirmation of “sign” certificates, which are intended for use in the Philippines.

The Embassy cannot assist applicants in drafting legal documents. Embassy personnel also cannot act as witnesses in these documents.

Office or Division:	Consular Section
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Classification:	G2C - Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Filipino Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Confirmed Online appointment		https://tokyopeconsularappointment.setmore.com/bookappointment		
Personal appearance of the applicant				
Duly accomplished declaration form to be provided by the Notarial Unit		Tokyo PE		
Original and five (5) copies each of the following: <ul style="list-style-type: none"> - PSA or NSO-issued Certificate of Live Birth - latest Philippine passport - Certificate of Naturalization or Family Registry (Koseki-tohon) with information on when and how the applicant acquired his/her current foreign citizenship as well as his/her complete name prior to naturalization - If document is in Japanese language, official English translation of the document is also required. - valid Identification Document (foreign passport, My Number ID Card, Driving License) issued after naturalization 		As stated		
Applicable fees: <ul style="list-style-type: none"> - JPY 3,750 per document for regular processing (release of notarized document is after 3 working days from date of filing) - additional JPY 1,500 per document for express processing (release of notarized document is on the next working day from the date of filing) 				
Self-addressed JPY 600 Japan Post Letterpack envelope, if applicant wants documents to be released via mail				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Notarial Unit
Submit requirements	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.</p>	None	5m	Notarial Unit
Payment	<p>The cashier accepts payment and issues an official receipt</p> <p>Processing Fee</p> <p>Expedite Fee</p>	<p>JPY 3,750</p> <p>+ JPY 1,500</p>	2m	Cashier
Releasing	Documents will be released in the Embassy or by Mail, whichever the client chooses.	None	1 or 3 days	Releasing
SUBTOTAL		JPY 3,750+ availed services	1 or 3 days	
TOTAL		JPY 3,750+ availed services	1 or 3 days	

35. Declaration of Philippine Citizenship (for those acquiring Japanese Citizenship)

The Consular Section of the Philippine Embassy in Tokyo, Japan provides notarial services to Filipinos in Japan who need to legalize their personal documents, such as affidavit, power of



attorney, letter, form, declaration, deed, copy certification of Philippine passports, and affirmation of “sign” certificates, which are intended for use in the Philippines.

The Embassy cannot assist applicants in drafting legal documents. Embassy personnel also cannot act as witnesses in these documents.

Office or Division:	Consular Section			
Classification:	G2C - Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Filipino Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Confirmed Online appointment		https://tokyopeconsularappointment.setmore.com/bookappointment		
Personal appearance of the applicant				
Duly accomplished application form		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
PSA-issued Certificate of Live Birth (original and two copies);		As stated		
Valid Philippine passport (original and two copies)				
Applicable fees: <ul style="list-style-type: none"> - JPY 3,750 per document for regular processing (release of notarized document is after 3 working days from date of filing) - additional JPY 1,500 per document for express processing (release of notarized document is on the next working day from the date of filing) 				
Self-addressed JPY 600 Japan Post Letterpack envelope, if applicant wants documents to be released via mail				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Notarial Unit
Submit requirements	Check the application form and evaluate the supporting documents	None	5m	Notarial Unit



	<p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.</p>			
Payment	<p>The cashier accepts payment and issues an official receipt</p> <p>Processing Fee</p> <p>Expedite Fee</p>	<p>JPY 3,750</p> <p>+ JPY 1,500</p>	2m	Cashier
Releasing	Documents will be released in the Embassy or by Mail, whichever the client chooses.	None	1 or 3 days	Releasing
SUBTOTAL		JPY 3,750+ availed services	1 or 3 days	
TOTAL		JPY 3,750+ availed services	1 or 3 days	

36. NBI Clearance - First-time applicant

Applicants for NBI Clearance who are living in Japan (Filipino or foreign nationals) may secure the NBI Clearance Application (NBI Form No. 5) and have their fingerprint impressions taken at the Philippine Embassy.

Office or Division:	Consular Section
Classification:	G2C - Government to Citizen
Type of Transaction:	Simple
Who may avail:	Filipino Citizens
CHECKLIST OF REQUIREMENTS	
Confirmed Online appointment	https://tokyopeconsularappointment.setmore.com/bookappointment
Personal appearance of the applicant	



Filled-out NBI Fingerprint Card which may be secured from the Embassy's Notarial Unit		Tokyo PE		
Valid Identification Card – Residence Card or Driver's license (original & 2 copies; if Identification Card is in Japanese, submit an English translation of the information written in the Identification Card)				
Two (2) pcs. 2×2 photograph in white background, taken within the last 3 months prior to the application				
Valid Philippine passport (original and two copies)				
Applicable fees: JPY 5,250				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Notarial Unit
Submit requirements	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.</p>	None	5m	Notarial Unit
Fill out NBI Clearance Form given by Notarial Unit	The notarial unit will give a NBI Clearance Form to be accomplished by applicant	None	15m	Notarial Unit
Payment	<p>The cashier accepts payment and issues an official receipt</p> <p>Processing Fee</p>	JPY 5,250	2m	Cashier
Fill out NBI Fingerprint Card given by Notarial Unit	The notarial unit will give a NBI Fingerprint Card to be accomplished by applicant	None	15m	Notarial Unit



Releasing	Certified NBI Clearance Application Form with the Embassy's seal, and name and signature of the personnel who took the fingerprint will be given to the applicant	None	5m	Releasing
SUBTOTAL		JPY 5,250	43m	
TOTAL		JPY 5,250	43m	

37. Affidavit of Support and Guarantee with Travel Consent for Waiver of Exclusion Ground

A **Waiver of Exclusion Ground (WEG)** is required for alien minors below fifteen (15) years of age, travelling unaccompanied by, or not joined by his/her parent/s to the Philippines, regardless if the minor needs an entry visa or not.

WEG applications are processed and approved by Philippine immigration authorities at the port of entry, after submission of a notarized affidavit of support and guarantee with travel consent and its supporting documents.

Either parent or the child's legal guardian may execute the affidavit before a consular officer at the Philippine Embassy, therein stating that the child will be travelling to the Philippines either alone or accompanied by a duly appointed travel companion, along with the child's place of residence while in the Philippines

Office or Division:	Consular Section		
Classification:	G2C - Government to Citizen		
Type of Transaction:	Simple		
Who may avail:	Child's legal guardian		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Online appointment		https://tokyopeconsularappointment.semore.com/bookappointment	
Two (2) duly accomplished Affidavit of Support and Guarantee with Travel Consent for WEG to be signed by the child's parent/legal guardian at the Embassy, or before a Japanese notary public and apostilled by the Gaimusho if the parent/legal guardian cannot appear in person at the Embassy.		https://tokyo.philembassy.net/consular-section/downloadable-forms/	



Two (2) duly accomplished Application for WEG (signed by the parent/legal guardian and the travelling companion, as applicable).		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Two (2) pcs. passport-size photograph of the child				
Two (2) copies of the data page of the minor child's valid passport				
Two (2) copies of the data page of the valid passport of the child's travel companion				
Record of Birth of the child (original and two copies) which may be any of the following: <ul style="list-style-type: none"> - If the child was born in the Philippines, submit the PSA-issued Certificate of Live Birth; - If the child was born in Japan and reported to the Philippine Embassy, submit the child's PSA-issued Report of Birth; or - If the child was born in Japan but was not reported to the Philippine Embassy, submit the child's "koseki-tohon" with English translation. (If submitting koseki-tohon, please fill-out the Family Register Form for WEG in two sets.) The Family Register Form may be downloaded from the Embassy's website 		As stated		
Valid Philippine passport (original and two copies)				
Applicable fees: JPY 3,750, plus JPY 1,500 for expedite				
Self-addressed JPY 600 Japan Post Letterpack envelope				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant to go to Tokyo PE for personal appearance and get number from queuing system	Queuing number will be called out to indicate who will be processed	None	1m	Notarial Unit
Submit requirements	Check the application form and evaluate the supporting documents If all documents are complete, give client payment order slip.	None	5m	Notarial Unit



	If documentary requirements are incomplete, return documents to client for another appointment when documents are complete.			
Payment	The cashier accepts payment and issues an official receipt Processing Fee If expedite	JPY 3,750 5,250	2m	Cashier
Releasing	WEG will be released by mail	None	1 or 3 days	Releasing
SUBTOTAL		JPY 3,750 or JPY 5,250	1 or 3 days	
TOTAL		JPY 3,750 or JPY 5,250	1 or 3 days	

38. DUAL CITIZENSHIP (Philippine Citizenship Retention and Reacquisition under Republic Act No. 9225)

Former natural-born Philippine citizens who have been naturalized in another country and wish to retain or reacquire their Philippine citizenship may apply for Philippine Citizenship Retention and Reacquisition under R.A. 9225 with the Philippine Embassy.

Office or Division:	Consular Section
Classification:	G2C - Government to Citizen
Type of Transaction:	Simple
Who may avail:	Former natural-born Filipino citizens
CHECKLIST OF REQUIREMENTS	
Online appointment	https://tokyopeconsularappointment.semore.com/bookappointment
Application/Petition Form for Citizenship Retention and Reacquisition with colored passport-sized photograph	https://tokyo.philembassy.net/consular-section/downloadable-forms/
PSA or NSO-issued Certificate of Live Birth	As stated



Philippine passport or other government-issued Identification Document, such as Voter's ID or Voter's affidavit reflecting the applicant's Philippine citizenship		As stated		
If married , PSA or NSO-issued Marriage Certificate		As stated		
Certificate of Naturalization		Bureau of Immigration		
Valid foreign passport		As stated		
Other documents that would show that the applicant is a former natural-born citizen of the Philippines as may be acceptable to the evaluating officer		As stated		
For minors: <ul style="list-style-type: none"> - Birth certificate; - valid foreign passport; and - two (2) pcs. passport-sized colored photograph 				
Applicable fees: JPY 7,500 JPY 3,750 for minors				
Self-addressed JPY 600 Japan Post Letterpack envelope				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pre-Processing Applicant sends to the Notarial unit scanned copies of the documentary requirements for pre-evaluation. email address: notarials@philembassy.net	Evaluates the eligibility of the applicant to retain or reacquire his/her PHL citizenship based on the copies of documents submitted via email. Once identified that the applicant is eligible, consular staff advises the applicant to send the original documentary requirements for final evaluation.	None	2 days	Notarial Unit
Applicant submits the original documentary requirements to the Embassy's Notarial Unit,	Evaluates the authenticity of the documents submitted.	None	1 day	Notarial Unit



after pre-processing has deemed the requirements complete and valid	<p>If all documents are in order, advise the applicant on the date of his/her oath-taking before the Consular Officer of the Embassy as well as the other requirements to be brought on the day of oath-taking (e.g. original passport/s).</p> <p>Consular staff prepares the Oath of Allegiance, Order of Approval, and Identification Certificate</p>			
<p>On-site processing</p> <p>Client receives confirmation and appointment. Client ensures that all requirements are ready.</p> <p>Client gets queuing number waits for the number to be called.</p>	Queuing number will be called out to indicate who will be processed	None	1min	Notarial Unit
Submits the required documents and affix signature in the Application form	<p>Checks the required documents, and if everything is in order, ask the applicant to affix his/her signature in the application form.</p> <p>Encode the applicant's information in the CMS and give a transaction slip to the applicant for payment of applicable fees.</p>	None	10m	Notarial Unit



Payment	The cashier accepts payment and issues an official receipt Processing Fee If minor	JPY 7,500 JPY3,750	2m	Cashier
Preparation	Prepares the Identification Certificate, Oath of allegiance, and Order of Approval. Once signed by the Consular Officer, photocopies the 3 documents, briefs the applicant on the oath-taking.	None	15m	Notarial Unit
Client takes his/her Oath of Allegiance	Administers the applicant's Oath of Allegiance	None	5m	Consular Officer
Receives the Identification Certificate, Oath of Allegiance, and Order of Approval	Releases the Dual citizenship-related documents to the applicant	None	2m	Notarial Unit
SUBTOTAL		JPY 7,500 or JPY 3,750	4 days	
TOTAL		JPY 7,500 or JPY 3,750	4 days	

39. Temporary Visitor's Visa (9a) for Foreign Citizens Going to the Philippines for Leisure

Office or Division:	Consular Section
Classification:	G2C - Government to Citizen
Type of Transaction:	Complex
Who may avail:	Foreign Citizens



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Online appointment	https://tokyopeconsularappointment.sectomore.com/bookappointment
Original passport and photocopy of its data page. The passport must be valid for at least six (6) months beyond the intended period of stay in the Philippines	
Duly accomplished non-immigrant visa application form with visa applicant's signature	https://tokyo.philembassy.net/consular-section/downloadable-forms/
Passport-size color photograph of the visa applicant, taken within the last 3 months, pasted in the designated box in the application form	
Proof of Financial Capacity <ol style="list-style-type: none"> 1. Bank book + copy of latest entry of funds or Bank Certificate of Current Savings; or 2. Letter of Guarantee from spouse or parents or other guarantor b. Copy of guarantor's valid ID + bank book/bank certificate 	
Proof of Occupation in Japan <ol style="list-style-type: none"> 1. If student: Certificate of Enrollment issued by school authorities + copy of alien card (if applicable) 2. If employed: Certificate of Employment issued by employer, giving workplace name and address, nature of employment, financial remuneration of visa applicant + copy of alien card* 3. If self-employed: Certificate of Business Registration issued by Japanese government authorities + copy of alien card (if applicable) 4. If unemployed: Letter stating the fact that applicant is retired/unemployed + copy of alien card (if applicable) 	
Proof of Living Accommodation Arrangements <ol style="list-style-type: none"> 1. hotel reservation/email confirmation / certificate issued by visa applicant's hotel of choice in the Philippines, as applicable 	
Notarized Letter of Support and Guarantee	As stated



<p>1. From inviting party/sponsor in the Philippines, if applicable, attesting to guarantee all financial expenses of the foreign visitor and his/her compliance with Philippine laws while in the Philippines. The letter should be addressed to the Consul General, Embassy of the Republic of the Philippines in Tokyo, Japan with complete contact details and a copy of the inviting person's passport. If the inviting party is a foreigner based in the Philippines, the letter must include proof of legal status/visa in the Philippines.</p>				
<p>Applicable fees Single Entry - JPY 4,500 Single Entry, restricted alien- JPY 6,000 Multiple Entry, 6mos - JPY 9,000 Multiple Entry, 1yr - JPY 13,500</p> <p>Plus JPY 3,500 for expedite</p>				
<p>Self-addressed JPY 600 Japan Post Letterpack envelope</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Prepare Requirements for Visa Application Show confirmed appointment slip to Consular Guard, get queuing number</p>	<p>Call the number for the next client to be processed</p>	None	5 min	Visa Unit
<p>Applicant submits the original documentary requirements.</p>	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p>	None	15min	Visa Unit



	If documentary requirements are in-complete, return documents to client for another appointment when documents are complete.			
Payment	Verify payment order slip Accept payment and issue OR Single Entry Single Entry, restricted alien Multiple Entry, 6mos Multiple Entry, 1yr	JPY 4,500 JPY 6,000 JPY 9,000 JPY 13,500	5m	Cashier
Visa Issuance by mail	Applications requiring DFA clearance will take 10-15 working days Denied applications will not be re-funded	None	5-7 days	Visa Section, DFA-OCA if needed
SUBTOTAL		As indicated	5-7 days	
TOTAL		As indicated	5-7 days	

40. Temporary Visitor's Visa (9a) for Foreign Citizens Going to the Philippines for Business

Office or Division:	Consular Section
Classification:	G2C - Government to Citizen
Type of Transaction:	Complex
Who may avail:	Foreign Citizens
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Online appointment	https://tokyopeconsularappointment.semore.com/bookappointment



Original passport and photocopy of its data page. The passport must be valid for at least six (6) months beyond the intended period of stay in the Philippines				
Duly accomplished non-immigrant visa application form with visa applicant's signature		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Passport-size color photograph of the visa applicant, taken within the last 3 months, pasted in the designated box in the application form				
If being sent to the Philippines by Japan-based company/corporation: <ul style="list-style-type: none"> - Letter of Endorsement from the Japan-based company/employer certifying the visa applicant's employment with the company, the purpose of travel/nature of the business trip to the Philippines, flight details, and place of residence/hotel while in the Philippines (+ photocopy of alien card, if applicable) 		As stated		
If being invited by a Philippine-based company/corporation: <ul style="list-style-type: none"> - Letter of Invitation from the Philippine-based business partner/entity/counterpart company. The letter should include the reference person(s) in the Philippines, flight details, and place of residence/hotel while in the Philippines, and guarantee the foreign visitor's compliance with Philippine laws (+ photocopy of alien card, if applicable). 		As stated		
Applicable fees Single Entry - JPY 4,500 Single Entry, restricted alien- JPY 6,000 Multiple Entry, 6mos - JPY 9,000 Multiple Entry, 1yr - JPY 13,500 Plus JPY 3,500 for expedite				
Self-addressed JPY 600 Japan Post Letterpack envelope				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Prepare Requirements for Visa Application Show confirmed appointment slip to Consular Guard, get queuing number	Call the number for the next client to be processed	None	5 min	Visa Unit
Applicant submits the original documentary requirements.	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are in-complete, return documents to client for another appointment when documents are complete.</p>	None	15min	Visa Unit
Payment	<p>Verify payment order slip Accept payment and issue OR</p> <p>Single Entry JPY 4,500</p> <p>Single Entry, restricted alien JPY 6,000</p> <p>Multiple Entry, 6mos JPY 9,000</p> <p>Multiple Entry, 1yr JPY 13,500</p>		5m	Cashier
Visa Issuance by mail	<p>Applications requiring DFA clearance will take 10-15 working days</p> <p>Denied applications will not be re-funded</p>	None	5-7 days	Visa Section, DFA-OCA if needed



SUBTOTAL	As indicated	5-7 days	
TOTAL	As indicated	5-7 days	

41. Non-Immigrant Visa Requirements for Foreigners in Transit / 9(B)

Office or Division:	Consular Section			
Classification:	G2C - Government to Citizen			
Type of Transaction:	Complex			
Who may avail:	Foreign Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Online appointment		https://tokyopeconsularappointment.semtmore.com/bookappointment		
Original passport and photocopy of its data page. The passport must be valid for at least six (6) months beyond the intended period of stay in the Philippines				
Duly accomplished non-immigrant visa application form with visa applicant's signature		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Passport-size color photograph of the visa applicant, taken within the last 3 months, pasted in the designated box in the application form				
Confirmed onward ticket showing flight details of travel from country of origin to destination country via the Philippines		As stated		
Applicable fees: Non-restricted alien - JPY 3,000 Restricted alien - JPY 6,000 Plus JPY 3,500 for expedite				
Self-addressed JPY 600 Japan Post Letterpack envelope				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepare Requirements for Visa Application Show confirmed appointment slip to Consular Guard, get queuing number	Call the number for the next client to be processed	None	5 min	Visa Unit



Applicant submits the original documentary requirements.	<p>Check the application form and evaluate the supporting documents</p> <p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are in-complete, return documents to client for another appointment when documents are complete.</p>	None	15min	Visa Unit
Payment	<p>Verify payment order slip</p> <p>Accept payment and issue OR</p> <p>Non-restricted alien</p> <p>Restricted alien</p>	<p>JPY 3,000</p> <p>JPY 6,000</p>	5m	Cashier
Visa Issuance by mail	<p>Applications requiring DFA clearance will take 10-15 working days</p> <p>Denied applications will not be re-funded</p>	None	5-7 days	Visa Section, DFA-OCA if needed
SUBTOTAL		As stated	5-7 days	
TOTAL		As stated	5-7 days	

42. Non-Immigrant Visa Requirements for INDIVIDUAL Seaman / 9(C)

Office or Division:	Consular Section
Classification:	G2C - Government to Citizen
Type of Transaction:	Complex
Who may avail:	Foreign Citizens
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



Online appointment		https://tokyopeconsularappointment.sectmore.com/bookappointment		
Original passport and photocopy of its data page. The passport must be valid for at least six (6) months beyond the intended period of stay in the Philippines				
Duly accomplished non-immigrant visa application form with visa applicant's signature		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Passport-size color photograph of the visa applicant, taken within the last 3 months, pasted in the designated box in the application form				
Seaman's book and photocopy of its data page		As stated		
Certification letter from Japan-based shipping company deploying the foreign seaman, naming the vessel which the seaman will board, where it is docked, and the designation/assignment of the seaman aboard the vessel, duly notarized by a Japanese notary public		As stated		
Endorsement letter from Philippine-based charterer/agent acknowledging the incoming seaman's assignment aboard the vessel, duly notarized by a Philippine notary public		As stated		
Applicable fees: JPY 3,000 Plus JPY 3,500 for expedite				
Self-addressed JPY 600 Japan Post Letterpack envelope				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepare Requirements for Visa Application Show confirmed appointment slip to Consular Guard, get queuing number	Call the number for the next client to be processed	None	5 min	Visa Unit
Applicant submits the original documentary requirements.	Check the application form and evaluate the supporting documents	None	15min	Visa Unit



	<p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are in-complete, return documents to client for another appointment when documents are complete.</p>			
Payment	<p>Verify payment order slip</p> <p>Accept payment and issue OR</p> <p>Processing Fee</p>	JPY 3,000	5m	Cashier
Visa Issuance by mail	<p>Applications requiring DFA clearance will take 10-15 working days</p> <p>Denied applications will not be re-funded</p>	None	5-7 days	Visa Section, DFA-OCA if needed
SUBTOTAL		JPY 3,000	5-7 days	
TOTAL		JPY 3,000	5-7 days	

43. Non-Immigrant Visa Requirements for Crew list Visa / 9(C)

Office or Division:	Consular Section
Classification:	G2C - Government to Citizen
Type of Transaction:	Complex
Who may avail:	Foreign Citizens
CHECKLIST OF REQUIREMENTS	
Online appointment	https://tokyopeconsularappointment.semore.com/bookappointment
Original passport and photocopy of its data page. The passport must be valid for at least six (6) months beyond the intended period of stay in the Philippines	



Duly accomplished non-immigrant visa application form with visa applicant's signature		https://tokyo.philembassy.net/consular-section/downloadable-forms/		
Passport-size color photograph of the visa applicant, taken within the last 3 months, pasted in the designated box in the application form				
Duly accomplished crew list visa application form (available from the Visa Unit), in triplicate		As stated		
Certification letter from Japan-based shipping company deploying the vessel and its crew, naming the ship's master/captain, and endorsing the purpose of the voyage and its intended schedule, duly notarized by a Japanese notary public		As stated		
Triplicate copies of vessel Captain/Master's seaman's book and passport data page, showing personal details and signature		As stated		
Triplicate copies of the seaman's book / passport data page of crew members		As stated		
Applicable fees: Crew less than 40 - JPY 15,000 Crew numbers 41-100 - JPY 22,500 Crew numbers 101-200 - JPY 30,000 Crew numbers more than 200 - JPY 37,500 Plus JPY 3,500 for expedite				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepare Requirements for Visa Application Show confirmed appointment slip to Consular Guard, get queuing number	Call the number for the next client to be processed	None	5 min	Visa Unit
Applicant submits the original documentary requirements.	Check the application form and evaluate the supporting documents	None	15min	Visa Unit



	<p>If all documents are complete, give client payment order slip.</p> <p>If documentary requirements are in-complete, return documents to client for another appointment when documents are complete.</p>			
Payment	<p>Verify payment order slip Accept payment and issue OR</p> <p>Crew less than 40 JPY 15,000</p> <p>Crew numbers 41-100 JPY 22,500</p> <p>Crew numbers 101-200 JPY 30,000</p> <p>Crew numbers more than 200 JPY 37,500</p>		5m	Cashier
Visa Issuance by mail	<p>Applications requiring DFA clearance will take 10-15 working days</p> <p>Denied applications will not be re-funded</p>	None	5-7 days	Visa Section, DFA-OCA if needed
SUBTOTAL		As stated	5-7 days	
TOTAL		As stated	5-7 days	

44. Non-Immigrant Visa Requirements for Foreign Government Officials / 9(E) not for Assignment in the Philippines

Office or Division:	Consular Section
Classification:	G2G - Government to Government
Type of Transaction:	Complex
Who may avail:	An accredited official of a foreign government recognized by the Philippines, who is a citizen of the country whose government he



	represents, proceeding to the Philippines on official business for their government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Online appointment	https://tokyopeconsularappointment.sectmre.com/bookappointment
Original passport and photocopy of its data page. The passport must be valid for at least six (6) months beyond the intended period of stay in the Philippines	
Duly accomplished non-immigrant visa application form with visa applicant's signature	https://tokyo.philembassy.net/consular-section/downloadable-forms/
Passport-size color photograph of the visa applicant, taken within the last 3 months, pasted in the designated box in the application form	
For Government of Japan Officials and personnel of Japanese Government Institutions with special status as an International Organization/Agency: <ul style="list-style-type: none"> - Diplomatic Note issued by the Ministry of Foreign Affairs (MOFA) of Japan indicating the position of the official, nature of the trip, the intended date of travel, and period of stay as applicable 	As stated
For accredited diplomats/officials of other foreign governments stationed in Japan: <ul style="list-style-type: none"> - Diplomatic Note issued by the corresponding Foreign Mission/Embassy in Japan, endorsing the official's trip to the Philippines indicating the position of the official, nature of the trip, the intended date of travel, and period of stay as applicable 	As stated
For officials of specialized agencies and other international organizations: <ul style="list-style-type: none"> - Diplomatic Note from the sending international organization indicating the position of the official, nature of the trip, the intended date of travel, and period of stay as applicable - Original Letter of Acceptance signed by an official of the international organization with a 	As stated



resident representative office in the Philippines receiving the foreign government official.				
Applicable fees: as needed				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepare Requirements for Visa Application Show confirmed appointment slip to Consular Guard, get queuing number	Call the number for the next client to be processed	None	5 min	Visa Unit
Applicant submits the original documentary requirements.	Check the application form and evaluate the supporting documents If all documents are complete, give client payment order slip. If documentary requirements are in-complete, return documents to client for another appointment when documents are complete.	None	15min	Visa Unit
Payment	Verify payment order slip Accept payment and issue OR Processing Fee Plus if expedite	 as needed as needed	5m	Cashier
Visa Issuance by mail	Applications requiring DFA clearance will take 10-15 working days Denied applications will not be re-funded	None	5-7 days	Visa Section, DFA-OCA if needed



SUBTOTAL		as needed	5-7 days	
TOTAL		as needed	5-7 days	

45. Non-Immigrant Visa Requirements for Long-term Regular Academic Programs / 9(F)

Office or Division:	Consular Section		
Classification:	G2G - Government to Government		
Type of Transaction:	Complex		
Who may avail:	<p>Student Visa Applicants must be a foreign national who is at least eighteen years of age who seek to enter the Philippines temporarily and solely for the purpose of taking up a course of study higher than high school at a university, seminary, academy, college or school, permitted by the Commissioner of Immigration to accept foreign students.</p> <p>Prior approval from the Department of Foreign Affairs is required prior to issuance of a visa under this category</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Online appointment		https://tokyopeconsularappointment.semore.com/bookappointment	
Original passport and photocopy of its data page. The passport must be valid for at least six (6) months beyond the intended period of stay in the Philippines			
Duly accomplished non-immigrant visa application form with visa applicant's signature		https://tokyo.philembassy.net/consular-section/downloadable-forms/	
Passport-size color photograph of the visa applicant, taken within the last 3 months, pasted in the designated box in the application form			
Original and photocopy of the accepting Philippine school's Notice of Admission (NOA)		As stated	
Original and photocopy of the Certificate of Admission and Eligibility (CAE) issued by the Commission on Higher Education (CHED, if enrolled in courses/programs where restrictions exist due to shortage of facilities (i.e. medicine, dentistry)		As stated	



Authenticated police clearance issued by the Japanese police authorities. (This document must undergo authentication processing at the Philippine Embassy. Additional charges will apply)		As stated		
Authenticated original and copy of medical health certificate (FA Form No. 11 available from the Visa Unit) accomplished by a General Practitioner. The medical certificate must also include the x-ray film, laboratory reports, etc. The certificate will be acceptable within six (6) months from the date the examination was conducted		As stated		
Applicable fees: JPY 37,500				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Prepare Requirements for Visa Application Show confirmed appointment slip to Consular Guard, get queuing number	Call the number for the next client to be processed	None	5 min	Visa Unit
Applicant submits the original documentary requirements.	Check the application form and evaluate the supporting documents If all documents are complete, give client payment order slip. If documentary requirements are in-complete, return documents to client for another appointment when documents are complete.	None	15min	Visa Unit
Payment	Verify payment order slip Accept payment and issue OR Processing Fee	JPY 37,500	5m	Cashier



Visa Issuance by mail	Applications requiring DFA clearance will take 10-15 working days Denied applications will not be re-funded	None	5-7 days	Visa Section, DFA-OCA if needed
SUBTOTAL		as needed	5-7 days	
TOTAL		as needed	5-7 days	

46. Non-Immigrant Visa Requirements for Pre-Arranged Employment / 9(G)

Office or Division:	Consular Section		
Classification:	G2G - Government to Government		
Type of Transaction:	Complex		
Who may avail:	<p>Aliens proceeding to the Philippines to engage in any lawful occupation be it for wages or salary, or other forms of compensation where bona fide employer-employee relations exist fall under this category of entry visa. Applicants may range from various professions, inclusive of medical practitioners, nurses, professors, technical experts, scientists and other skilled professionals for banking, commercial, industrial, agricultural, business, and similar enterprises.</p> <p>Prior approval from the Department of Foreign Affairs is required prior to issuance of a visa under this category</p>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Online appointment		https://tokyopeconsularappointment.sectmore.com/bookappointment	
Original passport and photocopy of its data page. The passport must be valid for at least six (6) months beyond the intended period of stay in the Philippines			
Duly accomplished non-immigrant visa application form with visa applicant's signature		https://tokyo.philembassy.net/consular-section/downloadable-forms/	
Passport-size color photograph of the visa applicant, taken within the last 3 months, pasted in the designated box in the application form			



Letter of Endorsement from the accepting/employing company or organization based in the Philippines, duly notarized by a Philippine notary public		As stated		
Police clearance issued by the Japanese police authorities		As stated		
Original and copy of medical health certificate (FA Form No. 11 available from the Visa Unit) accomplished by a General Practitioner in Japan. The medical certificate must also include the x-ray film, laboratory reports, etc. The certificate will be acceptable within six (6) months from the date the examination was conducted		As stated		
Applicable fees: JPY 60,000				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The employing corporation in the Philippines shall file the application for a pre-arranged employment visa under category 9(G) of the Philippine Immigration Act and submit the necessary documents to the Philippine Bureau of Immigration (B.I.)	None	None	5 min	Employing Corporation
After assessment and evaluation of the submitted documents, approved applications are communicated by the B.I. to the Department of Foreign Affairs, Manila	None	None	15min	Bureau of Immigration
The Department of Foreign Affairs gives authority to the corresponding Philippine Embassy for the issuance of a 9(G) visa abroad	Tokyo PE receives authority and processes the application	None	10-15 days	Visa Section



The foreign applicant reports to the Visa Unit of the Philippine Embassy in Japan's Consular Section, for the filing of his/her visa application	Verify payment order slip Accept payment and issue OR Processing Fee	JPY 60,000	5m	Cashier
The foreigner issued a 9(G) visa by the Philippine Embassy in Tokyo shall register with the Philippine Bureau of Immigration for the issuance of appropriate certificates/alien registration card, within seven (7) days upon arrival in the Philippines	None	None	N/A	Applicant
<i>SUBTOTAL</i>		as needed	5-7 days	
TOTAL		as needed	5-7 days	



FEEDBACK AND COMPLAINTS MECHANISM

How do I send feedback?	<p>DO NOT EDIT THIS FIELD. The Department of Foreign Affairs has adopted the Harmonized Client Satisfaction Measurement¹ which is a standardized framework in measuring client satisfaction across all levels of the government.</p> <p>To provide feedback, the applicant/stakeholder may fill out the digital Service Quality Feedback Form (SQFF) by scanning the QR Code posted in conspicuous spaces around the office or by visiting the corresponding link of form where the service was availed:</p> <ul style="list-style-type: none">• Home Office: bit.ly/SQFFHO• NCR Consular Office: bit.ly/SQFFNCR• Luzon Consular Office: bit.ly/LuzonCO• Visayas Consular Office: bit.ly/VisayasCO• Mindanao Consular Office: bit.ly/MindanaoCO• Philippine Embassy, Consulates General, or Mission: bit.ly/SQFFSP <p>A valid feedback must at least contain the following information:</p> <ul style="list-style-type: none">• Date of Transaction or Request• Office Visited• Service/s Availed• Service Quality Dimensions Rating <p>Note: Some DFA Units have paper-based version of the SQFF and drop box available at counters.</p>
How are feedbacks processed?	<p>DO NOT EDIT THIS FIELD. Each organizational unit is required to monitor the database assigned to them for any unfavorable negative feedback and take appropriate actions</p>

¹ [Anti-Red Tape Act Memorandum Circular No. 2022-05](#)



	<p>to address them. Actions on pertinent feedback are reflected in the database of each organizational unit.</p> <p>The DFA's QMS Unit also use the data from the master database to report on customer satisfaction and feedback during the regular Management Review. The DFA-CART, on the other hand, will be in charge of submitting a Service Quality Feedback Report (SQFR) to relevant external regulatory bodies. A copy of the report will be uploaded in the DFA Official Website.</p>
How do I file a complaint?	<p><i>Complaints may be filed in person at the Embassy, or sent at https://tokyo.philembassy.net/contact-info/feedback-form/#nav-cat</i></p> <p>Note: Inputs of offices/posts in this section will be used to create a standard complaints mechanism procedure that will be included in the consolidated Citizen's Charter.</p>
How are complaints processed?	<p>Complaints are received by Post through the methods stated above.</p> <p>The complaints are acknowledged, and thoroughly evaluated and investigated. Details of the complaints are requested for quicker resolution.</p> <p>Feedback is transmitted to concerned offices for resolution and correction, if warranted.</p> <p>Action undertaken by the Embassy shall then be sent to the Complainant.</p> <p>Note: Inputs of offices/posts in this section will be used to create a standard complaints mechanism procedure that will be included in the consolidated Citizen's Charter.</p>
Contact Information of Anti-Red Tape Authority (ARTA),	<p>DO NOT EDIT THIS FIELD.</p> <p>ARTA</p>



Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan (CCB)	8478 5091 8478 5099 complaints@arta.gov.ph PCC 8888 CCB 0908 881 6565 (SMS)
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Office / Foreign Service Post	Address	Contact Information
Embassy of the Republic of the Philippines	5-15-5 Roppongi, Minato-ku, Tokyo, Japan 106-8537	Tel: (+81) 03-5562-1600 Fax: (+81) 03-5562-1603 http://tokyo.philembassy.net