

## **ATTENDING A DEPOSITION AT U.S. EMBASSY OR CONSULATE IN JAPAN**

- ※ Please note that all visa application require consultation with our headquarters in Japan and may take longer than general processing time.
- ※ Required for attorneys and other relevant personnel (including translators and court reporters) to go to Japan for the purpose of attending a deposition

### **REQUIREMENTS**

- VALID PASSPORT:** Properly signed by bearer, must have at least two un-used blank visa pages.
- COMPLETED VISA APPLICATION FORM** [[For Typing](#)] [[For Handwriting](#)]: The applicant must complete the visa application form. You can fill out the form by ball-point pen or type. Do not use pencil. Signature must be original. On the application form, if there is a field not applicable, please write "N/A" or "None".
- ONE PASSPORT SIZE PHOTOGRAPH:** 2X2 inches or 2x1.4inches, color. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print, attach to the visa application form. Do not use staple.
- FLIGHT ITINERARY / RESERVATION:** Flight reservation/itinerary must issue by the travel agency or Airline Company in English or Japanese under visa applicant's name. We advise you **not to purchase** your airline ticket until the visa is approved. In order to make a reservation without purchase, please consult with the airline or travel agency.
- A LETTER FROM THE APPLICANT'S LAW FIRM:** Letter must state a brief outline of the case, name of the applicant and period of stay in Japan.
- CERTIFIED COPY OF THE COURT ORDER OR COMMISSION ISSUED BY U.S. COURT AND ADDRESSED TO U.S. CONSUL STATIONED IN JAPAN:** According to Article 17 (1) (e) of the CONSULAR CONVENTION BETWEEN JAPAN AND THE UNITED STATES OF AMERICA, a deposition can only be taken by a U.S. Consul. Therefore, a commission/court order must be addressed to a U.S. Consul. The commission/court order issued by a U.S. court must be sent directly to the U.S. Embassy in Tokyo or the appropriate U.S. Consulate in order to schedule a deposition to be taken.
- AUTHORIZATION FORM:** This is mandatory if someone else apply or/and pickup behalf of you. You don't need submit this form if you are applying by mail or in person.
- U.S. POSTAL SERVICE EXPRESS MAIL or PRIORITY MAIL PRE-PAID SELF-ADDRESSED RETURN ENVELOPE (Size: 12.5X9.5 inch) and COMPLETED RELEASE OF LIABILITY:**  
This is mandatory for applicant who apply via mail. If you are applying in person and wish to receive your processed passport (Visa) by mail, you must submit a USPS Pre-paid self-addressed return envelope when you are applying the Visa. (No FEDEX, UPS etc.). Recipient's name and address must be matched as on the Visa application information.