

# Checklist for Attending Deposition

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

Please **do NOT** staple/clip/tab documents

<input type="checkbox"/>	1. A VALID ORIGINAL PASSPORT with at least one completely blank visa page.
<input type="checkbox"/>	2. FOR NON-US CITIZENS: <b>COPY</b> of U.S. VISA (Please submit copies only. Copies must be clear and legible.) <input type="checkbox"/> Permanent Resident (Green Card, Advance Parole, or I-551) <input type="checkbox"/> HIB Visa / L-1 Visa copy <input type="checkbox"/> I-797 (if applicable) <input type="checkbox"/> F-1 Visa <input type="checkbox"/> I-20 with a <b>Valid Travel Signature</b> <input type="checkbox"/> J-1 Visa <input type="checkbox"/> DS2019 with a <b>Valid Travel Signature</b> <input type="checkbox"/> Employment Authorization Card (if applicable)
<input type="checkbox"/>	3. ONE COMPLETED VISA <a href="#">APPLICATION FORM</a> (SAMPLE) Please write EMAIL address on form.
<input type="checkbox"/>	4. ONE PHOTO taped to the application form. (2" X 2" photo/Front shot/White background/No glasses/Taken within the past six months)
<input type="checkbox"/>	5. A CERTIFIED SEALED/EMBOSSSED COPY of the COMMISSION/COURT ORDER. We do <b>NOT</b> accept photocopies.
<input type="checkbox"/>	6. VISA REQUEST LETTER from your local company/firm in the U.S written on letterhead stationery which includes the required information (see sample template page 2).
<input type="checkbox"/>	7. CONFIRMED OR TENTATIVE FLIGHT ITINERARY that covers the entire trip <u>starting from the US</u> . PLEASE NOTE: We are not responsible for tickets, which are unusable due to delay or denial of visa.
<input type="checkbox"/>	8. HOTEL RESERVATION(S) for your entire stay in Japan.
<input type="checkbox"/>	9. COPY OF PROOF OF RESIDENCE such as your California/Nevada driver's license/ID card, utility bill, bank statements, etc, showing your current address. * You must live within our <a href="#">jurisdiction</a> to apply for your visa. (Northern and Central California & Nevada)
<input type="checkbox"/>	10. VISA <b>FEE</b> Exact amount in MONEY ORDER made payable to "Consulate General of Japan". CASH accepted for Drop-off only. NO personal checks accepted. (Waived for U.S. Citizens)

Notes:

- \* Visa applications must be submitted [by mail or drop-off](#). There is NO in-person application process.
- \* **As the application requires referral to the Ministry of Foreign Affairs, all necessary documents should be submitted to this office at least two weeks in advance of the intended departure date.**
- \* Please do **NOT** staple or clip documents.
- \* We do **NOT** have expedited services, no exceptions.
- \* All documents must be written in [English](#) or Japanese. \* All documents must show your full name. We may request additional documents.

\* This list is valid at the San Francisco Office only.



For our holiday schedule, to download forms and for more information, please visit:  
[http://www.sf.us.emb-japan.go.jp/itpr\\_en/visa\\_travel.html](http://www.sf.us.emb-japan.go.jp/itpr_en/visa_travel.html)

Consulate General of Japan, San Francisco  
Visa Section  
275 Battery Street, #2100  
San Francisco, CA 94111  
415-780-6000 ext. 6092

< SAMPLE LETTER for DEPOSITION >

Date

To whom it may concern,

This is to request you to grant a visa for (insert name) to visit Japan.  
Our company will be responsible for the applicant's expenses relating to this trip.

We provide all the necessary information as follows:

Applicant's Name:

Applicant's Position in the company:

Business purpose of this trip (Describe in detail.):

Date of Arrival in Japan:

Date of Departure from Japan:

The name and location of the Court:

The name and occupation of each applicant:

The name of plaintiff and defendant:

A Summary of the case:

Sincerely Yours,

Signature

Printed Name

Title

Local Address

Phone number

**(NOTE)** This letter must be written on an official letterhead of your local company/law firm