

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: COPY 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 Valid Travel Signature <input type="checkbox"/> J-1 Visa <input type="checkbox"/> DS2019 with a Valid Travel Signature <input type="checkbox"/> Employment Authorization Card (if applicable)
<input type="checkbox"/>	3. ONE COMPLETED VISA APPLICATION FORM (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 NOT 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 jurisdiction to apply for your visa. (Northern and Central California & Nevada)
<input type="checkbox"/>	10. VISA FEE 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)
<input type="checkbox"/>	11. ONE COMPLETED RELEASE OF LIABILITY (see page 3)
<input type="checkbox"/>	12. PREPAID USPS SELF-ADDRESSED RETURN ENVELOPE with tracking. Service must be USPS Only. We are not able to return by FedEx, UPS or DHL. Passports cannot be picked up in-person.

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

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

RELEASE OF LIABILITY

To the Consulate General of Japan in San Francisco,

I will not hold the Consulate General of Japan in San Francisco liable for any loss, damage or delivery delay of my documents while being mailed to and from the Consulate General of Japan in San Francisco.

I will take full responsibility for the transportation of these documents.

I also understand that I will verify that all my information on my Japanese visa is correct upon receiving my passport after the consulate process my visa application.

Print your full name: _____

Your signature: _____

NOTE: Please sign with a pen in ink. Your signature must match your passport signature.

Date: _____