

Mailing Instructions

Please read carefully.

We are NOT accepting Transit Visa applications.

Due to the tremendous amount of visa applications we are processing, we cannot provide you with any status updates. We take a minimum of 5 business days to process visa applications in our office with sufficient documents. We will ONLY contact you if you are missing any documents or request to pick up in-person.

Visa Applicants may send in their visa application documents to us ONLY if residing in our [jurisdiction](#).

You must reside and physically be at your home address.

You MUST apply within 3 months of entering Japan since visas are valid for 3 months once issued.

You CANNOT drop off your visa application directly at the Consulate.

We take a minimum of **5 business days** to process visa applications in our office with sufficient documents. So please apply for your visa ahead of time. **For special circumstances, we may take longer.** Additionally, we do not have expedited services, no exceptions.

STEP 1: Please prepare your physical passport (NOT copy) and all the required documents listed within the check lists below:

1. [Short-term \(Less than 90 days\) Stay Visa for Business Purposes Document Checklist](#)
2. [Short-term \(Less than 90 days\) Stay Visa for Spouse of Japanese National, Former Japanese National, Child of Japanese National, Spouse of Permanent Resident or Long-term Resident of Japan, Relative of Work/Student Status Residence Card holder of Japan or those with SOFA status, or Fiancé of Japanese National Document Check List](#)
3. [Long-term \(More than 90 Days\) Stay Visa for Spouse of Japanese National, Former Japanese National, or Child of Japanese National Document Checklist](#)
4. [Students with Certificate of Eligibility Checklist](#)
5. [Work/Long-term Stay with Certificate of Eligibility Checklist](#)
6. [Short-term \(Less than 90 days\) Stay Visa for Tourism Purposes Checklist \(ONLY with ERF5\)](#)

STEP 2:

Please send your visa application documents
AND physical passport (NOT copy) to:

Consulate General of Japan
VISA Section
275 Battery Street, Suite 2100
San Francisco, CA 94111

Please enclose the following additional documents along with all of the required documents for your visa application OR You may also pick up your passport in-person after minimum 5 business days processing if you prefer. In this case, please include a statement with your EMAIL contact information along with your visa application requesting that you would like to pick up your passport in-person. We will email you regarding instructions for pick up, **including a control number which is REQUIRED to receive your passport.** You do NOT need to include the USPS Return Envelope and Release of Liability if you will pick up IN-PERSON.

Pick up time M-F (Holidays Excluded) 1pm -3pm ONLY (Please prepare to wait 30 min to 1 hour)

Please do not come to our office until you receive email instructions.

We do not send out documents by other carriers such as UPS, FEDEX, DHL, etc.

1. Release of Liability (http://www.sf.us.emb-japan.go.jp/pdf/release_liability.pdf)
2. Proof of address such as a copy of your California/Nevada Driver's license or ID, Utility bill, etc.

3. a) USPS Priority Express Flat Rate Envelope
(This is your return envelope)



- b) Address label (Completed and attached to envelope)

*** You must write your address where you physically live OR your employer address for the return address.**



- c) Postage for Return of Documents: Non-metered US postage (regular stamps) sufficient to cover cost of return of documents via USPS Priority Express Flat Rate Envelope. Please confirm with USPS for correct postage.

***Please do not attach more than 10 regular stamps on your return envelope or else our local post office will not accept it.**

***Please affix postage to MAILING LABEL SIDE of envelope.** We will not be responsible if the post office refuses to accept your package because of your postage, address label, and/or other reasons.

4. Visa Fee – Please **DO NOT** enclose the visa fee together with your visa application documents. The visa fee must be paid after we issue your visa. **If you enclose the fee with your visa application, we will not accept your application and all the documents and passport(s) will be returned back to you** Please see the visa fee webpage - http://www.sf.us.emb-japan.go.jp/itpr_en/e_m02_01_06.html. Please wait until we contact you for further instructions on how to pay for your visa application.

You may also pick up your passport in-person after minimum 5 business days processing if you prefer. In this case, please include a statement with your EMAIL contact information along with your visa application requesting that you would like to pick-up your passport in-person. We will email you regarding instructions for pick up, including a control number which is REQUIRED to receive your passport. You do NOT need to include the USPS Return Envelope and Release of Liability if you will pick up IN-PERSON.

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These conditions are valid only at the Consulate General of Japan in San Francisco.

All visa inquiries should be addressed to the Consulate General of Japan in San Francisco if you reside in Northern and Central California, and the State of Nevada

Applicant(s) with a criminal record must provide a copy of his/her court conviction or sentence, along with an English translation of those documents if they are in any language other than English. We would like to know about the charges, time served, fees paid, and probation (if any). If you have such a record, please call our office in advance.

Please be aware that certain visa applicants may be required to appear in person to apply even though you are eligible to apply by mail. We will contact you if that is necessary after we receive your visa application by mail.

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Consulate General of Japan in San Francisco (Visa Section)
275 Battery Street, Suite 2100
San Francisco, CA 94111

Tel: (415)780-6000 ext. 6092 FAX: (415)767-4200

Tel Hours: 9:00am-12:00pm, 1:00pm-5:00pm

Updated June 14th, 2022

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 processes my visa application. initials _____

Print your full name: _____

Your signature: _____

NOTE: Your signature must match your passport signature.

Date: _____

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