

## Mailing Instructions

If you live more than one hundred (100) miles away from our San Francisco office, you may send your visa application documents to us.

You must reside and physically be at your home address.

We take a minimum of 5 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.

Please send your visa application documents 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:

1. Release of Liability ([http://www.sf.us.emb-japan.go.jp/pdf/release\\_liability.pdf](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)

**\*WRITE FIRMLY WITH BLACK BALL POINT PEN ON  
HARD SURFACE TO MAKE ALL COPIES LEGIBLE!**

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



- c) Regular stamp \$26.35 as of January 26, 2020

**\*Please attach stamp(s) to MAILING LABEL SIDE of  
envelope.**



\*Our local post office may not accept machine made stamps therefore you must include regular (picture) stamps only. We will not be responsible if the post office refuses to accept your package because of your postage, address label, and/or other reasons. We do not send out documents by other carriers such as UPS, FEDEX, DHL, etc.

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](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.

**WARNING:**

**If you send us your visa application documents, but you do not live more than 100 miles from the SF office, we will not process your visa application until you appear in person.**

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.**

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

**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: \_\_\_\_\_