TOURISM VISA CHECKLIST
SINGLE ENTRY

No.	Required Documents/evidence	Detail	Tick	
			Original	Copy
1	Passport	Ensure your passport is self-signed.		
2	Visa Application Form *(Must be typed)*	With applicant's signature. (If underage or with disability, their parents can sign on behalf of applicant).		
3	1x Photograph	A color photo taken within 6 months. (4.5 cm x 3.5 cm, clear image without background)		
4	1x Color Copy of Passport Bio Page			
5	1x Color Copy of used Japan Visa, If any			
6	Birth Certificate *(Issued by PSA within 1 year)* Unnecessary if there is used Japan Visa on passport.	*If the Birth Certificate is not readable, submit Birth certificate issued by Local Civil Registrar. *If LATE REGISTRATION", submit Baptismal Certificate and School Record (Form 137). *If there is no record of birth in PSA, submit Birth Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.		
7	Marriage Certificate (For Married Applicants) *(Issued by PSA within 1 year)* Unnecessary if there is used Japan Visa on passport.	*If Marriage Certificate is not readable, submit Marriage certificate issued by Local Civil Registrar. *If there is no record of marriage in PSA, submit Marriage Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.		
8	Itinerary in Japan	*Date of entry and departure to/from Japan (including flight information, if possible. Booking is not necessary). *Details of accommodation (as of hotel, name, address and phone number. Booking is not necessary).		
In case that applicant will shoulder part/all of travel expense				
9	Bank Certificate	Average Daily Balance within the last six months must be shown.		
10	Tax Payment Certificate	* Form 2316 must have signature of the Employer and Employee. * For business owners, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable)		
11	Applicant's Employment Certificate (must indicate period of employment, salary and position)	*For business owners, Department of Trade and Industry (DTI) "Certificate of Business Name Registration" and Mayor's Permit from the City Hall must be submitted. *If for any reason other than being a retiree, full-time housewife or unemployed, applicant is unable to submit Bank and Tax Payment Certificate above, a letter of explanation about the reason must be submitted. *For students, a copy of School ID or Certificate of Enrollment in School must be submitted.		
In case that guarantor in the Philippines will shoulder part/all of travel expense				
12	Guarantee Letter			
13	Proof of relationship between applicant and guarantor (e.g. Birth Certificate or Photos)			
14	Bank Certificate (see 9 above)			

15	Tax Payment Certificate (see 10 above)			
16	Employment Certificate (see 11 above)			
In Case of Proxy by Representative				
17	Authorization Letter Showing all names of passengers	For Family: to be signed by the head of the family For Incentives Group: to be signed by the head of the company For Tour Packages: to be signed by the head of the tour company		
18	Company ID Card	Company ID Card, if submitted by designated representatives.		
19	Others			

☐ I hereby acknowledge that I have submitted all the documents ticked and/or described hereinbefore, any false document or inaccurate statement thereof, intentionally or negligently, may result in refusal of visa, and issuance of visa, including conditions thereof, if given, is subject to solo discretion of the Embassy of Japan in Philippines.

☐ I understood that all support document submitted above except from Passport cannot be returned after visa assessment.

☐ I understood that even if I have submitted all documents as per the checklist above, there is a possibility that the Embassy of Japan might ask for additional documents that are not listed above.

Applicant Signature _____ Date_____/_____ /2026_____

VFS staff Signature_____