



Japan Visa Application Centre, Colombo

Transit Visa - Requisition Form and Checklist

Office use only

Passport Number:	Name:

Important note:

- Documents should be sorted according to the checklist.
- All original documents should be submitted along with a set of A4 sized photocopies.
- NIC, Birth/Marriage/Divorce/Death certificates (if applicable) are mandatory, during each travel. (If NIC Number does not match with the Passport, Alteration/Observation should be endorsed in the passport.)
- **All documents (including the NIC) in Sinhalese or Tamil languages must be submitted with an official English translation by a sworn translator.**
- All original documents from Sponsor have to be submitted along with the courier cover.
- No Pins, staples, Cello tapes, Paper clips should be used on documents.
- The visa application process will take 05 operational days. In individual cases when further scrutiny is needed this period may extend.

Necessary documents (as applicable):

- If under the age of 16, **Parent's consent letter for the child/ren to travel abroad** (separate letters for both parents)
- **Explanation letter for not producing a local marriage certificate** due to marriage in Japan

No.	Documents Checklist	YES	NO	N/A
1)	Application form			
	• Each applicant should fill in a separate form, including child applicants			
	• Should be filled in Capital block letters(in clear handwriting/typed)			
	• Name/s Should be written as per the passport			
2)	Photograph			
	• 2inch X 1.4inch (45mm x 35mm) color photograph to be pasted on the application			
	• 7mm gap from head to top edge of photograph .Link for sample photo https://visa.vfsglobal.com/one-pager/japan/sriLanka/english/pdf/Required-photograph-Size-For-JP-visa.pdf			
	• Full Face; clearly visible on white background			
3)	• Recent photo which has been taken within last 6 months			
	Valid passport			
	• The surnames and other names should tally with the NIC			
	• 2 copies of passport bio page(Page No. 2,3)			
	• 1 copy of alteration page(Page No. 4,5); if applicable			
	• Passport should contain at least two blank pages			
	Travel Itinerary (Return or One-way flight reservation)			

4)	Double or Multiple entries should be mentioned; if applicable			
	Discouraging paid flight tickets, as the Embassy/ Visa Application Centre will not be liable for any financial loss in case of a rejection			

5)	Personal Documents (mandatory during each travel)			
	National Identity Card (With English translation)			
	Birth Certificate (With English translation)			
	Marriage Certificate/ Divorce Certificate; if applicable (With English translation)			
	Koseki Tohon (Family registration); if applicable, a copy			
	Affidavit; if there is any misspelling in the name			
*In such cases where the applicant's originally given name is amended/parts of names do not appear on NIC, Passport and Birth certificate names and/or do not tally with each other (ex: due to misspelling, unnecessary spaces...etc.) passport endorsement with correct bio-information should be made accordingly.				

Previous Travel Records to Japan (Within the Last One Year)			
	From	To	Number of Days
1.			
2.			
3.			

- ❖ Required Documents for Nationals of China, Russia, CIS, Georgia and Philippines, please visit the following website of Embassy of Japan in Sri Lanka (http://www.lk.emb-japan.go.jp/itpr_en/00_000095.html)

Comments:

Applicant / Travel Agent Signature:

Agency Name (If applicable):

Contact Number:

(VFS Officer's Signature)