

## RE-ENTRY PERMIT CHECKLIST

No.	Required Documents/evidence	Detail	Tick	
			Original	Copy
1	Passport	Note: In cases where the passport with re-entry permit has already expired, a new passport as well as the passport with re-entry permit must be submitted.		
2	Application Form for extension of Re-entry Permit (Must be typed)	Note1: Please be sure to write "reason why you are requesting for extension". Note2: Application Forms are available at any of the accredited travel agencies.		
3	1x Photograph	A color photo taken within 6 months. (4.5 cm x 3.5 cm, clear image with white background)		
4	1x Color Copy of Passport Bio Page			
5	1x Copy of Japan Visa			
6	Proof/Supporting documents concerning the reason for applying			
7	Copy of Residence Card or Special Permanent Resident Certificate			
8	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		
9	Company ID Card	Company ID Card, if submitted by designated representatives.		
10	Others			

### PROCEDURE FOR EXTENDING THE VALIDITY OF RE-ENTRY PERMIT

#### A. RE-ENTRY PERMIT

Foreign nationals residing in Japan, who wish to leave Japan temporarily and then return during the authorized term of residence, may re-enter Japan without obtaining a visa if they receive in advance, a "re-entry permit" from the nearest Regional Immigration Bureau or its branches.

The maximum validity of the re-entry permit is set at "5 years", if it does not exceed the period of stay. In the case of special permanent residents, the maximum validity of the re-entry permit is set at "6 years".

Two types of Re-entry permit are: Multiple which can be used several times within the period of validity and Single which is valid for only one time and has to be re-applied once used at the Regional Immigration Bureau.

#### B. Cases that can and cannot apply for extension of period of validity

Application for extension of validity of re-entry permit outside Japan can be done within 7 years from the date the permit was issued as special permanent residents and up to 6 years from the date the permit was issued for those holding other status of residence. Extension beyond these periods is not possible. Also, re-entry permits cannot be extended beyond the authorized term of residence/period of stay.

Please apply for extension of re-entry permit within the validity period of the existing re-entry permit. In principle, if the period of validity of the permit has expired, it cannot be extended. If you leave the country on a special re-entry permit, the period of validity cannot be extended.

#### C. Requirement (refer to the above checklist)

#### D. Filing/Application All applications must be done thru accredited travel agencies

#### E. POINTS TO REMEMBER

For lost passports with re-entry permit, please ask relatives etc. in Japan to obtain a "Certificate of validity of Re-entry Permit" issued by Regional Immigration Office and submit. For delivery of "Certificate of validity of Re-entry Permit" in cases where there is no relative in Japan, please ask the Regional Immigration Office. The shortest period for the review/examination is (2) working days (excluding holidays) however, it may take longer depending on the content of the application, thus earlier application is encouraged. Even if you have an existing multiple re-entry permit, the extended re-entry permit that will be issued by Embassy will no longer be multiple-entry and will be valid for single entry only. Accordingly, after the extended re-entry permit is used to enter Japan, you cannot re-enter Japan without securing a new re-entry permit (including special re-entry permit).

- ☐ 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

VFS staff Signature \_\_\_\_\_