



MITZY TRAVEL AND TOURS

Unit 3 Second Floor Hobart Commercial Center 310 Zabarte Road Novaliches Quezon City

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TOURIST SINGLE ENTRY OR MULTIPLE ENTRY

All documents must be original unless otherwise stated and all should be printed on **A4 Size Paper.**

GENERAL REQUIREMENTS

1. **PHILIPPINE PASSPORT** (NOTE: valid within 6 months and **signature page 3 for 13 years old - above, if they have used Japan visa must be provided**)
2. **VISA APPLICATION FORM** (Note: No Erasure, No Blank Item, if not applicable kindly fill in [N/A] for **0-12 years old signed by parent of the applicant**)
3. **2 PCS. PASSPORT-SIZED PHOTOS** **white background & high-quality resolution of the photo must be 600 dpi minimum** (Note: Write your full name and date of birth on the back of photo)
4. **AGENCY AUTHORIZATION LETTER** (Note: Both adult and minor must be submitted, if applicant 17years old - below parents must be signed.
5. **JAPAN EMBASSY AUTHORIZATION LETTER FOR PSA**
6. **PSA BIRTH CERTIFICATE** (issued within 1 year) **(Must be Original and Newly issued *Year 2024/2025)**
 - i) **If the applicant late registered.**
 - (a) **Baptismal certificate and Form 137 from Elementary/High School** or Explanation letter valid reason why can't provide. (Both original issued within 3 months and indicate contact number & address if possible.)
 - ii) **If the Birth Certificate is unreadable**
 - (a) **Birth Certificate from Local civil registry (City Hall).** (clear photocopy is acceptable)
 - iii) **If no record**
 - (a) **Birth Certificate from Local civil registry (City Hall) and Negative Certificate issued by PSA.** (issued within 1 year)
7. **PSA MARRIAGE CERTIFICATE** (issued within 1 year) **(Must be Original and Newly issued * Year 2024/2025)** (Note: If applicant is married, if the applicant widowed no need to provide)
 - i. **If Marriage Certificate is unreadable.**
 - a. Marriage Certificate from **Local civil registry (City Hall)**
 - ii. **If there is NO RECORD of PSA Marriage Certificate.**
 - a. Marriage Certificate **from Local civil registry (City Hall) and Negative Certificate issued by PSA.**
8. **MULTIPLE REQUEST FORM** (Optional)
9. **DAILY SCHEDULE OR ITINERARY** (Note: (1) Please enter the scheduled date of entry and departure from Japan, including entry and departure flight information. (2) For accommodation, please enter its details (In case of a hotel, the name, address and phone number *).
* Confirmed flight/hotel booking is not necessary for visa application (3) the schedule of stay must be stated daily. However, in case similar activity continues for several days, you can put them into one column in this manner
(Year/Month/Day-Year/Month/Date). [If an applicant will shoulder part or all his/her travel expenses]



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EMPLOYED

1. CERTIFICATE OF EMPLOYMENT (must include **applicant's position, date hired and compensation**) (Must be original with wet signature) Note: If with eSignature please provide letter of explanation.

- **If a government employee** – needs approved leave of absence. (Must be original with wet signature)

*Note: If with eSignature please provide a letter of explanation.

2. BANK CERTIFICATE (must include **account name, account number, account type, current balance, account An opening date and 6 months ADB or (Average Daily Balance)** are required. If there is no ADB, applicants should provide **Bank Statement for the previous 6 months**. The validity of the Bank Certificate is six (6) months from the date of issue. PASSBOOK is not acceptable

3. APPLICANT'S INCOME TAX RETURN (FORM 2316) CLEAR PHOTOCOPY (LATEST) – if no ITR – Please provide letter of explanation.

- **ITR 2316** for EMPLOYED must be signed by the employer and employee

BUSINESS OWNER

1. (LATEST DTI/SEC REGISTRATION) (Clear Photocopy) – Note: include all pages with name of stockholders for SEC, must be updated for the present year.

2. (LATEST BUSINESS PERMIT OR MAYOR'S PERMIT) (Clear Photocopy), must be updated for the present year.

3. BANK CERTIFICATE (must include **account name, account number, account type, current balance, account An opening date and 6 months ADB or (Average Daily Balance)** is required if no ADB, applicant should provide **Bank Statement for the previous 6 months**. The validity of the Bank Certificate is six (6) months from the date of issue. PASSBOOK is not acceptable

4. APPLICANT'S INCOME TAX RETURN (FORM 1701) CLEAR PHOTOCOPY (LATEST) – if no ITR – Please provide letter of explanation.

* ITR 1701 for PROFESSIONAL, CONSULTANTS, SELF-EMPLOYED, SMEs, and the like

- a. must have receipt stamp of the tax collector/BIR
- b. electronic application receipt of payment if there's no BIR stamp proves tax payment
- c. email confirmation if payment is done online to signify that BIR received their payment



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[If the Guarantor who lives in Philippines will be shoulder part of all the applicant's travel expenses]

1. **GUARANTEE LETTER FORM** (Note: In case that multiple applicants have the same guarantor, please write the name of representative and "Other names, see attached list". Then, fill in the "List of Visa Applicants".)
2. **PROOF OF RELATIONSHIP** through birth certificate and marriage certificate (If they relative) or picture together (if they friend/fiancé) or certificate of employment (if the company sponsorship)
3. **BANK CERTIFICATE** (Original)
4. **INCOME TAX RETURN [ITR] (FORM 2316/1701/1702)** clear copy and must be latest of Guarantor OR Explanation letter valid reason why can't provide.

5. **EMPLOYMENT CERTIFICATE/DTI & BUSINESS OR MAYOR'S PERMIT**

STUDENT:

1. Certificate of Enrollment in School or copy of school ID.

SENIOR CITIZEN:

1. Copy of Senior Citizen ID

[If an applicant is not Philippine Nationality/Foreign Residents with long term or permanent status]

Copy of Alien Certificate of Registration (ACR) issued by the Philippine government.

Notes:

Bank Certificate outside Philippines; Bank Certificate is generally required & if 6 months average daily balance is not listed on the bank certificate also required bank statement. *If the applicant can only submit a bank statement, submit a letter of explanation why you cannot submit a bank certificate.*

*However, note that deposit and withdrawal details by itself is **not valid**.

For OFW

1. Certificate of Employment/Contract
2. Residence ID
3. Letter of Explanation for ITR if not available.

ADDITIONAL REMINDER:

If the applicant has an old used Japan visa, she/he doesn't need to provide the Birth certificate and, or a marriage certificate. **However, if they have a guarantor, the guarantee must provide the documents as proof of relationship.** Individuals reapplying for their visas but are unable to independently provide **bank certificate** and **ITR MUST provide PSA documents to prove affinity relationship** (copy is acceptable if there is used Japan visa on passport)