



Japan Visa Application Centre, Colombo

Transit Visa

Requisition Form and Checklist

Passport Number:	Name:
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**Important notes**

- Documents should be sorted according to the checklist.
- The visa application process will take six working days, In individual cases when further scrutiny is needed this period may extend.
- All photocopies must be in A4 size.
- NIC, Birth and Marriage certificates are mandatory during each travel.  
\*If NIC number does not match the Passport, endorsement is required on passport.
- All documents (Including the NIC) in Sinhalese or Tamil must be submitted with an official English translation.
- All original documents should be submitted along with a separate set of photocopies.
- No Pins, Staples, Cello tape, Glue, Paper Clips should be used.
- If requesting double entry visas, the same has to be mentioned on the covering letter and also a request has to be made over the counter.

	Document Checklist	Yes	No	N/A
1)	<b>Application form</b> (Each applicant should fill in a separate form, including child applicants) <ul style="list-style-type: none"><li>• Should be filled in block letters</li><li>• Name Should be written as per the passport</li></ul>			
2)	<b>Photograph</b> <ul style="list-style-type: none"><li>• 2inch X 2inch to be pasted on application.</li><li>• Full Face on white or light background.</li><li>• Recent photo which has been taken not before 6 months.</li></ul>			
3)	<b>Current and if any previous passports.</b> <ul style="list-style-type: none"><li>• The surnames and other names should appear as per NIC. No initials.</li><li>• Tow copies of the bio page have to be annexed to the application form</li><li>• Passport should contain at least two visa blank pages.</li></ul> If loss of any previous passport, a police report should be submitted.			
4)	<b>Travel Itinerary</b> (Return or one way Flight Bookings) <ul style="list-style-type: none"><li>• Double entries should be mentioned (if any).</li><li>• Please do not submit paid flight tickets, as the Embassy will not be liable for the financial loss in case of a rejection.</li></ul>			
6)	<b>Visa of final destination</b>			

<b>7)</b>	<b>Personal Documents</b> <ul style="list-style-type: none"> <li>• Passport Bio page (if any alterations, please attach a copy of alternation page)</li> <li>• National Identity card, Birth,Marriage,Divorce,Death Certificates copies are mandatory during each Travel</li> <li>• Affidavit original (For first time travelers) in English</li> </ul>			
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<b>Previous Travel Records to Japan</b> (Within Last One Year)		
	Period	The Number of Days
1		
2		
3		
4		
5		

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](http://www.lk.emb-japan.go.jp/itpr_en/00_000095.html))

**Comments:**

Applicant / Agent Signature \_\_\_\_\_

Agency Name (If applicable) \_\_\_\_\_

Contact Number \_\_\_\_\_

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(VFS Officer's Signature)