



EMBASSY OF THE UNITED STATES  
**JAPAN**

U.S. DEPARTMENT of STATE

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#### Operator-assisted information

Call 03-5354-4033 8 a.m.-8 p.m. M-F, or 9 a.m.-4 p.m. Saturdays, except Japanese holidays. Have credit card ready. See details.

#### E-mail inquiries

Please [click here](#) to send your inquiry by e-mail. The fee for this service is 1,200 yen. [[More info](#)]

## IMMIGRANT VISA PROCEDURES

# I-130 Petition Checklist

(...)

Print out this page and check the boxes pertaining to your type of visa.

For each I-130 please submit original documents (bearing an original seal, stamp or signature of the office of record) plus one photocopy. English translations of all foreign language documents are required. Any foreign language document must be accompanied by a full English translation that the translator has certified as complete and correct. The translator must certify that he/she is competent to translate the foreign language into English.

**Do not send anything to the Embassy or Consulate. Bring your documents to the interview. Before making an appointment, make sure you have all the necessary documents.**

**All applicants** must present the following documents at the interview:

**I-130:** This form is required in all cases. (Download form [I-130](#) ) At the bottom of the first page of the I-130 please write an email address where we would be able to reach you.

**Photograph:** A 5cm x 5cm photo with a **white** background, taken within the last six months. The head (measured from the top of the hair to the bottom of the chin) should measure between 25 to 35mm with the head centered in the frame facing straight ahead. **Please submit one photo of the petitioner and one for each beneficiary**

**Proof of U.S. Citizenship:** An original birth certificate, original U.S. passport or original naturalization certificate are the only acceptable documents. If you are not a U.S. citizen, please submit your Alien Registration (Green) Card.

**Affidavit of Support:** (Required only if applying in Tokyo) Form I-864 is a contractual affidavit of support. Most family-based visa applicants must submit an I-864 completed and signed by the petitioning relative (sponsor). Mistakes in completing the I-864 are the most common reason for refusing an immigrant visa application. **Please read all instructions carefully before filling out the I-864.**

**Photo ID:** Please submit a copy of a U.S. passport, a U.S. military ID card or other photo identification for petitioner.

**Birth Certificate:** Please provide an original birth certificate for the beneficiary. Note: For any birth certificate registered more than 6 months after the date of birth, please provide a written statement explaining why the birth was registered late and 2 alternate forms of original, secondary evidence of identity. Secondary evidence of identity normally means original documents dating from the time of your birth and childhood, such as prenatal records, doctor's notes and baby book, baptismal certificates issued on the date the baptism took place, school records/report cards registered or signed by the parents, or pieces of government-issued identification (SS card, driver's license, etc.).

**Copy of Beneficiary's Passport:** Please provide a copy of the picture ID page, U.S. visas, other foreign visas and SOFA stamp, if any. If the beneficiary is non-Japanese, please also provide all previous passports for the beneficiary.

**Biographic Information Form:** The petitioner and the beneficiary should both separately complete form G-325. (download form [G-325](#).)

**Immigrant Visa Application Form:** The beneficiary should complete Part 1 and Part 2 of form DS-230. **Please do not sign the bottom of the last page of Part 2. You will need to sign that form in the presence of a consular officer after taking an oath.** (Download form [DS-230 Part 1](#) or [DS-230 Part 2](#))

**Application Fee:** The fee is \$190 which can be paid at the consular cashier. Payment is accepted in yen or U.S. dollars. You may also pay by credit card (Visa, Mastercard, Discover, American Express, Diner's Club) or by money order payable to "U.S. Embassy, Tokyo".

If the petition is for a **spouse** or **step-child** you must also include:

**Marriage Certificate:** Please provide an original marriage certificate from the jurisdiction where the marriage took place. If the marriage occurred in Japan, please submit a copy of the family registry.

**Divorce Decree or Death Certificate:** Original divorce decrees or death certificates, or certified court copies of the certificates, showing termination of all prior marriages of petitioner and/or beneficiary are acceptable.

**Proof of Relationship:** If you have been married less than two years, please provide a statement of how you met and evidence of your on-going relationship.

If you are filing a **family-based** petition, you must also include:

**Birth Certificate for Beneficiary's Children:** Please provide an original birth certificate or consular report of birth for beneficiary's children.

Appointments can only be booked for up to three months in advance.

**Schedule an I-130 Appointment in [Tokyo](#)**  
**Schedule an I-130 Appointment in [Naha](#)**

**Important Notice**

- Before making an appointment, please [read](#).

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