

Application Procedure for a Single Entry Temporary Visitor Visa (Domestic Helpers)

The Japanese Government does not recognize foreign domestic helpers in general. Following that, it is possible for domestic helpers to accompany their employer to Japan for sightseeing purposes, etc. for a short period of time. However, for employers or other persons who have a residence in Japan, activities (such as nursing, baby-sitting, housework) performed by domestic helpers as personal helpers are not recognized.

1 Who can submit a visa application?

Hong Kong or Macau residents who are currently residing in Hong Kong or Macau are eligible to make visa applications here.

- (Note 1) Temporary visitors are not eligible for visa applications. Hong Kong or Macau residency visas as well as Hong Kong or Macau ID cards need to be shown. For those with residency visas expiring during their period of stay in Japan, please extend the residency visa before visa application. Furthermore, please note that an application will not be accepted if the employment contract will be expired before departure or during his/her stay in Japan (It is necessary to guarantee that the domestic helper will return to Hong Kong or Macau by the same residency visa).
- (Note 2) Applicants must submit their visa applications to the [Japan Visa Application Centre](#) in person.
- (Note 3) It is necessary for the employer to travel together on the same flights with the domestic helper. In the case where the employer cannot accompany the domestic helper, it is possible that a family member from the same residence (spouse, etc. However, excluding minors) may travel together on the same flights (or same cruise) with the domestic helper.

2 Necessary Documents

Please prepare the documents listed in 「List of Basic Documents to be submitted for a Single Entry Temporary Visitor Visa」。

- (Note 1) Original documents should be submitted within 3 months of their issuance. Please note that photocopied documents and documents without appropriate chops and signatures are not acceptable (in the case of documents issued by companies, a company chop and representative's seal or signature are required; in the case of documents issued by individuals, a personal seal or signature is required).
- (Note 2) Please note that an application will not be accepted unless all required documents are presented (including photocopied documents and documents where appropriate chops and signatures are required).
- (Note 3) Basically, visa examination is based on all the documents submitted. However, please note that applicants may be requested to provide any other documents deemed necessary.
- (Note 4) In principle, the passport must be kept in the consulate during the period of visa examination.
- (Note 5) Please note that all submitted documents, except passports, will not be returned to the applicants.

3 Visa Issuance

In principle, processing of the visa application takes around 1 week from the date of submission (excluding Saturdays, Sundays and Holidays announced by the Consulate-General of Japan in Hong Kong).

Please note that it is possible that a visa may not be issued even though all the necessary documents are submitted.

- (Note 1) The duration of visa processing may vary if the applicant's documents are incomplete, or he/she is requested to submit additional documents, or our consulate has to make inquiries to the Ministry of Foreign Affairs in Tokyo.
- (Note 2) Upon collection, a third party may collect the result on his or her behalf (except for those who are specially instructed to collect the visa in person). The receipt which is issued by the Japan Visa Application Centre, Hong Kong or Macau identity card of the third party and the visa application fee must be presented.
- (Note 3) The visa application fee must be paid in Hong Kong dollars and in cash only. The visa fee may vary depending on the passport and visa type. Please reconfirm the fee upon visa application.
- (Note 4) The validity of the visa is 3 months, it cannot be extended.
- (Note 5) Please note that we will not answer any enquiries about the reasons for not issuing a visa.

**List of Basic Documents to be submitted for a Single Entry Temporary Visitor Visa
(Domestic Helpers)**

	In the case where the employer accompany the domestic helper.	In the case where the employer cannot accompany, and a family member from the same residence (excluding minors) travel together with the domestic helper.
Purpose of Visit	Domestic helpers accompany their employer to Japan for sightseeing purposes, performing activities (such as nursing, baby-sitting, housework) as personal helpers, etc. for a short period of time.	
Necessary documents	Necessary documents prepared by the applicant	
	<ul style="list-style-type: none"> ① Visa Application Form to Enter Japan (Specific format) ② One passport-size color photo ③ Passport (original and copy) ④ Hong Kong or Macau identity card (original and copy) ⑤ Valid Hong Kong or Macau residency visa (original and copy) 	
	Necessary documents prepared by the employer	
	<ul style="list-style-type: none"> ① Passport of the employer (copy) ② Hong Kong or Macau identity card of the employer (copy) ③ Guarantee letter from the employer (original) (Please see sample) ④ In the case of the employer whose nationality require a Japan visa, the relevant visa (copy) 	<ul style="list-style-type: none"> ① Passport of the employer (copy) ② Hong Kong or Macau identity card of the employer (copy) ③ Guarantee letter from the employer (original) (Please see sample) ④ Passport of the family member from the same residence (copy) ⑤ Documents showing the relationship between the family member from the same residence and the employer (original and copy) ⑥ In the case of the family member from the same residence whose nationality require a Japan visa, the relevant visa (copy)
	Necessary documents prepared by the applicant or the employer	
<ul style="list-style-type: none"> ① Employment contract (original and copy) ② Confirmed round trip air-tickets of the applicant (original and copy) ③ Confirmed round trip air-tickets of the employer (original and copy) 	<ul style="list-style-type: none"> ① Employment contract (original and copy) ② Confirmed round trip air-tickets of the applicant (original and copy) ③ Confirmed round trip air-tickets of the family member from the same residence (original and copy) 	

※Please note that applicants may be requested to provide any other document deemed necessary.

Points to be noted for Necessary documents prepared by the applicant

1 Visa Application Form to Enter Japan ([Specific format](#))

- (Note 1) All items in the visa application form must be completed (please fill in 'nil' where appropriate).
- (Note 2) For the items of "Guarantor or reference in Japan" and "Inviter in Japan", please fill in the name, address and phone number, etc. of the relatives or acquaintances (of the applicant or employer) who are now residing in Japan, or please fill in 'nil' if there is no such person.
- (Note 3) For the part for signature, it must be signed by the applicant (Same signature as the passport's signature).

2 One passport-size color photo

- (Note) Passport-size color photo taken within 6 months (45mm X 45mm, front-facing, without hat, without background)

3 Passport (original and copy)

- (Note 1) Including the copies of pages with bio-data, signature, valid Hong Kong or Macau residency visa, Japanese temporary visitor visa and immigration stamps of entry/departure to Japan.
- (Note 2) For the signature on the passport, it must be signed by the applicant.

4 Valid Hong Kong or Macau residency visa (original and copy)

- (Note) If the residency visa is put in the old passport, the applicant is required to submit the original and the copies which include the bio-data page, and pages with valid Hong Kong or Macau residency visa.

Points to be noted for Necessary documents prepared by the employer

1 Passport of the employer (or the family member from the same residence) (copy)

- (Note) Including the copies of pages with bio-data.

2 Japan visa (if required) of the employer (or the family member from the same residence) (copy)

- (Note) In the case of the employer (or the family member from the same residence) whose nationality require a Temporary Visitor Visa to go to Japan, the copy of the valid Temporary Visitor Visa has to be submitted.
- In the case of the employer (or the family member from the same residence) who does not have a valid Temporary Visitor Visa to go to Japan, the submission of the applicant's (domestic helper's) application for the Temporary Visitor Visa prior to the employer (or the family member from the same residence) is not allowed, however, if they submit their applications at the same time, it is acceptable.

3 Guarantee letter from the employer (original) ([Please see sample](#))

- (Note 1) Including traveling members' details other than the employer, period of stay, purpose of journey (reason for travelling together with the domestic helper), the person responsible for the travel expense.
- (Note 2) For the signature of the guarantee letter, it must be signed by the employer (Same as the employment contract's signature).

4 Documents showing the relationship between the family member from the same residence and the employer (original and copy)

- (Note) In the case of the family member from the same residence is the spouse of the employer, please submit the Family register of Japan (the original documents issued within 3 months) or the marriage certificate; or in the case of the parent and child, please submit the birth certificates.

Points to be noted for Necessary documents prepared by the applicant or the employer

1 Employment contract (original and copy)

(Note 1) Please submit originals and copies of all the pages.

(Note 2) For the domestic helper working in Hong Kong, please submit the contract which shows the same contract number stated on the valid Hong Kong residency visa.

On the other hand, if the address stated on the contract is different from the current residential address, the “Notification of Change of Address” issued by the Hong Kong immigration department (original and copy) is required to be submitted at the same time.

(Note 3) If the full name of the employer stated on the employment contract is different from the one on the employer’s passport, the legal identity proofs (original and copy) are required.

2 Confirmed round trip air-tickets of the applicant and the employer (or the family member from the same residence) (original and copy)

(Note) Please submit the originals and copies of the confirmed round trip air-tickets (boarding ticket for cruise ships), the booking confirmation of air-tickets or the franked receipt (showing the payment of the outbound fare and the levy) of group tour showing that the employer is going to travel together on the same flights (cruise ship) with the domestic helper. (round trip from Hong Kong (including transit flight)).