

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

The Japanese Government does not recognise foreign domestic helpers in general. However, it is possible for domestic helpers to accompany their employer to Japan for sightseeing purposes, performing activities (such as nursing, baby-sitting, etc.) as personal helpers, etc. for a short period of time (up to 90 days).

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 a Hong Kong or Macau Identity Card, need to be shown. For those with residency visas expiring during their period of stay in Japan, please extend the residency visa before making the visa application.
- (Note 2) An application will not be accepted if the employment contract will expire 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 using the same residency visa.)
- (Note 3) Applicants must submit their visa applications to the [Japan Visa Application Centre](#) in person.
※ Please make an appointment prior to submission. Click here for the Japan Visa Application Centre. [Helpline: (+852) 3167-7033]
- (Note 4) 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., but not 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.
- (Note 2) Please note that an application will not be accepted unless all required documents are presented.
- (Note 3) Visa applications are based on all of the documents submitted, however, please note that applicants may be requested to provide any other documents, if deemed necessary. Besides any additional documents requested by the Consulate, further documents will not be accepted once the visa application has been submitted.
- (Note 4) In principle, the passport must be kept in the Consulate during the period of visa application.
- (Note 5) Please note that all submitted documents, except passports, will not be returned to the applicants.

3 Visa Issuance

In principle, the visa application process takes a minimum of one 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 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 enquiries to the Ministry of Foreign Affairs in Tokyo.
- (Note 2) The collection procedure is subject to the arrangement of the Japan Visa Application Centre.
- (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 accompanies the domestic helper.	In the case where the employer cannot accompany the domestic helper and a family member from the same residence (excluding minors) travels together with the domestic helper.
Purpose of Visit	Domestic helpers accompanying their employer (or the family member from the same residence) to Japan for sightseeing purposes, performing activities (such as nursing, baby-sitting, etc.) as personal helpers, etc. for a short period of time (up to 90 days).	
Necessary Documents	Necessary documents to be prepared by the applicant	
	<ul style="list-style-type: none"> ① Visa Application Form to Enter Japan. (Specific format) ② One passport-size colour 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 to be prepared by the employer	
	<ul style="list-style-type: none"> ① Employer's passport. (copy) ② Employer's Hong Kong or Macau identity card. (copy) ③ Letter of Guarantee from the employer. (original) (Please see sample) ④ In the case of an employer whose nationality requires a Japan visa, the relevant visa. (copy) ⑤ Travel Itinerary. (original) (Specific format) 	<ul style="list-style-type: none"> ① Employer's passport. (copy) ② Employer's Hong Kong or Macau identity card. (copy) ③ Letter of Guarantee 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 requires a Japan visa, the relevant visa. (copy) ⑦ Travel Itinerary. (original) (Specific format)
	Necessary documents to be prepared by the applicant or the employer	
① Employment contract. (original and copy)	① Employment contract. (original and copy)	

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

Points to note 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 in Japan” and “Inviting Person in Japan”, please fill in the details 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) The application form must be signed by the visa applicant. (The signature should be the same as the applicant’s passport signature.)

2 One passport-size colour photo

- (Note) Passport-size colour photo taken within 6 months (45mm X 35mm, front-facing, without hat, without background).

3 Passport (original and copy)

- (Note 1) Include 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/from Japan.
- (Note 2) The passport must be signed by the visa applicant.

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

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

Points to note for necessary documents prepared by the employer

1 Employer’s passport (or the family member from the same residence) (copy)

- (Note) Include 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 requires a Temporary Visitor Visa to enter Japan, a 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 enter Japan, 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 Letter of Guarantee from the employer (original) ([Please see sample](#))

- (Note 1) Include travelling members’ details other than the employer, period of stay, purpose of journey (reason for travelling together with the domestic helper), the person responsible for any travel expenses.
- (Note 2) The Letter of Guarantee must be signed by the employer. (Same signature as the employment contract.)

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

- (Note 1) If the family member from the same residence is the spouse of the employer, please submit the Family Register of Japan (documents issued within 3 months) or marriage certificate.
- (Note 2) If the family member from the same residence is the parent and / or child of the employer, please submit the birth certificate.

5 Travel Itinerary (original) ([Specific format](#))

- (Note) Please describe all activities planned in Japan in detail, along with flight numbers (round trip from Hong Kong (including transit flights)) and airports/ports to be used for arrival and departure and the place of stay. (For hotel stays, please include the name, address and telephone number of all hotels.).

Points to note 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 pages.

(Note 2) For a domestic helper working in Hong Kong:

① Please submit the contract which shows the same contract number stated on the valid Hong Kong residency visa.

② If the address stated on the contract is different from the current residential address, the “Notification of Change of Address”, issued by the Foreign Domestic Helpers Section of the Hong Kong Immigration Department, 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.