



Residence Card Pickup Service

■ Eligible Applicants

Those who personally submitted their application to the Immigration Bureau, have received a notification of permission received, and would like to request the services of an administrative scrivener to pick up the new residence card on their behalf.

■ How to Apply

- ① Please send an e-mail to today-visa-support@attorney-office.com with your request.
- ② IMS will send you an email with a “Request for Residence Card Pickup Service” form, as well on information on payment options.
※Payment options: Bank transfer, credit card
- ③ Please mail the following documents to IMS via Letter Pack Plus (red envelope) or registered mail.
※Your documents have sensitive personal information. Do not use unregistered mail.
 - Filled-out “Request for Residence Card Pickup Service” form
 - Notification from the Immigration Bureau (postcard)
 - Original passport and residence card
 - Application receipt (received from the Immigration Bureau at time of application, “申請受付票”)
 - Other documents as requested per the notification postcard from Immigration
 - Signed written payment of fees (“手数料納付書”) and request form※Sent from IMS in Step ②
- ④ After receiving all of the documents, IMS will send you a residence card custody receipt (預かり証) via e-mail.
- ⑤ IMS will pick up your new residence card from the Immigration Bureau and mail it via Letter Pack directly to your home.

■ Service Fees

19,800 yen (tax included) + 4,000 yen (revenue stamp fee)

*No revenue stamp fee is required if you have prepared your own revenue stamps.

■ Note

We will pick up your residence card on your behalf, so there is no need to go to the Immigration Bureau yourself.