

## Residence Card Pickup Service

### ■Eligible Applicants

Those who have 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](mailto: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 or registered 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

16,500 JPY (tax included)+ revenue stamp fee

※Revenue stamp fee not necessary if you prepare the revenue stamp yourself

### ■Note

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