

Important Information

You must read the information in these notes carefully before proceeding to your booking.

- 1. When you Use the Booking System**
- 2. When you Visit the Embassy**

1. When you Use the Booking System

- 1-1) To make a booking, you will be directed to an external third-party online booking website. This site requires minimal personal information.
- 1-2) Before selecting the type of application you require, please click (**詳細**) to read important information about how to secure an appointment slot.
- 1-3) The appointment system allocates time slots on a first-come-first-served basis. Available time slots are limited and there is no guarantee that your first choice is available. Only available dates and time are displayed.
- 1-4) You cannot make a double booking.

2. When you Visit the Embassy

2-1) Proxy

Only people who have an appointment or who are acting as a proxy with an authorisation letter are allowed to enter the Embassy.

- An authorisation letter must be submitted when the application is made by a non-family member.
- Official documents (Marriage/Birth Certificates) must be submitted when the application is made by a family member.

2-2) Appointment Time

You may arrive 5 minutes prior to your appointment time. If you arrive too early, you may be asked to wait outside the building.

2-3) Appointment ID Number

Please print out the Appointment Confirmation Email with your Appointment ID Number and show this to the security when you arrive.

If you are a proxy, you also must have an authorization letter or official documents (2-1).

2-4) Please be Ready to Submit Documents

Please be ready to submit a complete set of documents so that the application process will go smoothly. Documents must be filled out before visiting the Embassy. (In case any of the required documents and information is missing, you will have to come back again with another appointment.)

2-5) Requirements

Only a complete set of documents can be accepted. In case any of the required documents and information is missing, you will have to come back again with another appointment. Please ensure that you have all the required documents and information prior to your visit to the Embassy.

2-6) If you are Late for the Appointment

If you are 10 minutes late, the booking will be automatically cancelled. You will need to make a new appointment using the online booking system.