

Guideline of lodging visa applications for accredited Visa Agents

Conditions for a registered agent to apply for visas on behalf of applicants

- Application form should be typed and signed by the applicant. Hand-written application form is not accepted.
- Confirm applicants in person at the agent. (Application with a passport mailed from outside of Australia cannot be accepted.)
- All the required documents must be compiled for application.
 - If we found missing documents more than twice in a month in applications from a registered agent, the agent can't apply for next 6 months.
 - If a registered agent was told such suspension more than once, its registration will be deleted.
- A form to confirm that there's no false/missing information in application should be attached to application documents.
- Application documents should be submitted at the Consulate. However, registered agents located in TAS/SA can submit applications by post. In all cases, visas must be collected at the Consulate. We don't send back passports/visas to agents by post.
- Application with certificate of eligibility is not subject to this application system by registered agent. However, such applications from TAS/SA are accepted by post.
- Registered agents are totally responsible for handling of visa application between the agent and applicants. For example, if an agent loses a passport with visa issued and collected at the Consulate, the agent is totally responsible for the loss.

Procedure to apply for a visa by a registered agent

1. Registered agent staff to compile application documents by applicant and to bring them to the Consulate General of Japan in Melbourne with an ID to prove that the person is a staff member of a registered agent.
2. Processing time is a week (5 business days) from the date of an application received at the earliest. Then a passport with visa will be available for collection by the agent.
3. If applicants want to know their application status, they shall make an inquiry to their agent.
4. Issued visas/passports can be collected by the registered agent who came to apply only. Individual applicants can't collect their visa/passport once they applied through a registered agent.
5. Visa fee shall be paid by cash at collection at the Consulate.
6. When considering an application of an applicant, the Consulate may require the applicant to provide with further information. In that case, the Consulate will contact the applicant directly.