

Authorisation Letter

Date / Month / Year _____ / _____ / _____

- In principle, the applicant should appear IN PERSON at the Embassy to submit the visa application documents, as well as to collect the visa and passport after the assessment has been completed.
- If the applicant is unable to visit the Embassy in person, he/she may authorise a representative. The applicant **MUST** fill out this letter and have the representative **submit the original of this letter** to the Embassy with the other necessary documents at the time of application.

• Applicant

Full Name : _____

Passport Number : _____

Reason for not appear in Person : _____

Signature : _____

I do hereby appoint the following person as my representative

☐ to apply for a visa

(*Please check either box or both boxes accordingly.)

☐ to pick up my passport

and I will be responsible for all actions which are related to the visa applications.

• Representative

Full Name : _____

Relationship to applicant : _____ (eg-Father, mother, friend, business associate, etc.)

***The representative must bring his/her photo ID and its photo copy and submit the copy.**

***Note this form is used only for Visa Applicant who is currently in Tonga when applying.**

Embassy of Japan in the Kingdom of Tonga