

Location: *(Name of your machiya)*

Arrival Date:

Name of Party:

The person who took care of the booking should fill up this information and send it back to us, together with the scan of the first page (with name, etc.) of the passport of every member of the party.

Request for producing of passports, etc. for Identification purposes

Ministry of Health, Labour and Welfare

Since April 1, 2005, under the relevant laws and regulations, the Japanese Government is requiring “foreign nationals who do not possess an address in Japan” to provide their *nationality and *passport number in addition to their *name, *address, and *occupation, etc. and produce and make a copy of their passport upon checking in at lodgings. Your understanding and cooperation is appreciated.

Guest Name:

Address:

Occupation:

Nationality:

Passport Number:

Arrival Date:

Departure Date:

Age:

Sex:

NOTE

We only need one copy of this form for the whole group.
But we do need the scan or copy of the passport of all the members of your group!