



在留カード受領代行サービスのご案内

■対象となる方

ご自身で入管へ申請し、許可の通知が来ているが、在留カードの受取りを行政書士に依頼されたい方。

■ご依頼方法

- ① メール（today-visa-support@attorney-office.com）でご依頼。
- ② IMS から在留カード受領代行依頼書をメールにて送付、お支払い方法についてご案内。
※お支払方法：銀行振込・クレジットカード決済
- ③ 以下の必要書類一式をレターパックプラスもしくは簡易書留で IMS までご郵送。
 - ・必要事項を記入済みの在留カード受領代行依頼書
 - ・入管からの通知書（ハガキ）
 - ・パスポート及び在留カードの原本
 - ・申請受付票
 - ・その他通知書で提出を指示されている書類
 - ・記名済みの手数料納付書及び署名済みの依頼書※（手数料納付書と依頼書は IMS より②で送付）
- ④ 書類一式受領後、IMS から預かり証をメールにて送付
- ⑤ 新しい在留カードを受領後、ご本人のご自宅にレターパックプラスにて郵送。

■代行料金

22,000 円（税込）＋6,000 円（収入印紙代*） *オンライン申請の場合は 5,500 円

※収入印紙をご自身でご用意いただいている場合、収入印紙代は不要です。

■その他

受領代行のお申し込みから在留カードの受け取りまで、ご自身が入管へ行く必要はございません。



Residence Card Pickup Service

■ Eligible Applicants

Those who personally 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 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 Plus (red envelope) or registered mail.

※Your documents have sensitive personal information. Do not use unregistered 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

22,000 yen (tax included) + 6,000 yen (revenue stamp fee*) *5,500 yen if applied online

*No revenue stamp fee is required if you have prepared your own revenue stamps.

■ Note

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

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