

19. APPLICATION FOR EMERGENCY CERTIFICATE

In case a person, whose passport has been lost, damaged or has expired goes back to Malaysia for emergent reasons, he/she must apply for Emergency Certificate.

Documents required for Emergency Certificate

- a. Passport (in case of damage or expiration) (original and 2 photocopies)
 - * Photocopy of a passport requires pages with personal information, passport number, status of residence and signature of holder.
- b. Malaysian IC Card – for applicants over age 12 (original and 2 photocopies of both sides)
- c. Malaysian Birth Certificate (original and 2 photocopies)
- d. 3 photographs (5 cm x 3.5 cm)
- e. Certificate of Loss of Passport (in case of loss) (original and 2 photocopies)
- f. Student Card or Student Status Certificate – for students (original and 2 photocopies)
- g. Employee Status Certificate – for workers (original and 2 photocopies)
- h. Certificate of Alien Registration – not required for non-residents in Japan (original and 1 photocopy of both sides)
- i. Document to certify the date of entry into Japan (such as a boarding certificate issued by airline company) (for applicant whose status of residence is “temporary visitor” and who has lost passport) (original and 1 photocopy)
- j. Return air-ticket or Booking certificate issued by airline company (original and 2 photocopies)
- k. Request letter for issuance of Emergency Certificate from the Immigration Bureau of Japan (for applicant remaining in Japan beyond the permitted period of stay) (original and 1 photocopy)
- l. Application form for Emergency Certificate – IM42

Fee: **RM50**

* The fee is to be paid in Japanese yen at the exchange rate of the applying month.

* Application must be made by a parent if the applicant is 18 years old or under. In such a case, following documents are required as well.

- a. Passport of a parent (original and 2 photocopies – photocopies require pages with personal information, passport number, status of residence and signature of holder.)

b. Malaysian IC Card of a parent (original and 2 photocopies)

c. Malaysian Marriage Certificate (original and 2 photocopies)

- Application must be made in person at the Malaysian Embassy. Applying by mail is not accepted. Receiving the passport must also be made in person at the Embassy.
- All photocopies are required to be made in A4 size.

- It requires 1~2 days to issue Emergency Certificate. The applicant must receive it in person at Malaysian Embassy.