



# Credit Card Payment Manual

## Introduction

This manual explains how to make a payment using a credit card. The procedure is done online using a smartdevice or computer.

### Available Functions

The following online payment functions are available.

- Start a credit card payment ([Pay by credit card](#))
- Change the credit card used for your payments ([Change credit card](#))
- Check credit card payment details of past transactions ([Check payment details](#))

### Error Screen

If an error message is displayed, please follow the instructions shown on the screen.



Example of an error screen

## Pay by credit card (1/2)

Enter your credit card information to process the payment.

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1 2 3 4 5

English

Notes on use

This page is run by NTT DATA JAPAN CORPORATION (hereinafter referred to as "the Company") and used exclusively to pay by credit card the consular fees for passports, visas and certificates (hereinafter referred to as "the consular fees"). Of the consular fees, those for passports issued in Japan (by the local passport office) are to be paid to the national coffers (the Ministry of Foreign Affairs) and the relevant local coffers (the prefectural government), and those for passports, visas and certificates issued outside Japan (by the relevant overseas diplomatic establishment) are to be paid to the national coffers (the Ministry of Foreign Affairs). The amount of the consular fees will be displayed in the Confirmation of Submitted Information screen, which appears after you agree to the items set forth herein.

In the procedure described herein, the user entrusts the Company, which is a payments agent designated by the Minister of Foreign Affairs, with the payment of the consular fees, with the payment of the consular fees (as a payments agent).

Payment methods: Credit card (VISA, Mastercard, JCB, American Express, Diners Club)

Handling of personal information

For the handling of personal information, see "Privacy policy" at the bottom of this page. Read and agree to the policy before performing the procedure. When the user clicks the "I agree" button, the Company considers that the user agrees to the privacy policy.

I have read all the items noted above

I agree

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1 2 3 4 5

Japanese  
# English

Confirmation of Submitted Information

Review your application details.

Payment ID	12023072600000000010
Receipt number	GPHRYCKEIN001
Type of application	Passport (10 years)
Date of receipt (year/month/day)	2023/12/1
Payment due date (year/month/day)	2023/12/1
Payment amount	JPY 16,000

Back Enter Card Information

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1

Read the "Notes on use," check "I have read all the items noted above," and click or press **I agree**.

### Memo

The display language can be changed using the pulldown menu at the top right of the screen.

2

Check the details of your application, and click or press **Enter Card Information**.

### Memo

The display language can be changed with the radio button at the top right of the screen. The selected language will be applied to all subsequent screens.

## Pay by credit card (2/2)

Card number (Required)  (In single-byte numbers without a hyphen)

Expiration date (Required)  /  /  Year

Name on card (Required)   
(In single-byte alphabetical characters)

CVV (Required)  (In single-byte numbers)

Email (Required)   
(In single-byte alphanumeric characters and symbols)

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1 2 3 4 5

Confirmation of Payment

The following card details will be registered.

Payment ID	12023070400000000010
Receipt number	GMRECKR0001
Type of application	Passport (10 years)
Date of receipt (year/month/day)	2023/12/15
Payment due date (year/month/day)	2023/12/15
Payment amount	JPY 16,000
Card number	**** * 0000

The payment currency for the procedure on this page is Japanese yen.  
When paying with a credit card issued outside of Japan, the fee may be converted into the currency specified by the credit card company before being charged. One of the following items will be shown on your credit card statement.  
外貨決済手数料、  
JPN VISA OR CONSULAR FEE.

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1 2 3 4 5

Payment Information Submitted

The following card details have been registered.

At this point, payment has not yet been settled. The payment will be settled in exchange for the issuance of visa, passport, certificate or other documents. Please wait for a while until the document is issued.

The payment currency for the procedure on this page is Japanese yen.  
When paying with a credit card issued outside of Japan, the fee may be converted into the currency specified by the credit card company before being charged. One of the following items will be shown on your credit card statement.  
外貨決済手数料、  
JPN VISA OR CONSULAR FEE.

Payment ID	12023067000000000010
Receipt number	GMRECKR0001
Type of application	Passport (10 years)
Date of receipt (year/month/day)	2023/12/15
Payment due date (year/month/day)	2023/12/15
Payment amount	JPY 16,000
Card number	**** * 0000

Confirm the above information and then close this window.

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3

Enter the credit card information for payment, and click or press **Confirm**.

### Memo

If you receive an error message, there is an error in the information entered. Check the details and enter the correct information.

4

Check the information on the screen and click or press **Submit**.

### ! Important

After you submit, an identity authentication screen may appear. Please follow the instructions to authenticate your identity.

5

The Payment Information Submitted screen will appear. Check the information shown on the screen and close the window.

## Change the credit card (1/2)

This can be done when you have completed the credit card payment procedure. You can change the credit card used for payment after completing the [Pay by credit card](#) procedure and before the passport, eVISA, or ID certificate is issued.

If you haven't made a credit card payment yet, please refer to [Pay by credit card](#).

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1 2 3 4 5

English

Notes on use

This page is run by NTT DATA JAPAN CORPORATION (hereinafter referred to as "the Company") and used exclusively to pay by credit card the consular fees for passports, visas and certificates (hereinafter referred to as "the consular fees"), or the consular fees, those for passports issued in Japan (by the local passport office) are to be paid to the national offices (the Ministry of Foreign Affairs) and the relevant local offices (the prefectural government), and those for passports, visa and certificates issued outside Japan (by the relevant overseas diplomatic establishment) are to be paid to the national offices (the Ministry of Foreign Affairs). The amount of the consular fees will be displayed in the Confirmation of Submitted Information screen, which appears after you agree to the items set forth here.

In the procedure described herein, the user entrusts the Company, which is a payments agent designated by the Minister of Foreign Affairs, with the handling of the consular fees (payment).

Accepted credit cards: VISA, Mastercard, JCB, American Express, Diners Club

VISA Mastercard JCB American Express Diners Club

Handling of personal information

For the handling of personal information, see "Privacy policy" at the bottom of this page. Read and agree to the policy before performing the procedure. When the user clicks the "I agree" button, the Company considers that the user agrees to the privacy policy.

I have read all the items noted above.

I agree

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1 2 3 4 5

Japanese English

Confirmation of Submitted Information

The credit card to be used for payment has already been registered.

To change the credit card to be used for payment, click the "Edit card information" button.

Payment ID	1202307260000000010
Receipt number	QHRVOKEN001
Type of application	Passport (10 years)
Date of receipt (year/month/day)	2023/12/1
Payment due date (year/month/day)	2023/12/1
Payment amount	JPY 16,000
Card number	**** * 0000

Back Edit card information

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1

Read the "Notes on use," check "I have read all the items noted above," and click or press **I agree**.

### Memo

The display language can be changed from the pulldown menu at the top right of the screen.

2

Check the details and click or press **Edit card information**.

### Memo

The display language can be changed with the radio button at the top right of the screen. The selected language will be applied to all subsequent screens.

## Change the credit card (2/2)

Card number (Required)  (In single-byte numbers without a hyphen)

Expiration date (Required)  /  /  Year

Name on card (Required)  (In single-byte alphabetical characters)

CVV (Required)  (In single-byte numbers)

Email (Required)  (In single-byte alphanumeric characters and symbols)

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3

Enter the new credit card information to be used for payment and click or press **Confirm**.

### Memo

If you receive an error message, there is an error in the information entered. Check the details and enter the correct information.



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1 2 3 4 5

Confirmation of Payment

The following card details will be registered.

Payment ID	138236708000000000
Receipt number	GMRECKR0001
Type of application	Passport (10 years)
Date of receipt (year/month/day)	2023/12/1
Payment due date (year/month/day)	2023/12/1
Payment amount	JPY 16,000
Card number	**** * 0000

The payment currency for the procedure on this page is Japanese yen. When paying with a credit card issued outside of Japan, the fee may be converted into the currency specified by the credit card company before being charged. One of the following items will be shown on your credit card statement.  
片取手数料等印税。  
JPN VISA OR CONSULAR FEE.

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4

Check the information on the screen and click or press **Submit**.

### ! Important

After you submit, an identity authentication screen may appear. Please follow the instructions on the screen to authenticate your identity.



KOKO PASS

1 2 3 4 5

Payment Information Submitted

The following card details have been registered.

At this point, payment has not yet been settled. The payment will be settled in exchange for the issuance of visa, passport, certificate or other documents. Please wait for a while until the document is issued.

The payment currency for the procedure on this page is Japanese yen. When paying with a credit card issued outside of Japan, the fee may be converted into the currency specified by the credit card company before being charged. One of the following items will be shown on your credit card statement.  
片取手数料等印税。  
JPN VISA OR CONSULAR FEE.

Payment ID	138236708000000000
Receipt number	GMRECKR0001
Type of application	Passport (10 years)
Date of receipt (year/month/day)	2023/12/1
Payment due date (year/month/day)	2023/12/1
Payment amount	JPY 16,000
Card number	**** * 0000

Confirm the above information and then close this window.

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5

The Payment Information Submitted screen will appear.

Check the information shown and close the window.

## Check payment details (1/1)

After two days of receiving the delivery, you can check the status and details by accessing the specified URL.

KOKO PASS

1 2 3 4 5

お支払手続登録完了  
Payment Information Submitted

以下の内容でお支払手続が完了しました。  
The payment process has been completed with the following details.

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クレジットカード利用明細には、以下のいずれかが表示されます。  
外貨振替券証券号手数料  
JPN VISA OR CONSULAR FEE  
The payment currency for the procedure on this page is Japanese yen.  
When paying with a credit card issued outside of Japan, the fee may be converted into the currency specified by the credit card company before being charged. One of the following items will be shown on your credit card statement.  
外貨振替券証券号手数料  
JPN VISA OR CONSULAR FEE

決済ID Payment ID	1202307260000000010
受理番号 Receipt number	GMRYCKEN001
申請名 Type of application	一時滞在 (10年) Passport (10 years)
申請受付日 (年/月/日) Date of receipt (year/month/day)	2023*12*1
お支払期限 (年/月/日) Payment due date (year/month/day)	2023*12*1
お支払金額 Payment amount	16,000円 JPY 16,000

上記の内容を確認した後、この画面を閉じてください。  
Confirm the above information and then close this window.

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1

The “Payment Information Submitted” screen will appear.

Check the information shown and close the window.

### ! Important

Please note that this function will be only available 30 days after the payment due date.