



## 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](mailto: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

19,800 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](mailto: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

19,800 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.

#### IMS Legal Professional Corporation

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