

Country name **Costa Rica**

〒 106-0031 港区西麻布 4 丁目 12-24
第 38 興和ビルディング 9 階 901 号室
TEL : 03-3486-1812

What are the required documents for re-issuance of passport ? Are required documents will be differ in case of a minor ?

Required Documents For Adults	Required Documents For Minors
<ul style="list-style-type: none">• A valid Costa Rica National Identification Card• Police report of lost or stolen passport(should be translated in Spanish)• A letter addressed to the Consular office Requesting invalidity of the lost or stolen Passport and re-issuance of a new one	<ul style="list-style-type: none">• Birth Certificate• Police report of lost or stolen passport(should be translated in Spanish)• Parental authorization letter

How much is the processing fee ?

\$144

Copied application form can be use ?

No. The application form is distributed at the consular office and is directly given to the applicant.

How many days would it take to process ? Is there a notice ? Date is designated ?

The applicant will be notified the moment permission from the home country has come , within a month. But sometimes depends on the situation.

Can a representative apply for re-issuance of new passport ? What conditions ? Is there a need to present a power of attorney or authorization letter ?

No. The person has to come himself.

Can a representative receive the re-issued passport ? Is there a need to present a power of attorney or authorization letter ?

No. The person has to come himself.

Date and time of application and releasing

Application can be made from Monday to Friday 10:00A.M.-3:00P.M

※ Applicant is requested to call before going to the embassy or to write an email to embajadacostarica.japon@gmail.com.

Are there differences on the required documents for lost passport and stolen passport ?

Nothing in particular.

If in case there are few days left before the date of departure, can a travel document be issued in replace for new passport ? Or can a re-issuance of new passport be expedited ?
If it is possible, how fast would you be able to re-issue a new passport ?

Yes , travel document (Safe-conduct only for Costa Rica) can be issued but the time of processing is the same as re-issuance of new passport.

Aside from Tokyo, is there any other place in Japan where you process a re-issuance of passport ?

Only in Tokyo.

If there are any other place where you process a re-issuance of passport, are the required documents, number of days and time of receiving, the same as in Tokyo ?