

Preparing Application Documents

A practical checklist for originals, copies, translations and certificates

English · Japanese · Korean | Korea and Japan

LANGLOBE · langlobe.org | 2026

Information checked 16 October 2026; not regularly updated. Requirements vary by receiving authority, procedure and document type.

The document-readiness checklist

Check	What to record or verify
▣ Purpose & office	Procedure / responsible office / exact official checklist URL / date checked
▣ Identity details	Name spelling, previous names, date of birth, identification numbers; consistency across records
▣ Issuer	Issuing institution; whether the receiving office recognises it
▣ Document version	Full or extract; detailed or summary certificate; original language
▣ Age / validity	Issue date, expiration date if any, permitted document age; distinguish these
▣ Original / copy	Original required? Photocopy? Certified true copy? Return of original?
▣ Translation	Target language, translator requirements, full translation of stamps and annotations
▣ Authentication	None / notarisation / apostille / consular legalisation; exact document and destination
▣ Format	Paper / upload; colour/black-and-white; page size; single/double-sided; PDF limits
▣ Submission evidence	Appointment, receipt, tracking number, upload confirmation, reference number
▣ After submission	Possible supplementary request, decision/contact channel, retrieval of original

Tip: a passport copy, a registry extract and a translated certificate may each have different requirements. Do not treat “documents” as one uniform category.

Similar words that carry different requirements

English	日本語	한국어
Original	原本（げんぼん）	원본
Photocopy	写し（うつし）／コピー	사본
Certified copy	認証された写し（にんしょうされたうつし）	인증 사본
Translation	翻訳文（ほんやくぶん）	번역문
Notarisation	公証（こうしょう）	공증
Apostille	アポステイーユ	아포스티유
Consular legalisation	領事認証（りょうじにんしょう）	영사확인
Issue date	発行日（はっこうび）	발급일
Expiration date	有効期限（ゆうこうきげん）	유효기간
Supplementary documents	追加資料（ついかしりょう）	추가서류
Receipt of application	受理（じゅり）／受付（うけつけ）	수리/접수

Ready-to-use questions — English / Japanese / Korean

01 Could you confirm the exact document name required for this application?

この申請（しんせい）に必要な（ひつよう）な書類（しよるい）の正式名称（せいしきめいしょう）を教（おし）えていただけますか。

이 신청에 필요한 서류의 정확한 명칭을 알려 주시겠습니까?

02 Does the certificate need to be issued within the last three months?

この証明書（しょうめいしょ）は発行後（はっこうご）3か月以内（いない）のものが必要（ひつよう）ですか。

이 증명서는 발급 후 3개월 이내의 것이어야 하나요?

03 Will a scanned copy be accepted, or do you require the original?

スキャンした写し（うつし）で受理（じゅり）されますか。それとも原本（げんぽん）が必要（ひつよう）ですか。

스캔본도 접수되나요, 아니면 원본이 필요한가요?

04 May I use a translation that I prepared myself?

自分（じぶん）で作成（さくせい）した翻訳文（ほんやくぶん）でも提出（ていしゅつ）できますか。

제가 직접 번역한 문서도 제출할 수 있나요?

05 Must the translator sign or provide their contact details?

翻訳者（ほんやくしゃ）の署名（しょめい）や連絡先（れんらくさき）は必要（ひつよう）ですか。

번역자의 서명이나 연락처가 필요한가요?

06 Is an apostille required for this particular document?

この書類（しよるい）にはアポスティーユが必要（ひつよう）ですか。

이 서류에는 아포스티유가 필요한가요?

07 Do you require notarisation in addition to the translation?

翻訳文（ほんやくぶん）に加（くわ）えて公証（こうしょう）も必要（ひつよう）ですか。

번역문 외에 공증도 필요한가요?

08 If I submit the original, can it be returned to me?

原本（げんぽん）を提出（ていしゅつ）した場合（ばあい）、返却（へんきやく）していただけますか。

원본을 제출하면 돌려받을 수 있나요?

09 Could you explain the difference between the issue date and the submission deadline?

発行日（はっこうび）と提出期限（ていしゅつぎげん）の違（ちが）いを確認（かくにん）させてください。

발급일과 제출기한의 차이를 확인하고 싶습니다.

10 Is there a document checklist for my specific application category?

私（わたし）の申請区分（しんせいくぶん）に対応（たいおう）する必要書類一覧（ひつようしよるいいちらん）はありますか。

제 신청 유형에 해당하는 구비서류 목록이 있나요?

11 Does the translation need to include stamps, seals and handwritten notes?

翻訳（ほんやく）には印影（いんえい）や手書（てが）きの記載（きさい）も含（ふく）める必要（ひつよう）がありますか。

번역에 직인과 손글씨 기재사항도 포함해야 하나요?

12 May I submit the missing document later, and if so, by what deadline?

不足書類（ふそくしょるい）を後日（ごじつ）提出（ていしゅつ）できますか。可能（かのう）なら期限（きげん）はいつですか。

누락된 서류를 추후 제출할 수 있나요? 가능하다면 기한은 언제인가요?

13 What evidence will I receive that my application was accepted for processing?

申請（しんせい）が正式（せいしき）に受け付けられたことを示（しめ）す控（ひか）えは発行（はっこう）されますか。

신청이 정식으로 접수되었다는 증빙을 받을 수 있나요?

14 Is an electronic certificate acceptable instead of a paper certificate?

紙（かみ）の証明書（しょうめいしょ）の代（か）わりに電子証明書（でんししょうめいしょ）を提出（ていしゅつ）できますか。

종이 증명서 대신 전자증명서를 제출할 수 있나요?

15 Could you send the requirements in writing or point me to the official page?

必要書類（ひつようしょるい）の条件（じょうけん）を文書（ぶんしょ）または公式（こうしき）ページで確認（かくにん）できますか。

구비서류 조건을 문서나 공식 페이지로 확인할 수 있을까요?

16 I cannot obtain this certificate safely or in time. Is an alternative available?

この証明書（しょうめいしょ）を安全（あんぜん）に、または期限内（きげんない）に取得（しゅとく）できません。代替書類（だいたいしょるい）は認（みと）められますか。

이 증명서를 안전하게 또는 기한 내 발급받기 어렵습니다. 대체서류가 인정되나요?

Short inquiry email (edit the brackets)

Subject: Confirmation of supporting-document requirements — [application / reference number]

件名：添付書類の要件確認 — [申請名／受付番号]

제목: 첨부서류 요건 확인 — [신청명 / 접수번호]

Dear [office/team],

I am preparing an application for [procedure] and would like to confirm the requirements for [document name], issued by [country/authority]. Could you please confirm (1) whether an original or copy is required, (2) the acceptable issue date, (3) translation and translator requirements, (4) whether notarisation or an apostille is needed, and (5) whether the original can be returned? If there is an official checklist for this case, I would appreciate the link.

Thank you.

[担当部署／ご担当者様]

[手続名]の申請を準備しており、[国／発行機関]が発行した[書類名]の提出要件について確認したく、ご連絡いたしました。①原本と写しのどちらが必要か、②認められる発行日の範囲、③翻訳文および翻訳者に関する要件、④公証またはアポスティーユの要否、⑤原本の返却が可能か、をご教示いただけますでしょうか。今回の手続に適用される正式な書類一覧があれば、リンクもお知らせいただけますと幸いです。

よろしく願いいたします。

[담당 부서 / 담당자]께

[절차명] 신청을 준비 중이며, [국가 / 발급기관]에서 발급한 [서류명]의 제출 요건을 확인하고자 연락드립니다. ① 원본과 사본 중 무엇이 필요한지, ② 인정되는 발급일 범위, ③ 번역문과 번역자 관련 요건, ④ 공증 또는 아포스티유가 필요한지, ⑤ 원본을 돌려받을 수 있는지

확인 부탁드립니다. 이 절차에 적용되는 공식 구비서류 목록이 있다면 링크도 알려주시면 감사하겠습니다.
감사합니다.

Sources and scope

Reference date: 16 October 2026. These sources illustrate procedure-specific requirements, not universal rules. Verify the receiving office's most recent notice before relying on any requirement.

Immigration Services Agency of Japan, Examination Q&A (foreign-language documents, translation and signature)

https://www.moj.go.jp/isa/applications/guide/kanri_qa.html

Immigration Services Agency of Japan, example residence-status document guidance (issue date, originals)

<https://www.moj.go.jp/isa/applications/legalaccountingservices.html>

Ministry of Foreign Affairs of Japan, Authentication / Apostille (updated 2026)

https://www.mofa.go.jp/ca/cs/page22e_000417.html

Ministry of Foreign Affairs of Japan, Certification procedures

https://www.mofa.go.jp/ca/cs/page22e_000416.html

Scope note: independent multilingual reference and question templates; not an official checklist or a substitute for the receiving authority's instructions. The phrases are original examples. No reproduced official forms are included.