[The Embassy of XX/The Ministry of Foreign Affairs of XX/International Organization’s Name] hereby notifies [the Ministry of Foreign Affairs of Japan/the Embassy of Japan in XX] that the following [official of Embassy etc.] will enter/re-enter Japan on [Month, Date, Year]. The details of arrival are as follows.

* Name:
* Title:
* Departing from XX (via YY (if any))
* Landing at XXX Airport
* Flight Information:
* Estimated Arrival Time:
* Landing Date:
* Type of Passport:
* Type of Visa/resident permit:
* Affiliation: (if any)

In view of Japan’s current COVID-19-related border control measures and following the guidance dated 23 Mar. 2020, issued by the Ministry of Foreign Affairs of Japan on the Request for cooperation on enhanced quarantine measures, [the Embassy/the Ministry/International Organization’s Name] hereby gives its consent to [Mr.Ms XXX] taking the following measures on a voluntary basis in connection with his/her entry into Japan:

* The holder will obtain a certificate of negative result of COVID-19 test conducted within 72 hours prior to departure or a valid vaccination certificate and present it to a quarantine officer or immigration inspector upon request;
* If the holder comes from China (including Macau, excluding Hong Kong) by direct flight, he/she will obtain a certificate of negative result of COVID-19 test conducted within 72 hours prior to departure with or without a valid vaccination certificate;
* The holder will present a valid vaccination certificate written in English and/or Japanese (if original certificate is in other language, translation in English or Japanese is required).
* If the holder have stayed in China (excluding Hong Kong and Macau) within 7 days of the arrival date, and/or comes from China (including Macau, excluding Hong Kong) by direct flight, he/she will take COVID-19 test upon arrival and [his/her] health conditions may be monitored by Japanese health authorities through medical examinations;
* Pending the result of COVID-19 test, the holder will await the result at [Airport / his/her residence (Name of the location and address), diplomatic facilities (Name of the location and address))];
* In the event that the result is positive while the holder waits at the airport, he/she agrees to quarantine at specific accommodation facilities designated by the Chief of the Quarantine Station;
* The holder will not use public transportation from the Japanese port of arrival to his/her residence or diplomatic facility nor use any public facilities in Japan while when he/she does not wait the result of COVID-19 test at the airport;
* In case of the holder feels unwell, or if the result of any COVID-19 test is positive, he/she may, upon instruction, be isolated or detained.　In any case, he/she respects such instructions;

[The Embassy/The Ministry/International Organization’s Name] expresses its deep appreciation to [the Ministry of Foreign Affairs of Japan/the Embassy of Japan in XX] for its cooperation and assistance in this matter.

Month, Date, Year