

After the closure of the Ghana's Honorary Consulate General in Singapore in February 2017 all individuals and organizations in Singapore seeking information on Ghana visa, passport and other consular services must contact the Ghana Embassy in Tokyo until further notice.

CONTACT INFORMATION OF GHANA EMBASSY IN TOKYO

(a) Address:

1-5-21 Nishi-Azabu, Minato-Ku, Tokyo 106-0031.

(b) Telephone Contacts:

Tel: 81-03-5410-8631/3

Fax: 81-03-5410-8635

(c) Consular Officer's telephone/Fax: 81-03-5410-8637

E-mail: mission@ghanaembassy.or.jp.

consular@ghanaembassy.or.jp

(c) Working Hours:

Mondays to Fridays 10:00am - 12:30pm

1:30pm - 5:00pm

VISA Information

1. Visitor entering Ghana must possess a valid passport and valid visa/permit, except nationals of ECOWAS member states and other countries with which the Government of Ghana has specific bilateral agreements.

For Exempted Countries [click here](#)

2. Visa may be granted for Single or Multiple entries. Multiple entry visa/permit holder has unlimited entry into Ghana within the period indicated in the visa. The duration of stay in Ghana of the visa/permit holder will be determined by the endorsement of the Ghana Immigration Authorities at the port of entry.
3. Visa is valid for a period of three (3) months from the date of issue. If the holder does not enter Ghana within three (3) months the visa becomes invalid.

4. Emergency entry Visa/Visa on arrival:

The Immigration Service has introduced this visa policy to cater for visitors who travel at short notice from countries where Ghana has no Mission or consulate. An application from the host stating where the traveler is coming from(if the host is a company or organization it must be on letter head) where the traveler will stay in Ghana, how he/she is entering Ghana, how long will he/she stay in Ghana and the copy of the bio-data page of his/her passport. The visa cost USD\$150.

Application for extension of stay in Ghana must be made to the Director of the Ghana Immigration Service. For further information, check the Ghana Immigration website:

<http://www.ghanaimmigration.org>

International Certificate of Vaccination for Yellow Fever

All visitors to Ghana must provide valid **International Certificate of Vaccination for Yellow Fever**. The certificate will be inspected during the processing of the visa application. An applicant who for medical reasons cannot obtain the vaccination certificate must submit a medical certificate from a doctor.

Fees/ Methods of Payment

Single-entry visa ¥9,440

Multiple-entry visa ¥11,000

Payment can be made by cash, Bank Draft or Bank transfer. Where payment is to be made by Bank Draft, an additional **¥5,000** (Five thousand yen) is required to cover the bank charges.

The evidence of payment of visa fee must accompany your application and is not refunded if the application is unsuccessful.

Details of the Embassy's Bank Account:

Account Name: GHANA EMBASSY

Bank Name : MITSUBISHI UFJ BANK, TOKYO

Account Number: 0450514746

Swift Code : BOTKJPJT

Branch : ROPPONGI BRANCH, TOKYO

How to Apply

Before commencing on your visa application read the instructions on the visa application form carefully. Submitting incomplete visa application form or providing inaccurate information on the application form might lead to delay or refusal of granting the visa.

Applicants residing in Singapore must apply for the visa by post. For avoidance of delays that will affect your travel plans, applicants are strongly advised to submit their visa applications ten (10) days prior to their departure for Ghana.

- A. *A soft copy of the completed visa application form and other relevant documents should be forwarded as an attachment to the Consular Section's email consular@ghanaembassy.or.jp for necessary action to be taken prior to receiving the actual and original copies (two sets)*
- B. *Application by post must be enclosed with a Self-Addressed Pre-paid Envelope or arrangements should be made by the applicant with a courier service for the return of the passport.*

[Click here for Visa Application Forms \(in PDF\)](#)

IMPORTANT IMMIGRATION NOTICE

Visitors to Ghana must note that, possession of entry visa does not give the right of entry. Visitors may be refused entry into Ghana if they do not satisfy immigration requirements at the port of entry. The Government of Ghana will not be financially liable for their repatriation.

Passports, Travel Certificate and other Consular Services

A request for passport together with receipt for payment must be forwarded to this Embassy in Tokyo. Upon receipt, passport application form will be forwarded to the applicant for completion and return.

- a. **RENEWAL OF EXPIRED BIOMETRIC PASSPORT COST ¥28,000.** Submit a completed application form, four (4) passport-sized photographs (Taken full face, and recently) and Old passport for examination and cancellation. The old passport will be returned together with the new passport.
- b. **FIRST TIME OR RENEWAL OF EXPIRED NON-BIOMETRIC PASSPORT, COST ¥27,400.** Submit a completed application form, four (4) passport-sized photographs (Taken full face, and recently) and old passport for examination and cancellation. The old passport will be returned together with the new passport.
- c. **REPLACE LOST/DAMAGE NON-BIOMETRIC PASSPORT, COST ¥46,800.** Submit a completed application form, four (4) passport-sized photographs (Taken full face, and recently) photocopy of lost/damaged passport if available, original birth certificate, original Police Report.
- d. **REPLACE LOST/DAMAGE BIOMETRIC PASSPORT, cost ¥28,000.**
Submit a completed application form, four (4) passport-sized photographs (Taken full face, and recently) photocopy of lost/damaged passport if available, original birth certificate and original Police Report.
- e. **FOR A CHILD BORN IN SINGAPORE, non-biometric passport, cost ¥27,400,**
Submit a completed application form, four (4) passport-sized photographs of the child (Taken full face, and recently) original birth certificate and a copy of the data page of the Ghanaian parent's passport.
- f. **CERTIFICATE OF IDENTITY, cost ¥8,000.** Also called "Travel Certificate" is an emergency travel document issued only to Ghanaians who are not in possession of Ghana Passports for travel to Ghana. Travel Certificate is usually valid for three (3) months from the date of issue and for a single journey only. The application form ([click here, in PDF](#)) must be completed and submitted with evidence of Ghanaian citizenship such as photocopy of passport, birth certificate, voter's ID card or affidavit and two (2) passport size photographs. In some cases the applicant will be interviewed by the Consular Officer.

CERTIFICATION /AUTHENTICATION OF DOCUMENTS

A request for certification/authentication must be forwarded to this Embassy together with receipt of payment.

The cost for this service is ¥6,000 per document.

METHODS OF PAYMENT

Payment can be made by cash, Bank Draft or Bank transfer. Where payment is to be made by Bank Draft, an additional **¥5,000** (Five thousand yen) is required to cover the bank charges.

Applicants seeking services that are not listed on this page should contact the Embassy for more information.