

**Rules for Implementation of FPIC Support**

**1 Preliminary Consultation**

**(1) How to Apply**

Reservation is required by telephone, fax or email.

Telephone: 03-3971-3741

Fax: 03-3971-8592

Email: fpic@nyc.odn.ne.jp

Each of the parents shall make an application for a separate interview /consultation.

Hours for Application: 10:00 a.m. - 5:00 p.m. (except on Saturday, Sunday, and National Holidays)

**(2) Contents of Consultation**

Explanation on FPIC Support

Understanding and consideration of both parents on visitation or contact shall be requested.

**(3) Fee**

Each of the parents shall pay ¥6,600 (tax included) in cash after consultation of 1 hour or 1.5 hours.

After JCA(the Japanese Central Authority) decides the commencement of financial support, it is free.

**2 Prerequisites to Commencement of Support**

**(1) You have attended a preliminary consultation as required in the paragraph 1.**

**(2) You have submitted a copy of "Application for Support of Visitation or Contact Supporting Institution", which you submitted to the Minister of Foreign Affairs, to FPIC.**

**(3) You have submitted to FPIC "Written Confirmation Concerning Visitation or Contact" as specified by FPIC.**

**3 Commencement of Support**

**(1) Scheduling (How to set dates of implementation)**

① The support is extended for 4 visitations at maximum.

② A parent living separately shall communicate with FPIC at least one month

before the planned duration of stay in Japan. The parent living together with the child shall propose possible dates within the planned duration to FPIC. Then, FPIC shall set the dates of implementation and notify of the dates to the parent living separately and the parent living together with the child.

- ③ In case the parent living separately is already staying in Japan, earlier scheduling shall be requested to FPIC.

In case where conditions on the side of the parent living together or FPIC supporter or on the securing of the implementation place, etc. are met, implementation dates may be set even within a month as an exception regardless of the provision of the previous item.

## **(2) Implementation Method (Implementation Hours, Place)**

- ① The Supporter-Accompany Type (FPIC supporter to accompany during the visitation)

The first visitation, basically, is implemented under Supporter -Accompany Type. The allocated time shall be around 2 hours. If, however, the child starts crying or rejecting, it may be terminated even within the allocated time.

The place shall be inside FPIC Office. In case the parent living together with the child has given consent to the terms explicitly stated in "Written Confirmation Concerning Visitation or Contact" specified by FPIC, it may be implemented outside as in a recreation facility for children, etc. It shall not be implemented in the parent residence, in an acquaintance's residence or in a place where the parent living separately is staying.

- ② Consignment Type (FPIC supporter to hand-over and pick-up child to and from the parent living separately)

From 2 hours to overnight for one set date. Specific hours, place of visitation, participants, etc. shall be explicitly stated in advance in "Written Confirmation Concerning Visitation or Contact". The place of hand-over shall be inside FPIC Office. The hours of hand-over shall be from 10:00 a.m. to 4:00 p.m.

- ③ Liaison and Coordination Type (FPIC supporter to liaison and coordinate visitation)

The first visitation shall not be implemented in Liaison and Coordination Type. Only as the second, the third and the fourth visitation this type can be implemented by both parents themselves according to the conditions including date and time, place, participants, etc. coordinated in advance by FPIC supporter.

### **(3) Meeting Method on Implementation Day**

Be punctual on time.

You shall take either Method A or Method B, as specified below, according to the instruction of FPIC supporter.

A: The parent living separately arrives first. He or she arrives at the office or designated place 15 minutes before or earlier than the time of commencing, and waits there. The parent living together with the child makes a telephone call from outside of FPIC Office to FPIC supporter 5 minutes before the commencing time, and follows the instruction.

B: The parent living together with the child arrives first. The sequence in Method A is reversed for the parent living separately and the parent living together with the child.

### **(4) Communication of Change**

In case of a visitation cannot be implemented as scheduled due to a sudden change of situation including indisposition of the child or irregularity in air flights, etc. communicate with FPIC supporter as soon as possible.

As long as there is no communication of change, it shall be implemented as scheduled.

FPIC will not take any responsibility even if a visitation cannot be implemented due to indisposition of the child, etc. after the parent living separately arrives in Japan.

### **(5) Substitute Implementation**

Unimplemented set dates can be substituted up to other 4 visitations.

## **4 Participation of the parent living together with the child in a visitation or contact of The Supporter -Accompany Type**

The parent living together with the child shall not be allowed to participate in a visitation or contact, except with a baby or little child, unless FPIC supporter requests or gives permission to do so. The waiting place of the parent living with the child shall be indicated by FPIC supporter.

## **5 Considerations as to the Child's Relaxed Enjoyment of Visitation or Contact**

### **(1) Considerations Expected of the Parent Living Separately**

- ① Be in casual clothes to play with the child.
- ② Avoid an abrupt close contact upon meeting or a hug with the child. Greet the child with a gentle smile, and sit down to lower the eye level to talk with the

child.

- ③ Avoid asking questions as the child may be nervous. He or she may be afraid or feeling as if interrogated.

Wait for spontaneous words from the child.

- ④ Smile and have fun with the child throughout the visitation. Praise and encourage the child.
- ⑤ Make no promise with the child without consent of the parent living together with the child.
- ⑥ Speaking ill of the parent living together with the child shall be strictly prohibited. Do not talk about the past when the parents were living together, either.
- ⑦ During the visitation, drinking alcohol beverage or smoking shall be prohibited. Participating in the visitation under the influence of alcohol or drug is also prohibited.
- ⑧ Don't directly visit the child or the parent living together, or communicate with them other than the set dates.

## **(2) Considerations Expected of the Parent Living Together with the Child**

- ① Tell the child that he or she is to have visitation with the parent living separately based on agreement of both parents. Let the child know the face of the parent living separately in advance by showing a photo, etc. if possible.
- ② Don't make the child have any taboos.
- ③ Don't be inquisitive with the child after the visitation. The child must be very tired after the visitation whether it was a success or a failure.

## **(3) Considerations Expected of Both Parents**

- ① Don't communicate between each other parent without permission of FPIC supporter.
- ② Success is not guaranteed from the beginning. Don't give up. Don't hurry. Do it without making a fuss.
- ③ Live up to the role of father or mother. Try to be friendly parents.

## **6 Gifts**

- ① As for giving gifts to the child for special occasions such as birthday, consult FPIC supporter in advance.
- ② Bring back any articles you have brought in without prior consultation in case of The Supporter-Accompany Type visitation.

**7 Communications Devices such as Camera or Mobile Phone ( in case of support in The Supporter-Accompany Type)**

- ① You may take several shots of photograph as long as the child don't mind it. To publicize the photos you have taken or to use them in trials, etc. is prohibited. Audio or video recording is also prohibited.
- ① Don't let the child have communications on mobile phone, etc. with anybody outside during the visitation.
- ② Don't use a smart phone, etc. as a toy.

**8 Suspension of Support**

If any serious violation against the rule mentioned in the previous paragraphs is found or if any of the following incidents occurs, all the support shall be suspended and any support in the future shall not be provided.

- ① Removal or attempt at removal
- ② Violence against people or physical objects, verbal abuse or coercion
- ③ Carrying in hazardous materials such as knives, guns or chemicals
- ④ Emerging around the residence of the child and the parent living together, his or her school or nursing school, etc.

## Written Confirmation Concerning Visitation or Contact

Messrs. Public Service Corporation: Family Problems Information Center (FPIC)

I hereby submit the contents of agreement reached by both parents by filling or encircling the relevant fields, as I acknowledge that the support for visitation or contact is only for the 4 set visitations according to Hague Convention.

Name	Date of birth	( )yrs old	Male Female
Child's Name	Date of birth	( )yrs old	Male Female
Name	Date of birth	( )yrs old	Male Female
	The First Visitation	The Second Visitation	Remarks
Method of Support	Supporter-Accompany Consignment	Supporter-Accompany Consignment Liaison and Coordination	
Hours of Visitation	2 Hours	2 Hours ( )	
Accommodation	No	No Yes ( )	
Place	in FPIC Office Outside ( )	in FPIC Office Outside ( )	
Participants	Parent Living Together with the Child (No Attend /Attend)	Parent Living Together with the Child (No Attend / Attend) Others (Grandfather/Grandmother /Brothers/Sisters)	
Gifts	No Yes ( )	No Yes ( )	
Interpreter	Needed (Self pay / Request FPIC)	Needed (Self pay / Request FPIC)	
Language	No need Japanese/English/others	No need Japanese/English/others	
Others			

	The Third Visitation	The Forth Visitation	Remarks
Method of Support	Supporter-Accompany Consignment Liaison and Coordination	Supporter-Accompany Consignment Liaison and Coordination	
Hours of Visitation	2 Hours ( )	2 Hours ( )	
Accommodation	No Yes( )	No Yes ( )	
Place	in FPIC Office Outside ( )	in FPIC Office Outside ( )	
Participants	Parent Living Together with the Child (No Attend /Attend) Others (Grandfather/Grandmother /Brothers/Sisters)	Parent Living Together with the Child (No Attend / Attend) Others (Grandfather/Grandmother /Brothers/Sisters)	
Gifts	No Yes ( )	No Yes ( )	
Interpreter	Needed (Self pay / Request FPIC)	Needed (Self pay / Request FPIC)	
Language	No need Japanese/English/others	No need Japanese/English/others	
Others			

2 Both parents shall comply with "Rules for Implementation of FPIC Support" which was specified with due considerations on welfare of children, and shall follow guidance and advice given by FPIC supporter for any matters not prescribed in the said Rules.

I hereby submit the signature to acknowledge and confirm the above.

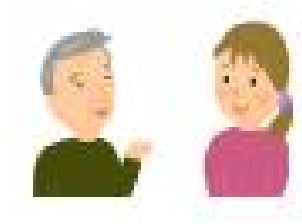
\_\_\_\_\_Month\_\_\_\_\_Date\_\_\_\_\_Year

Item Number of the Ministry of Foreign Affairs \_\_\_\_\_

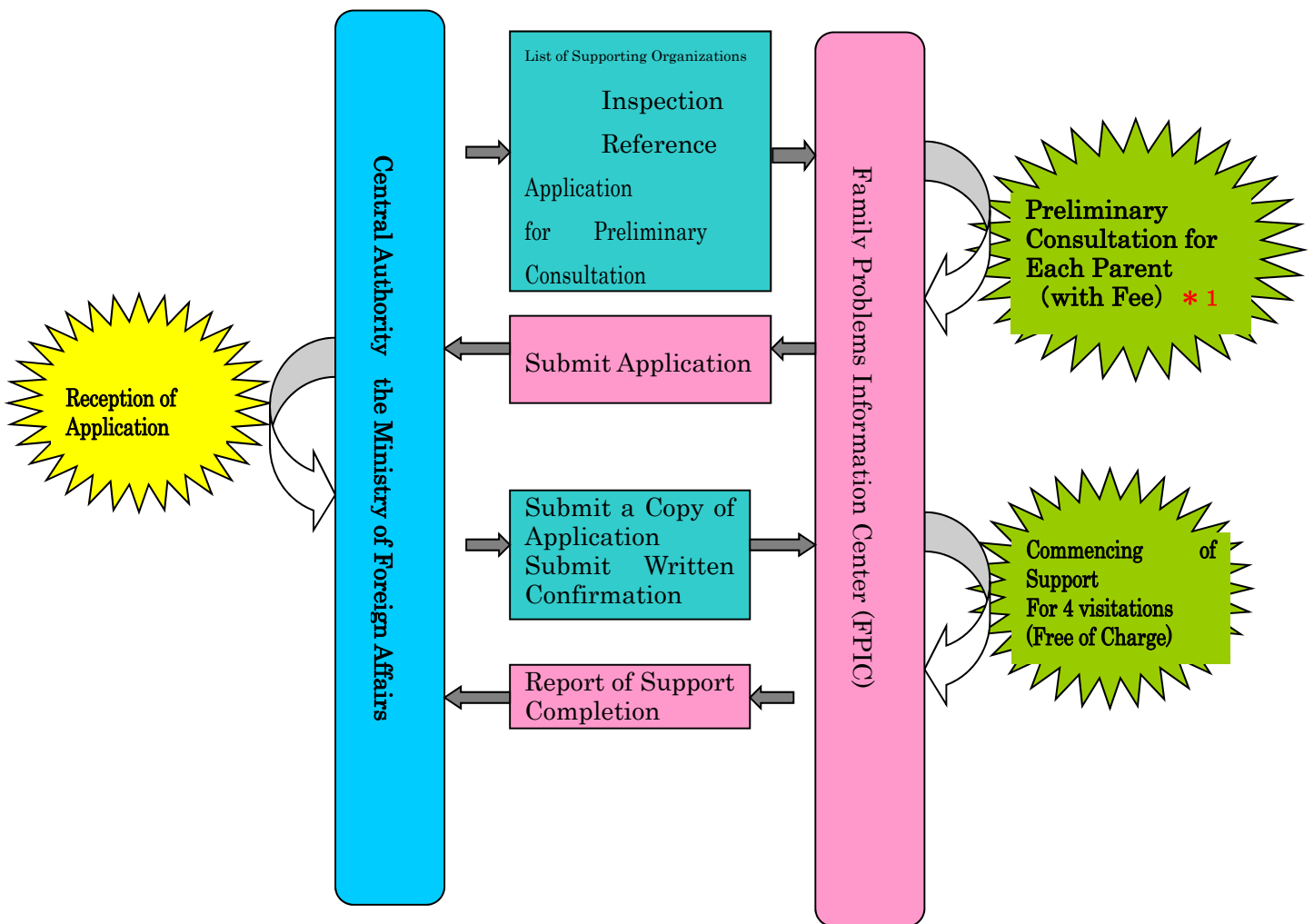
Signature \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email Address \_\_\_\_\_

# Flow of Support for Visitation or Contact by FPIC



Father      Mother



\*1 After JCA decides the commencement of financial support, the fee is free.