

September 24, 2018

The Consulate General of Japan in Atlanta

New entrance requirements for Phipps Tower (Location of the Consulate General of Japan in Atlanta) due to updated security policy.

Beginning **October 1, 2018**, Phipps Tower will require all visitors to the Consulate General of Japan in Atlanta to follow new entrance procedures.

❖ **Visitors Entering Phipps Tower**

- a) All visitors must enter the building and proceed the main lobby reception desk.
- b) Visitors will be required to present **a photo ID issued by a government agency, such as a driver's license or a valid passport.**
- c) An access card will be provided to visitors for use of the elevator to the 8th floor.
- d) After entering the elevator, scan the card to the card reader and press button "8" until the "8" light is on.
- e) The access card must be given to the security officer at the entrance of the Consulate General of Japan.

❖ **Other Important Notes**

- a) With the implementation the above procedures, **all visitors should plan ahead and allow time for this process** when visiting the Consulate General of Japan.
- b) The Consulate General of Japan will not accept any visitors before or after the **Window Service Hours** listed below.
 - Monday - Friday (except Holidays)
 - **9:00am - 12:30pm and 1:30pm - 4:00pm**

Thank you for your cooperation and understanding.