

Public Handbook: Non-Quota Immigrant Visa

Agency: Immigration Bureau, Royal Thai Police

Regulations and conditions (if any) for the application and the consideration

- 1) An alien wishes to leave the Kingdom.
- 2) An alien already has Non-Quota Immigrant Visa, the endorsement, and must re-enter the Kingdom within the endorsement date.

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are completed.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section

Total Time: 180 minutes

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits the TM.22 application form 2) An officer checks the application and documents 3) An officer records in the computer database 4) An officer collects fee and issues receipt	40 mins	-
2)	Consideration 1) An officer stamps visa and collects fingerprints 2) An officer checks the valid date of visa issued	120 mins	-
3)	Signature/ Committee's Resolutions 1) The authorized officer signs on the visa 2) An officer returns the Certificate of Residence	20 mins	-

Lists of Required Documents

No.	Documents and Details	Agency
1)	(1) Passport	-
2)	(1) TM.22 application form	-
3)	(1) Certificate of Alien Identification Note: Issued by police station where the alien resides	-
4)	(1) Certificate of Residence	Immigration Bureau
5)	(1) 4x6 cm. photo of applicant taken within 6 months	-

Fee

No.	Details	Amount
1)	Single	1,900 baht
2)	Multiple	3,800 baht

Complaint Channel/Service Suggestion

No.	Complaint/ Suggestion
1)	Immigration Bureau <i>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120</i>
2)	Any Immigration Office

Form and Sample

No.	Form
1)	TM.22 application form

Note

- Please visit www.immigration.go.th for more information.

Public Handbook: The Application for Replacement of Certificate of Residence (TM.17) - Renew

Agency: Immigration Bureau, Royal Thai Police

Regulations and conditions (if any) for the application and the consideration.

- 1) An alien has Certificate of Residence (TM.15, TM.16) or a Replacement of Certificate of Residence (TM.17) with no space to endorse.
- 2) An alien must re-enter the Kingdom within the date specified in the endorsement.
- 3) An alien must have their name shown in the House Registration (TorRor 14).

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are completed.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section.

Total Time: 4 working days

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits the (TM.20) application 2) An officer checks the application and documents 3) Register in the book and record in the system	40 mins	-
2)	Consideration Proceed to the authorized officer to grant permission	2 Working days	-
3)	Signature/ Committee's Resolutions 1) An officer collects fee and issues receipt 2) The authorized officer signs the Certificate of Residence and seals with authorization stamp 3) An officer gives the Certificate of Residence (TM.17)	35 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport Note: Applicant's passport	-
2)	(1) TM.20 application form	-
3)	(1) Certificate of Alien Identification Note: Issued by the police station where the alien resides	-
4)	(1) Certificate of Residence	Immigration Bureau
5)	(1) House Registration (TorRor 14) and (1) copy Note: Certify true copy by the alien	Department of Provincial Administration
6)	(1) Work Permit	Department of Employment
7)	(5) 4 x 6 cm. photos of the alien taken within six months	-

Fee

No.	Details	Amount
1)	Application fee	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau <i>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178, Suanplu, Bangkok 10120</i>
2)	Any Immigration Office

Form and Sample

No.	Form
1)	TM.20 application form

Note

- Please visit www.immigration.go.th for more information

Public Handbook: The Endorsement

Agency: Immigration Bureau, Royal Thai Police

Regulations and conditions (if any) for the application and the consideration.

- 1) An alien wishes to exit the Kingdom.
- 2) If an alien already has endorsement stamped, he/she must return to the Kingdom within the endorsement date.

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are completed.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section.

Total Time: 180 minutes

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits the TM.13 application form 2) An officer checks the application and documents 3) An officer records in computer database 4) An officer collects fee and issues receipt	40 mins	-
2)	Consideration 1) An officer endorses and collects fingerprints 2) An officer checks the valid date of endorsement	120 mins	-
3)	Signature/ Committee's Resolutions 1) The authorized officer signs on the endorsement 2) An officer returns the Certificate of Residence	20 Mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport	-
2)	(1) TM.13 application form	-
3)	(1) Certificate of Alien Identification Note: Issued by the police station where the alien resides	-
4)	(1) Certificate of Residence	Immigration Bureau
5)	(1) 4x6 cm. photo of applicant taken within 6 months	-

Fee

No.	Details	Amount
1)	Application fee	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint/ Suggestion
1)	Immigration Bureau <i>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120</i>
2)	Any Immigration Office

Form and Sample

No.	Form
1)	TM.13 application form

Note

- Please visit www.immigration.go.th for more information.

หากมีข้อสงสัยเกี่ยวกับเอกสารขอวีซ่า กรุณาเยี่ยมชมเว็บไซต์กรมการกงสุล
www.info.go.th
หรือติดต่อสำนักงานวีซ่า โทร: 21707/2508

Public Handbook: The Application for Replacement of Certificate of Residence (TM.17)-Lost

Agency: Immigration Bureau, Royal Thai police

Regulations and conditions (if any) for the application and the consideration.

- 1) An alien must re-enter the Kingdom within the date specified in the endorsement.
- 2) At least one (1) witness who can testify that a Certificate of Residence is being issued and used by the alien.
- 3) An alien must have their name shown in the House Registration (TorRor 14).

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are completed.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section.

Total Time: 22 working days

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits the TM.20 application form 2) An officer checks the application and documents 3) Register in the book and record in the system 4) An officer interviews the alien	40 mins	-
2)	Consideration Proceed to the authorized officer to grant permission	20 Working days	-
3)	Signature/ Committee's Resolutions 1) An officer collects fee and issues receipt 2) The authorized officer signs <i>Certificate of Residence</i> and seals with authorization stamp 3) An officer gives the Certificate of Residence (TM.17)	35 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport Note: Applicant's passport	-
2)	(1) Identification card and (1) Copy Note: Certify true copy by the witness	Department of Provincial Administration
3)	(1) TM.20 application form	-
4)	(1) Certificate of Alien Identification Note: Issued by the police station where the alien resides	-
5)	(1) House Registration (TorRor 14) and (1) copy	Department of Provincial Administration
6)	(1) House Registration of the witness	Department of Provincial Administration
7)	(1) Police Report Note: Issued by the police station	
8)	(1) Appointment Letter Note: Issued by Transit Sub-Division, Immigration Division 2	Immigration Division 2
9)	(1) Work Permit	Department of Employment
10)	(4) 4 x 6 cm. photos of the alien taken within six months	-

Fee

No.	Details	Amount
1)	Application fee	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau <i>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120</i>
2)	Any Immigration Office

Form and Sample

No.	Form
1)	TM.20 application form

Note

- Please visit www.immigration.go.th for more information

Public Handbook: The Application for Re-Entry Permit into the Kingdom

Agency: Immigration Bureau, Royal Thai Police

Regulations and conditions (if any) for the application and the consideration.

- 1) An alien submit the application in person
- 2) The fee cannot be refund
- 3) An alien must not fall into any categories under Section 12 of the Immigration Act B.E. 2522
- 4) An alien must be granted permission to stay in the Kingdom and having stamped in the valid passport.
- 5) If it appears that an alien is under condition not to exit the Kingdom, The alien has to contact the relative authority for approval before submitting the application.
- 6) In case the officer has any questions pertaining to documents, the officer may request other documents, relevant to his questioning.

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are complete.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides.
If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area</i>	Service time <i>Monday to Friday (except public holiday) 08.30 -16.30 (lunch break from 12.00-13.00)</i>
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Procedures , Time and Responsible Section.

Total Time: 50 minutes

No.	Procedure	Time	Responsible Section
1)	Document Checking 1) An officer receives the TM.8 application form, checks the passport , the TM.8 application form and other related documents 2) Record into the computer database	18 mins.	-
2)	Consideration 1) An officer collects fee and issues receipt. 2) An officer stamps the approval re-entry permit in the passport or travel documents.	15 mins	-
3)	Signature/ Committee's Resolutions 1) The authorized officer checks and signs in the approval re-entry permit stamp. 2) An officer returns the passport or travel documents with the receipt.	17 mins	-

Lists of Required Documents

No.	Documents and details	Authority
1)	(1) Passport and (1) copy Note: (For the copy ,certify true copy the following pages 1) Biodata page 2) Expiry page 3) Personal information amended page (if any) 4) Latest arrival stamped page 5) Extension stamped page (if any)	-
2)	(1) TM.8 application form Note: Include (1) 4x6 cm. photo of the alien taken within 6 months	-
3)	(1) Departure Card (TM.6) and (1) copy Note: Certified true copy by the alien	-
4)	(1) Other related documents and (1) copy (in case the alien is not allowed to exit the Kingdom) Note: Certified true copy by the alien	-

Fee

No.	Details	Amount
1)	Single Re-Entry Permit	1,000 baht
2)	Multiple Re-Entry Permit	3,800 baht

Complaint Channel/Service Suggestion

No.	Complaint / Suggestion
1)	Immigration Bureau 507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 Postbox 1178. Suanplu, Bangkok 10120
2)	Any Immigration Office

Form and Sample

No.	Form
1)	TM.8 application form

Note:

- Please visit www.immigration.go.th for more information.

Public Handbook: The Checking and Correcting of Alien Registration Certificate

Agency: Immigration Bureau, Royal Thai Police

Regulations and conditions (if any) for the application and the consideration

- 1) The checking and correcting of Alien Registration Certificate in the case where the Alien Registration Certificate is incorrect; or change of Nationality.
- 2) An Alien must submit the application in person.

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are completed.

Service Channel

Place of Contact <i>Contact in person at Alien Registration Section, Sub – Division 1, Immigration Division 1, The Government Complex Commemorating His Majesty The King, Chaengwattana road, Bangkok</i>	Service time <i>Monday to Friday (except public holiday) 08.30 -16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section

Total Time: 10 working days

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An Alien submits the application 2) An officer checks the application and documents 3) An officer interviews the alien 4) An officer searches for the original of the Certificate of Alien Identification	1 working day	Sub – Division 1, Immigration Division 1
2)	Consideration Proceed to the Commander of Immigration Division 1 for approval	5 working days	Sub – Division 1, Immigration Division 1
3)	Consideration 1) An officer informs the local registrar to correct the Certificate of Alien Identification 2) An officer corrects the original of Certificate of Alien Identification	4 working days	Sub – Division 1, Immigration Division 1

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Certificate of Alien Identification (1) Copy of Certificate of Alien Identification Note: 1) Issued by the police station where the alien resides 2) Certified true copy by the alien	Royal Thai Police
2)	(1) The Certificate of Residence (1) Copy of the Certificate of Residence Note: Certified true copy by the alien	Immigration Bureau

No.	Documents and Details	Authority
3)	(1) House Registration (1) Copy of House Registration Note: Certified true copy by the alien	Department of Provincial Administration
4)	(1) Passport with translation (1) Copy of passport with translation Note: Translation legalized by Ministry of Foreign Affairs of Thailand	-
5)	(1) The certified letter with translation (1) Copy of the certified letter with translation Note: 1) Issued by the Embassy or Consulate 2) Translation legalized by Ministry of Foreign Affairs of Thailand	-

Fee

No.	Details	Amount
	N/A	N/A

Complaint Channel/Service Suggestion

No.	Complaint/ Suggestion
1)	Immigration Bureau <i>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120</i>
2)	Alien Registration Section, Sub – Division 1, Immigration Division 1

Form and Sample

No.	Form
	N/A

Note

- Please visit www.immigration.go.th for more information.

Public Handbook: The Application for Certificate of Residence (TM.15)

Agency: Immigration Bureau, Royal Thai police

Regulations and conditions (if any) for the application and the consideration.

- 1) An alien has already obtained the Certificate of Alien Identification (A resident alien).
- 2) An alien must be recorded in House Registration (TorRor 14).

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are completed.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section.

Total Time: 32 working days

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits the TM.18 application form 2) An officer checks the application and documents 3) Register in the book and record in the system 4) An officer interviews the alien	70 mins	-
2)	Consideration Proceed to the authorized officer to grant permission	30 days	-
3)	Signature/ Committee's Resolutions 1) An officer collects fee and issues receipt 2) The authorized officer signs the Certificate of Residence and seal with authorization stamp 3) An officer gives the Certificate of Residence (TM.15)	60 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport	-
2)	(1) TM.18 application form	-
3)	(1) Certificate of Alien Identification Note: Issued by the police station where the alien resides	-
4)	(1) House Registration and (1) Copy Note: Certified true copy by the alien	Department of Provincial Administration
5)	(5) 4 x 6 cm. photos of the alien taken within six months	-

Fee

No.	Details	Amount
1)	Application fee	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau <i>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120</i>
2)	Any Immigration Office

Form and Sample

No.	Form
1)	TM.18 application form

Note

- Please visit www.immigration.go.th for more information

Public Handbook: The application for collecting a Certificate of Residence (TM.16)

Agency: Immigration Bureau, Royal Thai Police

Regulations and conditions (if any) for the application and the consideration.

- 1) An alien must be approved the resident permit by Immigration Commission
- 2) The latest entry of the alien to the Kingdom before collecting the Certificate of Residence must be NON-IMMIGRANT visa category.
- 3) In case of the alien who apply for resident permit in order to provide patronage of a Thai national spouse, the alien must present the original copy of marriage certificate to the officer and the spouse must sign as the witness in the present of official.

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are complete.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 -16.30 (lunch break from 12.00-13.00)</i>
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Procedures , Time and Responsible Section.

Total Time: 3 working days

No.	Procedure	Time	Responsible Section
1)	Documents Checking 1) An alien submits the TM.18 application form 2) An officer checks the application and documents 3) Register in the book and record in the computer system	40 mins	-
2)	Consideration To proceed to the authorized officer to grant permission	1 working day	-
3)	Signature/ Committee's Resolutions 1) An officer collects fee and issues receipt 2) The authorized officer signs in the Certificate of Residence and seals with authorization stamp 3) The authorized officer issues a letter to Local Registrar for issuance of the Certificate of Alien Identification	45 mins	-

No.	Procedure	Time	Responsible Section
	4) An officer gives the Certificate of Residence (TM.16) and the letter to Local Registrar to the alien.		

Lists of Required Documents

NO	Documents and Details	Authority
1)	(1) Passport	-
2)	(1) TM.18 application form	-
3)	(1) House Registration that the alien resides (2) Copies of House Registration Note: Certified true copy by the alien	Department of Provincial Administration
4)	(1) Work permit	Department of Employment
5)	(3) 4x6 cm. photos of the alien	-

Fees

No.	Details	Amount
1)	In the category of investment, Business or expert, a child of an alien whom residential permit was granted or a child of a Thai national who reached his/her legal age	191,400 baht
2)	In the category of a lawful spouse of a Thai national or in the category of a head of the family who provide patronage to Thai national child, in the category of a child whom father or mother was granted with residential permit or a child of a Thai national who not reached his/her legal age, in the category of applying for Residence Permit (Non-quota)	95,700 baht
3)	In the category of an alien who is granted a resident permit by the Minister of Interior, by the Cabinet approval to stay in The kingdom under Section 17 of the Immigration Act B.E.2522. See details of the Certificate of Residence collecting fee according to the Minister of Interior's ministerial regulation that categorized for each group of aliens	-

Complaint Channel/Service Suggestion

No.	Complaint / Suggestion
1)	Immigration Bureau 507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 Postbox 1178. Suanplu, Bangkok 10120
2)	Any Immigration Office

Form and Sample

No.	Form.
1)	TM. 18 application form

Note:

- Please visit www.immigration.go.th for more information.

Public Handbook: The Application for Withdrawal of Endorsement

Agency: Immigration Bureau, Royal Thai police

Regulations and conditions (if any) for the application and the consideration.

An alien does not exit the Kingdom within the endorsement date (1 year).

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are completed.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section.

Total Time: 3 working days

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits the application for Withdrawal of Endorsement 2) An officer checks the application and documents 3) Register in record book 4) An officer interviews the alien	20 mins	-
2)	Consideration 1) Proceed to the authorized officer to grant permission 2) Record in the record book / withdraw endorsement from computer database	1 Working days	-
3)	Signature/ Committee's Resolutions 1) The authorized officer signs on the Withdrawal of Endorsement seals 2) An officer returns the Certificate of Residence	10 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport	-
2)	(1) Application for Withdrawal of Endorsement	-
3)	(1) Certificate of Alien Identification Note: Issued by police station where the alien resides	-
4)	(1) Certificate of Residence	Immigration Bureau
5)	(1) Work Permit	Department of Employment

Fee

No.	Details	Amount
	n/a	

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau 507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120
2)	Any Immigration Office

Form and Sample

No.	Form
	n/a

Note

- Please visit www.immigration.go.th for more information

Public Handbook: The Application for Non-Quota Immigrant Visa-Retroactive

Agency: Immigration Bureau, Royal Thai police

Regulations and conditions (if any) for the application and the consideration.

- 1) An alien does not have Non-Quota Immigrant Visa before exiting the Kingdom or re-enter the Kingdom after the Non-Quota Immigrant Visa expired.
- 2) An alien must re-enter the Kingdom within the endorsement date.

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are completed.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section.

Total Time: 22 working days

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits the TM.22 application form 2) An officer checks the application and documents 3) Register in the book and record in the computer database 4) An officer interviews the alien	70 mins	-
2)	Consideration Proceed to the the authorized officer to grant permission	20 working day	-
3)	Signature/ Committee's Resolutions Proceed according to Non-Quota Immigrant Visa application process	180 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport	-
2)	(1) Application for Non-Quota Immigrant Visa - Retroactive	-
3)	(1) Certificate of Alien Identification Note: Issued by police station where the alien resides	-
4)	(1) Certificate of Residence	Immigration Bureau
5)	(1) Appointment Letter	Immigration Division 2
6)	(1) 4x6 cm. photo of applicant taken within 6 months	-

Fee

No.	Details	Amount
1)	Application Fee	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau <i>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120</i>
2)	Any Immigration Office

Form and Sample

No.	Form
1)	TM.22 application form

Note

- Please visit www.immigration.go.th for more information

Public Handbook: The Application for Correcting the Certificate of Residence or the Replacement of Certificate of Residence

Agency: Immigration Bureau, Royal Thai Police

Regulations and conditions (if any) for the application and the consideration.

- 1) An alien has already made correction in his/her Certificate of Alien Identification.
- 2) An alien has already made correction in his/her House Registration.
- 3) An alien has already made correction in his/her passport or other travel documents.

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are completed.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section.

Total Time: 17 working days

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits the application for correcting the Certificate of Residence 2) An officer checks the application and documents 3) Register in the book 4) An officer interviews the alien	45 mins	-
2)	Consideration 1) Proceed to the authorized officer to grant permission 2) Make correction on the Certificate of Residence or the Replacement of Certificate of Residence 3) Remarks on the record book of the Certificate of Residence or the Replacement of Certificate of Residence 4) Make correction in computer database	15 working day	-
3)	Signature/ Committee's Resolutions 1) The authorized officer signs in the remark section 2) An officer returns the Certificate of Residence	10 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport	-
2)	(1) Application for Correcting the Certificate of Residence	-
3)	(1) Certificate of Residence	-
4)	(1) House Registration and (1) copy Note: Certified true copy by the alien	Department of Provincial Administration
5)	(1) 4 x 6 cm. photo of the alien taken within six months	-

Fee

No.	Details	Amount
	n/a	

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau 507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120
2)	Any Immigration Office

Form and Sample

No.	Form
	n/a

Note

- Please visit www.immigration.go.th for more information

Public Handbook: Notification of Residence for Alien Who Stays in The Kingdom Over 90 Days

Agency: Immigration Bureau, Royal Thai police

Regulations and conditions (if any) for the application and the consideration

1. An alien who granted temporary permission to stay in the Kingdom must notify his/her residence to the Immigration officer every 90 days.
2. An alien who exits the Kingdom before the next notification's date must notify within 90 days of the arrival date.
3. An alien can notify 15 days before or 7 days after the 90th day. In case of the notification expired, an alien must notify by himself/herself and pay 2,000 baht fine.

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are completed.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i> 1. Alien may assigns representative to notify 90 days, unless the notification expired 2. Service time varied between Immigration Office.	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
Place of Contact <i>Immigration Office in your area / please visit www.immigration.go.th / Mailing address</i>	Service time <i>(except public holiday)</i>
Place of Contact <i>www.immigration.go.th</i>	Service time <i>24 hours</i>

Procedures, Time and Responsible Section

Total Time: 4 minutes

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits TM.47 application form 2) An officer records in computer database	2 mins	-
2)	Signature/ Committee's Resolutions An officer informs next notification and returns passport	2 mins	-

Lists of document and details

No.	Documents and Details	Authority
1)	(1) Passport Note: In case of notification via mail, Certify true copy the following pages (1) Copy of passport (1) Copy of the latest arrival stamped page (1) Copy of visa page (1) Copy of TM.6 (1) Copy of the latest extension stamped page	-
2)	(1) TM.47 application form	-
3)	(1) 90 Days Notification slip (if any)	Immigration Bureau
4)	(1) Work Permit Note: Required for legalized labours from Myanmar, Lao PDR, and Cambodia	Department of Employment
5)	(1) Stamped addressed envelope Note: For notification via mail only	-

Fee

No.	Details	Amount
	n/a	

Complaint Channel/Service Suggestion

No.	Complaint/ Suggestion
1)	Immigration Bureau 507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120
2)	Any Immigration Office

Form and Sample

No.	Form
1)	TM.47 application form

Note

- Please visit www.immigration.go.th for more information.

Public Handbook: The notification of the house-master, the owner or the possessor of the residence, or the hotel manager where an alien has stayed.

Agency: Immigration Bureau, Royal Thai Police

Regulations and conditions (if any) for the application and the consideration.

1. The house-master, the owner or the possessor of the residence, or the hotel manager where the alien, receiving permission to stay temporary in the Kingdom has stayed, must notify the competent official at the Immigration Office located in the same area with that house, dwelling place or hotel, within 24 hours from the time of arrival of the alien concerned.

2. In case of notifying by yourself, please submit the notification form at Immigration Office located in the same area with that dwelling place or hotel.

3. The return of notification's receipt.

3.1 In case of notifying by yourself, the officer will return the receipt of notification when the procedures are completed.

3.2 In case of notifying by post, the officer will return the receipt of notification in a mail addressed to the address provided by the notifier, along with the notification form.

3.3 In case of notifying online via www.immigration.go.th, the notifier has to register to receive user name and password to login the system via registered email. Then login to the notification system and record alien information into the system.

4. The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are complete.

Note : An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 -16.30 (lunch break from 12.00-13.00)</i>
Place of Contact <i>Immigration checkpoint in your area / please see address at www.immigration.go.th</i>	Service time <i>(except public holiday)</i>
Place of Contact <i>www.immigration.go.th</i>	Service time <i>24 hours</i>

Procedures , Time and Responsible Section.**Total Time:** 15 minutes

No.	Procedures	Time	Responsible Section
1)	Document Checking An officer checks documents	10 mins	-
2)	Consideration An officer process the notification	5 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) TM.30 application form	-
2)	(1) Stamped addressed envelope Note: For notification via mail only	-

Fee

No.	Detail	Amount
	-	

Complaint Channel/Service Suggestion

NO	Complaint / Suggestion
1)	Immigration Bureau 507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 Postbox 1178. Suanplu,Bangkok 10120
2)	Any Immigration Office

Form and Sample

No	Form.
1)	TM.30 application form

Note:

- Please visit www.immigration.go.th for more information.

www.info.go.th

www.info.go.th
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Public Handbook: The extension of stay for an alien who has privileges according to the Industrial Estate Authority of Thailand Act, B.E. 2522

Agency: Immigration Bureau, Royal Thai Police

Regulations and conditions (if any) for the application and the consideration.

1) An alien who is a craftman, a specialist or an expert has obtained privileges according to section 45 according to the Industrial Estate Authority of Thailand Act, B.E. 2522

2) A spouse and person who is under his/her patronage.

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are complete.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 -16.30 (lunch break from 12.00-13.00)</i>
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Procedures , Time and Responsible Section.

Total Time: 40 minutes

No.	Procedure	Time	Responsible Section
1)	Documents Checking An officer at the counter checks the application, records in the system with photo taken.	25 mins	-
2)	Consideration The authorized officer checks the documents and application, as stipulated in the law, then sign in the passport	10 mins	-
3)	Signature/ Committee's Resolutions The applicant pays fee and receives passport.	5 mins	-

Lists of Required Documents

No.	Documents and details	Authority
1)	(1) Passport and (1) copy Note: Certified true copy by the alien	-
2)	(1) Work permit	Department of Employment

No.	Documents and details	Authority
3)	(1) TM.7 application form Note: Include a 4x6 cm. photo of applicant taken within 6 months	-
4)	(1) The certified and the extension of stay letter from the commission of the Industrial Estate Authority of Thailand	The Industrial Estate Authority of Thailand
5)	(1) Sor.Tor.Mor.2 form	Immigration Bureau
6)	(1) The letter of acknowledgment of penalties for overstay	Immigration Bureau

Fee

No.	Details	Amount
1)	Application fee	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint / Suggestion
1)	Immigration Bureau 507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 Postbox 1178. Suanplu, Bangkok 10120
2)	Any Immigration Office

Form and Sample

No.	Form.
1)	TM.7 application form

Note:

- Please visit www.immigration.go.th for more information.

Public Handbook: The extension of stay for an alien who has obtained privileges according to Petroleum Act B.E.2514

Agency: Immigration Bureau, Royal Thai police

Regulations and conditions (if any) for the application and the consideration.

1) An alien who is a craftsman, a specialist or an expert has obtained privileges according to section 69 of the Petroleum Act BE.2514

2) A spouse and child under his/her patronage

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are complete.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 -16.30 (lunch break from 12.00-13.00)</i>
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Procedures , Time and Responsible Section.

Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	Document Checking An officer at the counter checks the application, records in the system with photo taken	25 mins	-
2)	Consideration The authorized officer checks the documents and application, as stipulated in the law, then signs in the passport.	10 mins	-
3)	Signature/ Committee's Resolutions The applicant pays fee and receives passport.	5 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport and (1) copy Note: Certified true copy by the alien	-
2)	(1) Work permit	Department of Employment

No.	Documents and Details	Authority
3)	(1) TM.7 application form Note: Include a 4x6 cm. photo of applicant taken within 6 months	-
4)	(1) The certified and the extension of stay letter from the Petroleum Committee	Department of Mineral Fuels
5)	(1) Sor.Tor.Mor.2 form	Immigration Bureau
6)	(1) The letter of acknowledgment of penalties for overstay	Immigration Bureau

Fee

No.	Details	Amount
1)	Application fee	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint / Suggestion
1)	Immigration Bureau <i>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 Postbox 1178. Suanplu, Bangkok 10120</i>
2)	Any Immigration Office

Form and Sample

No.	Form.
1)	TM.7 application form

Note:

- Please visit www.immigration.go.th for more information.

Public Handbook: The extension of stay for an alien who has obtained privileges according to Investment Promotion Act B.E.2520

Agency: Immigration Bureau, Royal Thai police

Regulations and conditions (if any) for the application and the consideration.

1) An alien who is a craftsman, a specialist or an expert has obtained privileges according to section 24,25 of the Investment Promotion Act BE.2520

2) A spouse and a person who is under patronage of a person who has obtained privileges according to section 25 of the Investment Promotion Act BE.2520

The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are complete.

Note: An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 -16.30 (lunch break from 12.00-13.00)</i>
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Procedures , Time and Responsible Section.

Total Time: 40 minutes

No.	Procedure	Time	Responsible Section.
1)	Documents Checking An officer at the counter checks the application, records in the system with photo taken	25 mins	-
2)	Consideration The authorized officer checks the documents and application, as stipulated in the law, then signs in the passport.	10 mins	-
3)	Signature/ Committee's Resolutions The applicant pays fee and receives passport.	5 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport and (1) copy Note: Certified true copy by the alien	-
2)	(1) Work permit	Department of Employment
3)	(1) TM.7 application form Note: Include (1) 4x6 cm. photo of the alien taken within 6 months	-

No.	Documents and Details	Authority
4)	(1) The certified and the extension of stay letter from Board of Investment	The Office of the Board of Investment
5)	(1) Sor.Tor.Mor.2 form	Immigration Bureau
6)	(1) The letter of acknowledgement of penalties for overstay	Immigration Bureau

Fee

No.	Details	Amount
1)	Application fee	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint / Suggestion
1)	Immigration Bureau 507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 Postbox 1178. Suanplu, Bangkok 10120
2)	Any Immigration Office

Form and Sample

No.	Form.
1)	TM.7 application form

Note:

- Please visit www.immigration.go.th for more information.

Public Handbook: Detainee Visiting According to Section 54 of Immigration Act B.E.2522

Agency: Immigration Bureau, Royal Thai police

Regulations and conditions (if any) for the application and the consideration

1. There are 2 types of detainee;
 - 1.1 Regular detainee: visiting time 10.30 am – 11.30 am
 - 1.2 Important detainee: visiting time 12.00 pm – 12.30 pm
2. Required documents for visiting detainee are as follows:
 - 2.1 Application form for visiting detainee with (1) copy
 - 2.2 National ID Card with (1) copy
 - 2.3 Passport or travel documents with (1) copy of biodata page and valid visa page
 - 2.4 Identification card for alien workers who are granted permission to stay and work in Bangkok area and have a valid visa
3. Procedures for visiting detainee
 - 3.1 Complete the application form in Thai or English with capital letter
 - 3.2 Submit your application form to officer along with the following information;
 - 3.2.1 Immigration Detention Center (IDC) No. (If any)
 - 3.2.2 Detainee's first name, last name, nationality, gender, and age
 - 3.2.3 Date of detaining
 - 3.2.4 Authority responsible for taking detainee to IDC
 - 3.2.5 Reasons of visiting and relationship with detainee must be as follows;
 - 1) Thai official, embassy official, representative of charity organization, or appointed lawyer
 - 2) Parents, spouses, or relatives
 - 3) 1 visitor per 1 detainee
4. Condition for visiting
 - 4.1 Only visitor who are approved can visit detainee.
 - 4.2 Visitors have to follow the IDC's rules.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section

Total Time: 15 minutes

No.	Procedures	Time	Responsible Section
1)	Document Checking An officer checks the documents	10 mins	-
2)	Consideration An authorized officer approves visitor	5 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) National ID Card or Identity Document with (1) copy Certified true copy by applicant Skip no.2 and 3 if submit this document (Identification card for Alien Workers who are granted permission to stay and work in Bangkok area and have a valid visa)	-
2)	(1) Official Identification Card with (1) copy Certified true copy by applicant Skip no.1 and 3 if submit this document	-
3)	(1) Passport or travel documents with (1) copy Certified true copy by applicant Skip no.1 and 2 if submit this document	-

Fee

No.	Details	Amount
	n/a	

Complaint Channel/Service Suggestion

No.	Complaint/ Suggestion
1)	Immigration Bureau <i>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120</i>
2)	Any Immigration Office

Form and Sample

No.	Form
	n/a

Note

- Please visit www.immigration.go.th for more information.

