คู่มือสำหรับประชาชน

30 กระบวนงาน

PUBLIC HANDBOOKS

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Public Handbook: Application for Withdrawal of Endorsement

Agency: Immigration Bureau, Royal Thai police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien does not leave the Kingdom within the latest endorsement date.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 2 working days

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.Submit an application. 2.An officer checks the documents. 3.An officer saves the information in the Immigration Information System and inspects the arrival-depature record. 4.An officer interviews an alien. 5.An officer takes an alien's fingerprints. 6.An alien receives an appointment slip. (Remark: -)	60 mins.	Immigration Division 1
2)	**Consideration** 1.Inspect the information of Alien Registration Book, Certificate of Residence and passport. 2.Compare the fingerprints with those recorded in the control book. 3.Proceed to the authorized supervisor for consideration. (Remark: -)	1 Working day	Immigration Division 1
3)	**Sign for approval/ Committee's Resolutions** 1.Submit an appointment slip. 2.An alien receives Certificate of Residence, passport, and Alien Registration Book. (Remark: -)	10 mins.	Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Application for withdrawal of endorsement and re-entry** **Original** 1 copy **Copy** 0 **Remark** -	-
2)	**Passport or Document used in lieu of passport** **Original** 1 copy **Copy** 0 **Remark** -	-
3)	**Alien Registration Book** **Original** 1 copy **Copy** 0 **Remark:** (Issued by the police station where the alien resides.)	-
4)	**Certificate of Residence or Substitute of Certificate of Residence** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	**Half-Length, straight face photo without hat, size 4X6 cm. (1 pc.)** **Original** 0 **Copy** 0 **Remark:** (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht / Percentage)
1)	N/A (Remark: -)	Fee 0 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
N/A	

Remark: Related laws and regulations

1.Code of Police Regulations not related to the case, Category 34, Chapter 15, Article 8
2.Order of Bangkok Immigration Division no.11/2548 dated 11 August 2005

Public Handbook: Application for Substitute of Certificate of Residence (TM.17), in case of renewal

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien must have a Certificate of Residence (TM.15, TM.16) or Substitute of Certificate of Residence (TM.17).
2) An alien must re-enter the Kingdom within the latest endorsement date.
3) An alien must have his/her name shown in the house registration (TorRor. 14).

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time and Responsible Section

Total Time: 2 working days

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.Submit an application (TM.20). 2.An officer inspects the documents. 3.An officer saves the information in the Immigration Information System and inspects the arrival-depature record. 4.Pay the fee. 5.An officer takes an alien's fingerprints. 6.An alien receives an appointment slip. (Remark: -)	30 mins.	Immigration Division 1
2)	**Consideration** 1.Check the accuracy of Certificate of Residence. 2.Compare the fingerprints with those recorded in the control book. 3.Proceed to the authorized supervisor for consideration. (Remark: -)	1 working day	Immigration Division 1
3)	**Sign for approval/ Committee's Resolutions** 1.Submit an appointment silp. 2.Fingerprint. 3.Sign and receive Certificate of Residence (TM.17), passport, and Alien Registration Book. (Remark: -)	60 mins.	Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Application for Substitute of Certificate of Residence (TM.20)** **Original** 1 copy **Copy** 0 **Remark:** -	-

No.	Documents and Details	Authority
2)	**Passport or Document used in lieu of passport** **Original** 1 copy **Copy** 0 **Remark:** -	-
3)	**Alien Registration Book** **Original** 1 copy **Copy** 0 **Remark:** (Issued by the police station where the alien resides.)	-
4)	**Certificate of Residence or Substitute of Certificate of Residence** **Original** 1 copy **Copy** 0 **Remark:** -	Immigration Bureau
5)	**House Registration (TorRor.14)** **Original** 1 copy **Copy** 0 **Remark:** -	Department of Provincial Administration
6)	**Half-Length, straight face photo without hat, size 4X6 cm. (5 pcs.)** **Original** 0 **Copy** 0 **Remark:** (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application for Substitute of Certificate of Residence (TM.20) (Remark: -)

Remark: Related laws and regulations

1.Immigration Act, B.E.2522, Section 52
2.Code of Police Regulations not related to the case, Category 34, Chapter 14, Article 9, 10, 11
3.Order of the Immigration Bureau no.228/2549 dated 12 September 2006, Article 4
4.Ministerial Regulations no.27 (B.E.2546) issued under the Immigration Act, B.E.2522

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

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien must not be an inadmissible person under Section 12 of the Immigration Act, B.E. 2522.
2) An alien must be permitted to temporarily stay in the Kingdom in accordance with the criteria and conditions as prescribed by the related laws and has been granted a visa stamp in his/her valid passport.
3) If an alien is prohibited to leave the Kingdom under any condition, such alien must contact the relevant authorities for submitting an application for a letter of permission.
4) While considering an application and inspecting the documents, an officer can ask an applicant for more clarification, if it is still questionable.
5) Fee is non-refundable even if the application is not approved.

Service Channel

Place of Service	**Service time**
An alien must contact in person at the local immigration checkpoint where the alien resides. For further information, please visit www.immigration.go.th (Remark: (Service time is based on the office hours of each immigration checkpoint.))	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.Submit an application form (TM.8) and relevant documents. 2.An officer inspects an application form (TM.8), passport, and relevant documents. 3.An officer saves the information in the Immigration Information System and inspects the blacklist. (Remark: -)	20 mins.	Immigration Division 1-6
2)	**Consideration** 1.Pay a fee. 2.An officer stamps a Re-Entry Permit on the passport. (Remark: -)	5 mins.	Immigration Division 1-6
3)	**Result Consideration Hearing** 1.An officer checks the accuracy and signs. 2.Receive the passport and receipt. (Remark: -)	15 mins.	Immigration Division 1-6

List of Required Documents

No.	Documents and Details	Authority
1)	**Application for Re-Entry Permit to Return into the Kingdom (TM.8) with 1 photo, size 4X6 cm.**	-
2)	**Passport**	-
3)	**Letter of permission to leave the Kingdom (In case an alien is prohibited to leave the Kingdom under any condition.)**	-

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee for single entry in accordance with the remaining permitted period of stay** (Remark: -)	1,000 baht
2)	**Fee for multiple entry in accordance with the remaining permitted period of stay** (Remark: -)	3,800 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.8) Application for Re-Entry Permit to Return into the Kingdom (Remark: -)

Remark: Related laws and regulations

1.Ministerial Regulations no.27 (B.E.2546) issued under the Immigration Act, B.E.2522
2.Order of the Immigration Bureau no.228/2549 dated 12 September 2006
3.Code of Police Regulations not related to the case, Category 34, Chapter 3, Article 5
4.Immigration Act, B.E.2522, Section 39 and 46
5.Ministerial Regulations prescribing Application Forms under Immigration Laws and Procedures for Application for Endorsement of Re-Entry Permit and Application for Residence Permit (Non-Quota) in the Kingdom as previously granted, B.E.2559

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Correcting Certificate of Residence or Substitute of Certificate of Residence

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) The correction of Alien Registration Book was completed.

2) The correction of House Registration was completed.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 5 working days

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.Submit an application. 2.An officer checks documents. 3.An officer inspects the arrival-departure record in the Immigration Information System. 4.An officer interviews an alien 5.Receive an appointment slip. (Remark: -)	120 mins.	Immigration Division 1
2)	**Consideration** 1.Inspect the information of Alien Registration Book, Certificate of Residence, and passport. 2.Correct the Certificate of Residence and Substitute of Certificate of Residence's details in the Information System. 3.Add the correction details in the record book. 4.Proceed to the authorized supervisor for consideration. (Remark: -)	3 working days	Immigration Division 1
3)	**Sign for approval/ Committee's Resolutions** 1.Submit an appointment slip. 2.Receive the Certificate of Residence or Substitute of Certification of Residence, passport, and Alien Registration Book. (Remark: -)	60 mins.	Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Application Form** **Original** 1 copy **Copy** 0 **Remark**: (An applicant's passport)	-
2)	**Passport or Document used in lieu of passport** **Original** 1 copy **Copy** 0 **Remark** -	-
3)	**Certificate of Residence or Substitute of Certificate of Residence** **Original** 1 copy **Copy** 0 **Remark** -	-
4)	**House Registration (TorRor. 14)** **Original** 1 copy **Copy** 0 **Remark** -	Department of Provincial Administration
5)	**Alien Registration Book** **Original** 1 copy **Copy** 0 **Remark** -	-
6)	**Half-Length, straight face photo without hat, size 4X6 cm. (1 pc.)** **Original** 0 **Copy** 0 **Remark:** (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht / Percentage)
N/A		

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
N/A	

Remark: Related laws and regulations

1.Order of Bangkok Immigration Division no.11/2548 dated 11 August 2005

2.Letter of Ministry of Interior no. MorTor.0313/Wor.919 dated 3 November 1975

Public Handbook: Application for Non-Quota Immigrant Visa

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien wishes to leave the Kingdom.

2) In case an alien used to has an endorsement and Non-Quota Immigrant Visa, such alien must re-enter the Kingdom within the endorsement date and the latest visa validity.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint. / Make an online queue reservation. **(Immigration Division 1)**	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 140 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.Submit an application form (TM.22). 2.An officer inspects the documents. 3.An officer saves the information in the Immigration Information System and inspects the arrival-departure record. 4.Pay a fee. (Remark: -)	60 mins.	Immigration Division 1
2)	**Consideration** 1.An officer takes and inspects an alien's fingerprints. 2.An officer stamps a visa on the passport.	60 mins.	Immigration Division 1
3)	**Sign for approval / Committee's Resolutions** 1.An officer checks the accuracy and signs. 2.Receive the Certificate of Residence, passport, and Alien Registration Book.	20 mins.	Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Application for Non-Quota Immigrant Visa (TM.22)** **Original** 1 copy **Copy** 0 **Remark** -	-
2)	**Passport or Document used in lieu of passport** **Original** 1 copy **Copy** 0 **Remark** -	-

No.	Documents and Details	Authority
3)	**Alien Registration Book** **Original** 1 copy **Copy** 0 **Remark:** (Issued by the police station where the alien resides.)	-
4)	**Certificate of Residence or Substitute of Certificate of Residence** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	**Half-Length, straight face photo without hat, size 4X6 cm. (1 pc.)** **Original** 0 **Copy** 0 **Remark:** (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee for single time** (Remark: -)	1,900 baht
2)	**Fee for multiple times** (Remark: -)	3,800 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application for Non-Quota Immigrant Visa (TM.22) (Remark: -)

Remark: Related laws and regulations

1.Police Regulations on Criteria and Procedures for Visa and Change of Visa Category dated 10 November 2014, Article 1.3.2, 1.3.3.1

2.Ministerial Regulations no.27 (B.E.2546) issued under the Immigration Act, B.E.2522

Backend.info.go.th
Handbook Publication Date: 08/11/2019

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

Agency: Immigration Bureau, Royal Thai police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien has not been granted Non-Quota Immigrant Visa before leaving the Kingdom or re-entering the Kingdom after the Non-Quota Immigrant Visa expired.
2) An alien must re-enter the Kingdom within the latest endorsement date.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 12 working days

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.Submit an application and an application form (TM.22). 2.An officer checks the documents. 3.An officer saves the information in the Immigration Information System and inspects the arrival- departure record. 4.An officer interviews an alien. 5.Receive an appointment slip. (Remark: -)	120 mins.	Immigration Division 1
2)	**Consideration** 1.Inspect the reasons and necessity for traveling beyond the permitted period. 2.Proceed to the authorized supervisor for consideration. (Remark: -)	10 working days	Immigration Division 1
3)	**Sign for approval/ Committee's Resolutions** 1.Submit an appointment slip. 2.Pay a fee. 3.An officer stamps a visa on the passport. 4.Receive Certificate of Residence, passport, and Alien Registration Book. (Remark: -)	60 mins.	Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Application Form (TM.22)** **Original** 1 copy **Copy** 0 **Remark:** -	-

No.	Documents and Details	Authority
2)	**Passport or Document used in lieu of a passport** **Original** 1 copy **Copy** 0 **Remark:** -	-
3)	**Alien Registration Book** **Original** 1 copy **Copy** 0 **Remark:** (Issued by the police station where the alien resides.)	-
4)	**Certificate of Residence or Substitute of Certificate of Residence (TM.17)** **Original** 1 copy **Copy** 0 **Remark:** -	Immigration Bureau
5)	**Half-length, straight face photo without a hat, size 4X6 cm. (1 pc.)** **Original** 0 **Copy** 0 **Remark:** (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: (Permitted for one time only))	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application for Non-Quota Immigrant Visa (TM.22) (Remark: -)

Remark: Related laws and regulations

1.Police Regulations on Criteria and Procedures for Visa and Change of Visa Category dated 10 November 2014, Article 1.3.2, 1.3.3.1, 1.3.5.2

2.Ministerial Regulations no.27 (B.E.2546) issued under the Immigration Act, B.E.2522

Public Handbook: Application for Substitute of Certificate of Residence (TM.17), in case of loss

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien must re-enter the Kingdom within the latest endorsement date.
2) Must have at least one (1) witness who can testify that an alien used to receive a Certificate of Residence and used it for entering into or leaving the Kingdom.
3) An alien must have his/her name shown in the house registration (TorRor.14).

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 6 working days

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.Submit an application form (TM.20). 2.An officer inspects the documents. 3.An officer saves the information in the Immigration Information System and inspects the arrival-departure record. 4.An officer interviews an alien and takes an alien's fingerprints. 5.An officer interviews a witness. 6.An alien receives an appointment slip. (Remark: -)	120 mins.	Immigration Division 1
2)	**Consideration** 1.Inspect the information of Alien Registration Book, Certificate of Residence, and passport. 2.Compare the fingerprints with those recorded in the control book. 3.Proceed to the authorized supervisor for consideration. (Remark: -)	5 working days	Immigration Division 1
3)	**Sign for approval/ Committee's Resolutions** 1.Submit an appointment silp. 2.Pay a fee. 3.Fingerprint. 4.Receive Certificate of Residence, passport, and Alien Registration Book. (Remark: -)	60 mins.	Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Application for Substitute of Certificate of Residence (TM.20)** **Original** 1 copy **Copy** 0 **Remark:** (An applicant's passport)	-
2)	**Passport or Document used in lieu of passport** **Original** 1 copy **Copy** 0 **Remark:** -	-
3)	**Alien Registration Book** **Original** 1 copy **Copy** 0 **Remark:** (Issued by the police station where the alien resides.)	-
4)	**House Registration (TorRor.14)** **Original** 1 copy **Copy** 0 **Remark:** -	Department of Provincial Administration
5)	**Police Report regarding the loss of Certificate of Residence or a Receipt of Notification from Transit Sub-Division** **Original** 0 **Copy** 0 **Remark:** ((Issued by the police station where the alien reports.)	-
6)	**Half-Length, straight face photo without hat, size 4X6 cm. (5 pcs.)** **Original** 0 **Copy** 0 **Remark:** (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.20) Application for Substitute of Certificate of Residence (Remark: -)

Remark: Related laws and regulations

1.Immigration Act, B.E.2522, Section 52
2.Code of Police Regulations not related to the case, Category 34, Chapter 14, Article 11, 12
3.Order of Immigration Bureau no.228/2549 dated 12 September 2006, Article 4
4.Ministerial Regulations no.27 (B.E.2546) issued under the Immigration Act, B.E.2522

Backend.info.go.th
Handbook Publication Date: 08/11/2019

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

Agency: Immigration Bureau, Royal Thai police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1. Must be an alien who has already obtained a certificate of residence.
2. Must be an alien who has never left the Kingdom.
3. An alien's name must be registered in the house registration (TorRor.14).

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 15 working days

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.Submit an application form (TM.18). 2.An officer checks the documents. 3.An officer records the information in the Immigration Information System and checks the arrival-departure information. 4.An officer interviews and takes an alien's fingerprints. 5.An alien receives an appointment slip. (Remark: -)	120 mins.	Immigration Division 1
2)	**Consideration** 1.Check the information of Alien Registration Book, Certificate of Residence, and passport. 2.Compare fingerprints with the crew list, the identity document of alien. 3.Proceed to the authorized supervisor for consideration. (Remark: -)	13 working days	Immigration Division 1
3)	**Signature for approval / Committee's Resolutions** 1.Submit an appointment slip. 2.Pay a fee. 3.An officer takes an alien's fingerprints. 4.Receive the Certificate of Residence TM.15, passport, and Alien Registration Book. (Remark: -)	60 mins.	Immigration Division 1

List of Supporting Documents

No.	Documents and Details	Authority
1)	**Application Form (TM.8)** **Original** 1 copy **Copy** 0 **Remark** -	-
2)	**Passport or Document used in lieu of passport** **Original** 1 copy **Copy** 0 **Remark** -	-
3)	**Alien Registration Book** **Original** 1 copy **Copy** 0 **Remark:** (Issued by the police station where the alien resides.)	-
4)	**House Registration (TorRor.14)** **Original** 1 copy **Copy** 0 **Remark** -	Department of Provincial Administration
5)	**Half-Length, straight face photos without hat, size 4X6 cm. (5 pcs.)** **Original** 0 **Copy** 0 **Remark:** (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht / Percentage)
1)	Fee (Remark: -)	19,000 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application form TM.18 (Application of Certificate of Residence) (Remark: -)

Remark: Related laws and regulations

1.Immigration Act B.E.2522, Section 50(2)
2.Code of Police Regulations not related to the case, Category 34, Chapter 14, Article 5, 9 and 10
3.Order of the Royal Thai Police no.228/2549 dated 12 September 2006, Article 3
4.Ministerial Regulations no.27 (B.E.2546) issued under the Immigration Act, B.E.2522

Public Handbook: Application for Endorsement of Re-Entry Permit

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien wishes to leave the Kingdom.
2) If an alien already has an endorsement stamped, the said alien must re-enter the Kingdom within the latest endorsement date.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 140 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of document** 1.Submit an application form (TM.13). 2.An officer checks the documents. 3.An officer saves the information in the Immigration Information System and inspects the arrival-departure record. 4.Pay a fee (Remark: -)	60 mins.	Immigration Division 1
2)	**Consideration** 1.An officer takes and inspects an alien's fingerprints. 2.An officer stamps an endorsement on the passport. (Remark: -)	60 mins.	Immigration Division 1
3)	**Signature/ Committee's Resolutions** 1.An officer stamps an endorsement on the passport. 2.Receive Certificate of Residence, passport, and Alien Registration Book. (Remark: -)	20 mins.	Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Application for Endorsement of Re-Entry Permit (TM.13)** **Original** 1 copy **Copy** 0 **Remark:** -	-
2)	**Passport or Document used in lieu of the passport** **Original** 1 copy **Copy** 0 **Remark:** -	-

No.	Documents and Details	Authority
3)	**Alien Registration Book** **Original** 1 copy **Copy** 0 **Remark:** (Issued by the police station where the alien resides.)	-
4)	**Certificate of Residence or Substitute of Certificate of Residence** **Original** 1 copy **Copy** 0 **Remark:** -	Immigration Bureau
5)	**Half-length, straight face photo without a hat, size 4X6 cm. (1 pc.)** **Original** 0 **Copy** 0 **Remark:** (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.13) Application for Endorsement of Re-Entry Permit (Remark: -)

Remark: Related laws and regulations

1.Immigration Act, B.E.2522, Section 50(1)
2.Code of Police Regulations not related to the case, Category 34, Chapter 15
3.Order of the Royal Thai Police no.228/2549 dated 12 September 2006, Article 2
4.Ministerial Regulations no.27 (B.E.2546) issued under the Immigration Act, B.E.2522

Public Handbook: Application for Checking and Additional Correcting of Alien Registration Document

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, and Conditions (if any) for the application and approval

1) An alien registration document will be checked and corrected in case the document details are incorrect or change of nationality.

2) An alien must submit an application in person.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
Alien Registration Section, Sub-Division 1, Immigration Division 1, Government Complex Commemorating His Majesty, 2nd Floor, Chaengwattana Road, Laksi District, Bangkok / Please contact in person at the service place.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and, Responsible Section

Total Time: 7 working days

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.Submit an application, passport, and required documents. 2.An officer checks the documents. 3.Search for the counterfoil receipt of Alien Registration Book. 4.An officer interviews an alien. 5.Receive an appointment receipt and passport.	120 mins.	Sub-Division 1, Immigration Division 1
2)	**Consideration** 1.Check the information of Alien Registration Book with the counterfoil copy of Alien Registration Book and passport. 2.Proceed to supervisor for granting an approval to inform a local registrar who is responsible for correcting Alien Registration Book.	5 working days (after the application date)	Sub-Division 1, Immigration Division 1
3)	**Result Hearing** 1.Submit an appointment receipt and passport. 2.Receive an Alien Registration Book and passport.	10 mins.	Sub-Division 1, Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	Application Form	Immigration Bureau
2)	Alien Registration Book	Royal Thai Police
3)	Certificate of Residence	Immigration Bureau

No.	Documents and Details	Authority
4)	Certificate of Alien Identity	-
5)	Passport with Thai translation and a copy (Certified by the Ministry of Foreign Affairs)	-
6)	Two photos, size 4X6 cm.	-
7)	Documents for correcting such as -House Registration with a copy -Letter of certification with Thai translation and a copy (Issued by an embassy or consulate, certified by the Ministry of Foreign Affairs) -Birth Certificate and a copy -Work Permit and a copy	-

Fee

No.	Fee Details	Fee (Baht / Percentage)
N/A		

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Sub-Division 1, Immigration Division 1

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
N/A	

Remark: Related laws and regulations

1.Alien Registration Act B.E.2493, Section 14

2.Code of Police Regulations not related to the case, Category 55, Chapter 6

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Extension of Stay in the Kingdom for an alien who has been granted privileges under the Industrial Estate Authority of Thailand Act, B.E. 2522

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien, who is a craftsman or expert, has been granted privileges under Section 45 of the Industrial Estate Authority of Thailand Act, B.E. 2522 (Amendment), including a spouse and a dependent of the said alien. (Amendment)
2) Have a valid passport in good condition.
3) Must have been granted a Non-Immigrant Visa.
4) Must submit an Application for Extension of Temporary Stay in the Kingdom no more than 45 days prior to the expiration date of previous visa. (Amendment)
5) In case it is found that an alien overstays the visa or does not submit an application to notify of staying longer than 90 days (90-day reporting), such alien must be fined first.
6) In case of permitted period of stay expires on the same day as the passport expiration date, an alien must transfer the latest entry stamp, visa stamp, and re-entry permit stamp (if any) to a new passport and then re-submits an application for visa extension in accordance with the original right. (Amendment)

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	Service time
1. One Stop Service Center for Visa and Work Permit, Chamchuri Square Building, 18th floor, Bangkok **2. EEC Labor Administration Centre, Institute of Skill Development Region 3, Chonburi** 3.Local immigration checkpoint	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.) (Remark: (Service time is subject to the office hours of each immigration checkpoint.))

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Procedures, Time, and Responsible Section
Total Time: 25 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.An officer inspects an application and relevant documents. 2.An officer receives an application. 3.An officer checks the blacklist and records the information in the Immigration Information System with a photo taken and stamps a visa on the passport. (Remark: -)	15 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration/Sign for approval** An authority signs for approval. (Remark: -)	5 mins.	Immigration Division 1 and Immigration Division 3 - 6
3)	**Fee payment** 1.Pay a fee and issue a receipt. 2.Return the passport. (Remark: -)	5 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark:** -	-

No.	Documents and Details	Authority
2)	**Work permit** **Original** 0 **Copy** 1 copy **Remark:** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark** (Photo attached)	Immigration Bureau
4)	**Letter of confirmation and request for a temporary stay from the Commission of the Industrial Estate Authority of Thailand within 60 days from the issuance date** **Original** 1 copy **Copy** 0 **Remark:** -	The Industrial Estate Authority of Thailand
5)	**Sor.Tor.Mor.2 Form** **Original** 1 copy **Copy** 0 **Remark:** -	Immigration Bureau
6)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark:** -	Immigration Bureau

Fee

No.	Fee Details	Fee (Baht/Percentage)
1)	**Fee** (Remark)	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) Application for Extension of Temporary Stay in the Kingdom (Remark: -)
2)	Sor.Tor.Mor.2 Form
3)	The Acknowledgement of Penalties for a Visa Overstay

Remark: -

Public Handbook: Application for Extension of Stay in the Kingdom for an alien who has been granted privileges under the Petroleum Act, B.E. 2514

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien, who is a craftsman, specialist, or expert has been granted privileges under Section 69 of the Petroleum Act, B.E. 2514, including a spouse and a dependent of the said alien. (Amendment)
2) Have a valid passport in good condition.
3) Must have been granted a Non-Immigrant visa.
4) Must submit an Application for Extension of Temporary Stay in the Kingdom no more than 45 days prior to the expiration date of previous visa. (Amendment)
5) In case it is found that an alien overstays the visa or does not submit an application to notify of staying longer than 90 days (90-day reporting), such alien must be fined first.
6) In case of permitted period of stay expires on the same day as the passport expiration date, an alien must transfer the latest entry stamp, visa stamp, and re-entry permit stamp (if any) to a new passport and then re-submits an application for visa extension in accordance with the original right. (Amendment)

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	**Service time**
1. One Stop Service Center for Visa and Work Permit, Chamchuri Square Building, 18th floor, Bangkok **2. EEC Labor Administration Centre, Institute of Skill Development Region 3, Chonburi** 3.Local immigration checkpoint	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.) (Remark: (Service time is subject to the office hours of each immigration checkpoint.))

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Procedures, Time, and Responsible Section
Total Time: 25 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.An officer inspects an application and relevant documents. 2.An officer receives an application. 3.An officer checks the blacklist and records the information in the Immigration Information System with a photo taken and stamps a visa on the passport. (Remark: -)	15 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration/Sign for approval** An authority signs for approval. (Remark: -)	5 mins.	Immigration Division 1 and Immigration Division 3 - 6
3)	**Fee payment** 1.Pay a fee and issue a receipt. 2.Return the passport. (Remark: -)	5 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark:** -	-

No.	Documents and Details	Authority
2)	**Work permit** **Original** 0 **Copy** 1 copy **Remark:** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark** (Photo attached)	Immigration Bureau
4)	**Letter of confirmation and request for a temporary stay from the Board of Petroleum within 60 days from issuance date** **Original** 1 copy **Copy** 0 **Remark:** -	Department of Mineral Fuels
5)	**Sor.Tor.Mor.2 Form** **Original** 1 copy **Copy** 0 **Remark:** -	Immigration Bureau
6)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark:** -	Immigration Bureau

Fee

No.	Fee Details	Fee (Baht/Percentage)
1)	**Fee** (Remark)	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) Application for Extension of Temporary Stay in the Kingdom (Remark: -)
2)	Sor.Tor.Mor.2 Form
3)	The Acknowledgement of Penalties for a Visa Overstay

Remark-

Public Handbook: Application for Extension of Stay in the Kingdom for an alien who has been granted privileges under the Investment Promotion Act, B.E.2520

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien, who is a craftsman or expert, has been granted privileges under Section 24, 25 of the Investment Promotion Act, B.E.2520, including a spouse and a dependent of the alien who has been granted privileges under Section 25 of the Investment Promotion Act, B.E.2520.
2) Have a valid passport in good condition.
3) Must have been granted a Non-Immigrant visa.
4) Must submit an Application for Extension of Temporary Stay in the Kingdom no more than 45 days prior to the expiration date of previous visa. (Amendment)
5) In case it is found that an alien overstays the visa or does not submit an application to notify of staying longer than 90 days (90-day reporting), such alien must be fined first.
6) In case of permitted period of stay expires on the same day as the passport expiration date, an alien must transfer the latest recent entry stamp, visa stamp, and re-entry permit stamp (if any) to a new passport and then re-submits an application for visa extension in accordance with the original right. (Amendment)

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	Service time
1. One Stop Service Center for Visa and Work Permit, Chamchuri Square Building, 18th floor, Bangkok **2. EEC Labor Administration Centre, Institute of Skill Development Region 3, Chonburi** 3.Local immigration checkpoint	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.) (Remark: (Service time is subject to the office hours of each immigration checkpoint.))

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Procedures, Time, and Responsible Section
Total Time: 25 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.An officer inspects an application and relevant documents. 2.An officer receives an application. 3.An officer checks the blacklist and records the information in the Immigration Information System with a photo taken and stamps a visa on the passport. (Remark: -)	15 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration/Sign for approval** An authority signs for approval. (Remark: -)	5 mins.	Immigration Division 1 and Immigration Division 3 - 6
3)	**Fee payment** 1.Pay a fee and issue a receipt. 2.Return the passport. (Remark: -)	5 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark:** -	-

No.	Documents and Details	Authority
2)	**Work permit** **Original** 0 **Copy** 1 copy **Remark:** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark** (Photo attached)	Immigration Bureau
4)	**Letter of confirmation and request for a temporary stay from the Board of Investment within 60 days from issuance date** **Original** 1 copy **Copy** 0 **Remark:** -	The Board of Investment
5)	**Sor.Tor.Mor.2 Form** **Original** 1 copy **Copy** 0 **Remark:** -	Immigration Bureau
6)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark:** -	Immigration Bureau

Fee

No.	Fee Details	Fee (Baht/Percentage)
1)	**Fee** (Remark)	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) Application for Extension of Temporary Stay in the Kingdom (Remark: -)
2)	Sor.Tor.Mor.2 Form
3)	The Acknowledgement of Penalties for a Visa Overstay

Remark: -

Public Handbook: Application for Certificate of Residence (TM.16)

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien has been granted permission to take up residency in the Kingdom from the Immigration Commission with the approval of the Minister of Interior.
2) The latest entry into the Kingdom before receiving a Certificate of Residence (TM.16), an alien must have been granted a Non-Immigrant Visa.
3) In the case of alien spouse applying for residence permit in order to patronize a Thai national spouse, the original copy of marriage certificate must be presented to an officer and the Thai national spouse must sign as the witness in the presence of competent official.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 3 working days

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.Submit an application form (TM.18). 2.An officer inspects the documents. 3.An officer saves the information in the Immigration Information System and inspects the arrival-departure record. 4.Pay a fee. 5.An officer takes an alien's fingerprints on a certifcate of residence (TM.16) and control book. 6.Receives appointment slip. (Remark: -)	60 mins.	Immigration Division 1
2)	**Consideration** 1.Inspect the accuracy of Certificate of Residence. 2.Proceed to the authorized supervisor for consideration. (Remark: -)	1 working day	Immigration Division 1
3)	**Signature/ Committee's Resolutions** 1.Submit an appointment slip. 2.Sign and receive Certificate of Residence (TM.16) and passport. (Remark: -)	20 mins.	Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Application Form (TM.18)** **Original** 1 copy **Copy** 0 **Remark:** -	-
2)	**Passport or Document used in lieu of the passport** **Original** 1 copy **Copy** 0 **Remark:** -	-
3)	**House Registration (TorRor.14), in which the alien will add the name and specify the responsible local police station** **Original** 1 copy **Copy** 2 copy **Remark:** -	Department of Provincial Administration
4)	**Half length, straight face photo without a hat, size 4X6 cm. (5 pcs.)** **Original** 0 **Copy** 0 **Remark:** (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht / Percentage)
1)	**In case of investment, including s special investment, in case of working, or an expert, in case of a head of family who patronizes a Thai national child, in case of a child of an alien granted residence permit in the Kingdom, or a child of a Thai national who becomes sui juris.** (Remark:-)	191,400 baht
2)	**In case of married to a Thai national, in case of a spouse of an alien granted residence permit in the Kingdom, in case of a child of an alien granted residence permit in the Kingdom or an underage child of a Thai National, in case of applying for residence permit (Non-Quota) as previously granted** (Remark:-)	95,700 baht
3)	**In case of an alien who has been granted residence permit by the Minister of Interior with the approval of the Cabinet to enter and remain in the Kingdom under Section 17 of the Immigration Act, B.E.2522. Please find Ministerial Regulations announced by the Minister of Interior for more Information regarding an application fee for Certification of Residence prescribed for each group of aliens** (Remark: -)	0 baht

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)

No.	Complaint/Suggestion
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.18) Application for Substitute of Certificate of Residence (Remark: -)

Remark: Related laws and regulations

1.Immigration Act, B.E.2522, Section 47,51
2.Code of Police Regulations not related to the case, Category 34, Chapter 14, Article 4
3.Order of the Royal Thai Police no.543/2549 dated 15 August 2006, Article 8
4.Ministerial Regulations no.27 (B.E.2546) issued under the Immigration Act, B.E.2522

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Notification of Residence for an alien staying in the Kingdom over 90 Days

Agency: Immigration Bureau, Royal Thai police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1. An alien who has been granted permission to temporarily stay in the Kingdom must notify an immigration officer of his/her residence every ninety days.
2. In case an alien leaves the Kingdom prior to the next notification appointment date and then returns to the Kingdom, the said alien must notify an immigration officer of his/her residence after staying over 90 days counting from the latest arrival date.
3. An alien can notify 15 days before or 7 days after the notification appointment date. In case of late notification, the said alien must notify an immigration officer of his/her residence in person and will be fined 2,000 baht.
4. In case of notification by registered post, an alien can send an application for notification of residence 15 days prior to the appointment date, in case of late notification, an alien must notify an immigration officer of his/her residence in person and will be fined 2,000 baht.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service (Remark: (1. An alien can authorize another person to notify, except late notification, an alien must notify an immigration officer of his/her residence in person and will be fined. 2. Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	**Service time** Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)
Place of service (Remark: Notification can be made 15 days prior to the appointment date.) Local immigration checkpoint/ please visit www.immigration.go.th for more information/Registered post	**Service time** (Except official holidays), Time: 00.00-00.00
Place of service (Remark: (Notification can be made 15 days prior to the appointment date but not less than 7 days.)) www.immigration.go.th/Website and online channel	**Service time** Open 24 hours

Procedures, Time, and Responsible Section

Total Time: 4 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1.An alien submits an application form (TM.47). 2.An officer inspects and records the information in the Immigration Information System. (Remark: -)	2 mins.	Immigration Division 1 And Immigration Division 3 - 6
2)	**Signature/ Committee's Resolutions** An officer issues a receipt of notification for the next appointment date and returns the passport. (Remark: -)	2 mins.	Immigration Division 1 And Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 0 **Remark** (In the case of notification by registered post) 1.Copy of Bio Data Page certified by an alien: 1 copy 2.Copy of the latest arrival stamp certified by an alien: 1 copy 3.Copy of visa page certified by an alien: 1 copy	-
2)	**Application Form (TM.47)** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
3)	**Receipt of notification** **Original** 1 copy **Copy** 0 **Remark** (In case an alien has a previous receipt of notification.)	Immigration Bureau
4)	**Receiver-addressed envelope affixed with a postage stamp** **Original** 1 copy **Copy** 0 **Remark** (In the case of notification by registered post)	-

Fee

No.	Fee Details	Fee (Baht/Percentage)
N/A		

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau)Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.47) Form for Alien to Notify of Staying Longer than 90 days (Remark:-)

Remark

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

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Notification of Residence for the house-master, the owner or the possessor of a residence, or a hotel manager where an alien has stayed

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1. The house-master, the owner or the possessor of a residence or a hotel manager, who takes in, as a resident, an alien with permission to temporarily stay in the Kingdom, shall notify the competent official at the immigration office located in the locality in which the house, residence, or hotel is located within twenty-four hours from the time the alien has taken residence.
2. In case of notification in person, an applicant must submit a notification form for house-master, owner, or the possessor of the residence where the alien has stayed at an immigration office in the area where the residence or hotel is located.
3. Receipt of notification
   3.1 In case of notification in person, an officer will return a receipt of notification when the procedures are completed.
   3.2 In case of notification by registered post, an officer will return a receipt of notification by post addressed to those who submitted, together with a notification form.
   3.3 In case of notification online via www.immigration.go.th, a person who notifies must register in order to get a username and password via e-mail. Then, log in to the notification system and record the information of alien into the system.
4. According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service (Remark: (1. Authorize another person to notify. 2.Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	**Service time** Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)
Place of Service (Remark: (1. Fill out an alien's residence information in an application form correctly and completely. 2.Service time is subject to the office hours of each immigration checkpoint.)) /Local immigration checkpoint/ Please visit www.immigration.go.th for more information/Registered post	**Service time** (Except official holidays), Time: 00.00-00.00
Place of Service (Remark: (Register in order to apply for notification of residence via the Internet) www.immigration.go.th/Website and online channel	**Service time** Open for 24 hours

Procedures, Time, and Responsible Section

Total Time: 10 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** An officer checks the documents. (Remark: (Only for notification in person, authorize another person to notify and notification by registered post.))	5 mins.	Immigration Division 1 And Immigration Division 1-6
2)	**Consideration** An officer processes the notification. (Remark: -)	5 mins.	Immigration Division 1 And Immigration Division 1-6

List of Required Documents

No.	Documents and Details	Authority
1)	**Application Form (TM.30)** **Original** 1 copy **Copy** 0 **Remark: -**	Immigration Bureau
2)	**Passport** **Original** 0 **Copy** 1 copy **Remark:** (In the case of notification in person or authorize another person to notify or by registered post) 1.Copy of Bio Data Page certified by an alien: 1 copy 2.Copy of the latest arrival stamp certified by an alien: 1 copy 3.Copy of visa page certified by an alien: 1 copy	-
3)	**Receiver-addressed envelope affixed with a postage stamp** **Original** 1 copy **Copy** 0 **Remark** (In case of notification by registered post)	-

Fee

No.	Fee Details	Fee (Baht/Percentage)
N/A		

Complaint Channel/Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.30) Form of House-Master, Owner or the Possessor of the Residence where Alien has Stayed. (Remark: -)

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

Public Handbook: Application for Visiting a detainee who is waiting for deportation under Section 54 of the Immigration Act, B.E.2522

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) There are two categories of detainees.
   1.1 A general detainee, Visiting time: 1st round 09.45-10.30 and 2nd round 11.15-12.00
   1.2 An important detainee, Visiting time: 12.00-13.00
   1.3 Special visit requested by an embassy or a lawyer, etc., Visiting time: 13.00-15.30

2) Documents required for visiting a detainee
   2.1 A designated application form for visiting a detainee
   2.2 ID card or document issued by an authorized official or
   2.3 Passport or document used in lieu of passport containing the image of holder and visa page indicating the permission to stay in the Kingdom remains valid.
   2.4 Identification card of Non-Thai national (in case of migrant worker) who has been granted permission to stay and work in Bangkok and such permission remains valid.

3) Procedures for visiting a detainee
   3.1 Fill out an application form in Thai or English (Capital letter).
   3.2 Submit an application to an immigration officer and prepare the information of detainee as follows;
      3.2.1 Detainee no. (IDC no. if it is known.)
      3.2.2 Name, surname, nationality, gender, and the age of detainee
      3.2.3 The Date when the detainee was sent to IDC.
      3.2.4 Name of agency that sent the detainee to IDC.
      3.2.5 Reason of visiting and relationship between the visitor and detainee. Those who come to visit a detainee must be the person as follows;
         1) An officer of the government agency, embassy, charity organization, an officially appointed lawyer.
         2) Parents, children, spouse, or relatives of detainee
         3) Only one visitor will be permitted to visit one detainee per visit.

4) Conditions for visiting a detainee
   4.1 A visitor must be approved by an immigration officer prior to visit.
   4.2 A visitor must follow the instructions and regulations as designated by IDC.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30

Procedures, Time, and Responsible Section

Total Time: 15 minutes

No.	Procedures	Time	Responsible Section
1)	**Receive an application and inspect the documents.** An officer checks the documents. (Remark: -)	5 mins.	Investigation Division
2)	**Inspect detainee's information.** An officer checks the information. (Remark: -)	8 mins.	Investigation Division
3)	**Consideration** An officer considers an approval. (Remark: -)	2 mins.	Investigation Division

List of Required Documents

NO	Document and Details	Authority
1)	**ID Card** **Original** 1 ID card **Copy** 2 copies **Remark** (If an applicant uses ID card, the document no.2) and 3) are not required. Identification card of Non-Thai national (in case of migrant worker) who has been granted permission to stay and work in Bangkok and such permission is still valid.)	Department of Provincial Administration
2)	**Official or Government Agency ID Card** **Original** 1 Card **Copy** 0 **Remark** (If an applicant uses the official or government agency ID card, the document no.1) and 3) are not required.)	-
3)	**Passport or document used in lieu of passport containing the image of holder and visa page indicating the permission to stay in the Kingdom remains valid.** **Original** 1 copy **Copy** 0 **Remark** (If an applicant uses the passport or document used in lieu of passport, the document no.1) and 2) are not required.)	Department of Consular Affairs
4)	**Identification Card of Non-Thai national who has been granted permission to stay and works in Bangkok and such permission remains valid.** **Original** 1 Card **Remark** (In case of migrant worker)	Department of Provincial Administration

Fee

No.	Fee Details	Fee (Baht/Percentage)
N/A		

Complaint Channel / Service Suggestion

No.	Complaint Channel / Service Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline: 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
N/A	

Remark:

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

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.1 In the case of business necessity, for example, an applicant must stay to carry out work for a company or partnership, etc.

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the company or partnership that the alien carries out work for is located. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 21 working days 90 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. 4. An officer stamps a result hearing appointment and signs. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)	21 working days	Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. Submit the original passport. 2. An officer stamps a visa and signs. 3. Return the passport. (Remark: -)	30 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 1 copy **Copy** 1 copy **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Copy of evidence proving company registration, such as a certificate of company or partnership registration, certified by the registrar within the previous six months 2) Copy of list of shareholders certified by the registrar within the previous six months 3) Copy of balance sheet and profit and loss statement for the latest year, together with the income tax return for companies or juristic partnerships and payment receipt, and the financial statement submission form (SorBorChor.3 or SorBorChor.3/1) 4) Copy of the latest monthly withholding income tax return specifying the name of employees and of an alien applicant together with a copy of the payment receipt (Phor.Ngor.Dor.1) 5) Copy of individual income tax return of an alien applicant for the latest year together with a copy of the payment receipt (If any) (Phor.Ngor.Dor.90 or Phor.Ngor.Dor.1) 6) A value-added tax return form for the latest month (PhorPhor.30 or PhorPhor.36) together with a copy of the payment receipt 7) A specific business tax return form for the latest month (Phor.Thor.40) together with a copy of the payment receipt 8) Copy of social security contribution return for the latest month submitted to the Social Security Office (SorPorSor. 1-10) together with a copy of payment receipt 9) Document or evidence proving the necessity of the business to hire an alien, for example, in case a job opening was posted for Thai candidates but there were no applicants, etc 10) Location map showing an applicant's workplace and photographs of the interior and exterior of the workplace during business hours 11) Documents or other evidence as prescribed by the committee monitoring the work operations of competent officials of the Immigration Bureau A. Certification of an alien employment as prescribed by the Immigration Bureau (STM.1) B. Acknowledgement of Terms and Conditions for Permit of Temporary Stay in the Kingdom of Thailand (STM.2)	

No.	Documents and Details	Authority
	12) A license for business operations, in case the said business must have a license as prescribed by the law such as a hotel, factory, sightseeing business, restaurant, antique shop, nursery, etc. 13) Remark For an international trade business (representative office), regional office, and overseas company (branch office), documents no. 2, 3, and 9 are not required	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.2 In the case of necessity where an applicant must carry out duties relating to investment approved by the relevant ministry, bureau, or department

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the agency approved by the relevant ministry, department, or bureau that the alien carries out duties for is located. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	40 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 1 copy **Copy** 1 copy **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Letter of confirmation and request for a temporary stay issued by the relevant ministry, bureau, or department	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.3 In the case of necessity where an applicant must carry out duties for the government, state enterprise, or other government agencies

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the government agency or state enterprise that the alien carries out duties for is located. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 1 copy **Copy** 1 copy **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Letter of confirmation and request for a temporary stay issued by the government, state enterprise, or other relevant government agency	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.4 In the case of tourism purpose

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	40 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** –	Immigration Bureau

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.5 In the case of investment

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	**A. Investment of no less than Baht 3 million** 1. Copy of evidence showing a transfer of funds from a foreign country to a bank in Thailand 2. Copy of a condominium purchase agreement and a copy of the ownership registration of the condominium issued by the government or relevant agency (in the case of purchase of a condominium), or 3. Fixed deposit certificate issued by a bank and a copy of evidence of the fixed deposit (only in the case of investment in funds deposit), or 4. Copies of bond certificates (only in the case of investment in a purchase of government or state enterprise bonds) **B. Investment of no less than Baht 10 million** 1. Copy of evidence showing a transfer of funds from a foreign country to a bank in Thailand 2. Copy of a condominium purchase agreement and a copy of the ownership registration of said condominium issued by the government or relevant agency (in the case of purchase of a condominium) or a copy of a long-term lease agreement, or 3. Fixed deposit certificate issued by a bank and a copy of evidence of the fixed deposit (only in the case of investment in funds deposit), or 4. Copies of the bond certificates (only in the case of investment in a purchase of government or state enterprise bonds)	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))

No.	Complaint/Suggestion
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.6 In the case of a teacher, professor, instructor, expert or educational personnel in a government educational institution

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 1 copy **Copy** 1 copy **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Letter of confirmation and request for a temporary stay issued by the educational institution, specifying the applicant's title, monthly salary rate, and term of employment 2) Copy of a teaching license or a certificate of the license issued by the Teacher's Council of Thailand or a copy of a letter of teaching license waiver issued by the Teacher's Council of Thailand or a copy of an acknowledgment of license waiver request issued by the Teacher's Council of Thailand (except for teachers, instructors, or experts of higher education) or the person who get a teaching license exemption according to the announcement of the committee of the Teacher's Council of Thailand	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.7 In the case of a teacher, professor, instructor, expert or educational personnel in a private educational institution

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 1 copy **Copy** 1 copy **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	**2.7.1 In the case of a teacher, professor, or expert in the following educational institutions:** **(1) For formal school systems such as general education, English program schools, vocational schools that follow the Ministry of Education curriculum, and international schools:** 1. Copy of an application receipt in case of changing workplace and a valid work permit 2. Copy of evidence of permission to establish said educational institution 3. Letter of confirmation and request for a temporary stay issued by the educational institution, specifying the applicant's title, monthly salary rate, and term of employment 4. Copy of a letter of teacher or instructor appointment in the format prescribed by the Private Education Commission 5. Copy of a teacher license or a certificate of license issued by the Teacher's Council of Thailand or a copy of a letter of teacher license waiver issued by the Teacher's Council of Thailand or a copy of an acknowledgment of waiver request issued by the Teacher's Council of Thailand (except for instructor or the person who gets a teacher license exemption according to the announcement of the committee of the Teacher's Council of Thailand) **(2) For the education of non-formal school system** 1. Copy of an application receipt in case of changing workplace and a valid work permit 2. Copy of evidence of permission to establish said educational institution issued by the relevant government agency 3. Letter of confirmation and request for a temporary stay issued by the educational institution, specifying the applicant's title, monthly salary rate, and term of employment 4. Copy of a letter of teacher or instructor appointment in the format prescribed by the Private Education Commission **(3) For private higher education institutions** 1. Copy of an application receipt in case of changing workplace and a valid work permit	

No.	Documents and Details	Authority
	2. Copy of evidence of permission to establish said educational institution issued by the relevant government agency 3. Letter of confirmation and request for a temporary stay issued by the president of the educational institution, specifying the applicant's title, monthly salary rate, and term of employment **2.7.2 In the case of education personnel** 1. Copy of an application receipt in case of changing workplace and a valid work permit 2. Copy of the degree certificate 3. Copy of the transcript indicating knowledge qualified for the position or a letter of confirmation from related authorities certifying work experiences that meet the requirement 4. Copy of evidence of permission to establish said educational institution issued by the relevant government agency 5. Letter of confirmation and request for a temporary stay issued by the head of the educational institution specifying the applicant's title, monthly salary rate, term of employment, reason, and necessity of stay in the Kingdom as well as a number of teachers, instructors and educational personnel of each institute categorized by nationality as Thai and alien 6. Employment contract 7. Letter of confirmation from the Office of the Private Education Commission	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.8 In the case of study in a government educational institution

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien studies. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Letter of confirmation and request for a temporary stay, issued by the educational institution, which shows detailed information about the number of education years, and level of curriculum 2) In the case of applying for a visa extension from the second year onwards, the educational achievement of the previous year and a number of class attendance hours are required	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.9 In the case of study in a private educational institution

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien studies. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-

No.	Documents and Details	Authority
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Copy of evidence of permission to establish the educational institution issued by the relevant government agency 2) Letter of confirmation and request for a temporary stay, issued by the educational institution, which shows detailed information about the applicant's year of education and level of curriculum 3) In the case of applying for a visa extension from the second year onwards, the educational achievement of the previous year and a number of class attendance hours are required 4) Confirmation letter issued by a government agency at the departmental level or by the Provincial Governor in charge of that particular institution. (except in the case of studying in an international school or in the case of higher education) 5) Copy of school curriculum and class schedule (only for non-formal educational institutions)	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.10 In the case of teaching practice or conducting research in an educational institution in the Kingdom or research institute

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Letter of confirmation and request for a temporary stay issued by the head of that research institution 2) Letter of confirmation and request for a temporary stay issued by the head of that educational institution (in the case of teaching practice) 3) Only in the case according to criterion (4), in case of research in a private research institute or teaching practice in a private educational institution in the Kingdom, the applicant must attach a letter of confirmation and request for a temporary stay issued by the relevant government agency	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.11 In the case of being a family member (applicable only to parents, spouse (male-female), child, adopted child, or spouse's child) of an alien who has been permitted a temporary stay in the Kingdom for study in an educational institution according to the criterion 2.8 or 2.9 of this order

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien (the main visa holder) studies. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 – 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Copy of documents showing proof of relationships, such as a marriage certificate, birth certificate, registration of child legitimization, household registration certificate, child adoption registration certificate, or other evidence issued by the government or relevant agency 2) Only in the case according to criterion (5), in the case of being a father or mother, a fund must be deposited in a commercial bank located in Thailand under the name of the said father or mother of no less than 500,000 baht for the past three months. Only for the first year, an applicant must have proof of deposit account in which the said amount has been maintained for no less than 30 days prior to the filing date and an applicant must attach a certificate letter of having the required amount in the bank account issued by a bank in Thailand and a copy of updated bank passbook	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.12 In the case of performing duties in the mass media

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 1 copy **Copy** 1 copy **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Letter of confirmation and request for a temporary stay issued by the Government Public Relations Department or Department of Information, Ministry of Foreign Affairs	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.13 In the case of studying Buddhism or practicing religious activities

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien studies. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Confirmation letter from the National Office of Buddhism, Office of the Prime Minister, Maha Chulalongkorn Rajavidyalaya University, Mahamakut Buddhist University, or other educational institutions for monks 2) Confirmation and request letter from the abbot of the temple where the applicant is studying Buddhism or practicing religious activities	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.14 In the case of a missionary

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien studies. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Confirmation letter from the Department of Religious Affairs or the National Office of Buddhism 2) Letter of confirmation and request for a temporary stay issued by the religious organization	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.15 In the case of a skilled craftsman or a medical expert or a practitioner of other professions for the purpose of transferring knowledge to Thai people

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Letter of confirmation and request for a temporary stay issued by the relevant organization or agency	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.16 In the case of installation or repair of machines, aircraft, or ocean vessels

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Letter of confirmation and request for a temporary stay issued by the relevant organization or agency	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.17 In the case of an actor, vocalist, or musician working at a hotel or an entertainment company in Thailand with a paid-up registered capital of no less than Baht 20 million

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 1 copy **Copy** 1 copy **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Copy of the employment agreement to work as an actor, vocalist, or musician 2) Copy of evidence proving company registration such as a certificate of company or partnership registration certified by the registrar within the previous six months 3) Only for companies in the entertainment business, the applicant must attach a copy of the list of shareholders certified by the registrar within previous six months 4) Copy of the latest monthly withholding income tax return specifying the applicant's name together with a payment receipt. 5) Copy of individual income tax return for the latest year together with a payment receipt (If any)	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.18 In the case of being a family member (applicable only to parents, spouse (male-female), child, adopted child, or spouse's child) of a Thai national

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 21 working days 90 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. 4. An officer stamps a result hearing appointment and signs. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)	21 working days	Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. Submit the original passport. 2. An officer stamps a visa and signs. 3. Return the passport. (Remark: -)	30 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Copy of documents proving the relationship, such as a marriage certificate, birth certificate, registration of child legitimization, household registration certificate, child adoption registration certificate, or other evidence from the government or relevant agency 2) Copy of evidence proving the Thai nationality of spouse, parents, child, or adopted child such as a national ID card, copy of household registration certificate, or other evidence issued by the government or relevant agency 3) Only for the criterion (5), in the case of parents, the father or mother must earn an average annual income of no less than 40,000 baht per month or must have deposited funds of no less than 400,000 baht to cover expenses for one year, and the criterion (6), in the case of marriage to a Thai woman, an alien husband must earn an average annual income of no less than 40,000 baht per month or must have deposited funds no less than 400,000 baht remaining in a bank account in Thailand throughout the past two months for annual expenses. An applicant must attach a certified letter of having the required amount in the bank account issued by a bank in Thailand and a copy of bank account, or attach documents proving that the parents or alien husband have an average annual income of no less than 40,000 baht per month, such as any particular individual income tax return together with a payment receipt, evidence of receiving retirement pension, evidence of receiving interest from funds deposit, or evidence of having other funds issued by the relevant agency. An affidavit of a Thai national confirming the marital status of alien or parental status of Thai child must also be submitted. In case of force majeure that the Thai national is unable to give a statement, the affidavit can be made by a reliable person, for example, a family member, etc.	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.19 In the case of being a family member (applicable only to parents, spouse (male-female), child, adopted child, or spouse's child) of an alien granted residence permit in the Kingdom

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Copy of documents proving the relationship, such as a marriage certificate, a birth certificate, registration of child legitimization, household registration certificate, child adoption registration certificate, or other evidence from the government or relevant agency 2) In the case of the children, adopted children or spouse's children are over 20 years of age and unable to carry on usual life alone because of illness or disability, and in need of a father or mother's support, a letter of confirmation and request for a temporary stay issued by a physician from the hospital or relevant government medical institute are required 3) Copy of Certificate of Residence and Alien Registration Book of an alien granted residence permit in the Kingdom	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.20 In the case of being a family member of an alien permitted a temporary stay in the Kingdom under the criterion 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.10, 2.12, 2.13, 2.14, 2.15, 2.16, 2.17, 2.21, 2.22, 2.26, 2.27, 2.29 or 2.32 of this order or Section 34(1), (2) and (7), including a family of an alien granted Non-Immigrant Visa with the additional letter "A" attached to visa category (applicable only to father, mother, spouse (male-female), child, adopted child, or spouse's child), except for Non-Immigrant Visa code L-A

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien (the main visa holder) submits an application of an extension. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Copy of an applicant's passport 2) Copy of documents proving relationships, such as a marriage certificate, birth certificate, registration of child legitimization, household registration certificate, child adoption registration certificate, or other evidence from the government or relevant agency 3) In the case of a child, adopted child or spouse's child is over 20 years of age and unable to carry on usual life alone because of illness or disability, and in need of a father or mother's support, a letter of confirmation and request for a temporary stay issued by a physician from the hospital or relevant state medical institute is required 4) In the case of a family of alien permitted a temporary stay in the kingdom according to criterion 2.27, a letter of confirmation and request for a temporary stay issued by a government agency of departmental level or equivalent or the head of state enterprise or the head of other relevant state agencies or a police official whose level is equivalent to or higher than divisional level or a military official of command unit under the Ministry of Defense, Royal Thai Armed Forces Headquarters, Royal Thai Army, Royal Thai Navy or Royal Thai Air Force who is a Major General, Rear Admiral, Air Force Marshal or a relevant official with a higher rank or issued by an embassy or consulate or international organization is required 5) In the case of a family of alien permitted a temporary stay in the kingdom according to the criterion 2.32, a letter of confirmation and request for a temporary stay issued by the head of the organization who is the employer of alien permitted to temporarily stay under the criterion 2.32 and a letter of confirmation issued by the Sports Authority of Thailand are required	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.21 In the case of necessity where an alien must stay to perform duties in a public charitable organization, a foreign private organization, a foundation, an association, a foreign chamber of commerce, the Thai Chamber of Commerce, or the Federation of Thai Industries (In case of foundation and association, except professional athletes)

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 21 working days and 90 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. 4. An officer stamps a result hearing appointment and signs. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)	21 working days	Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. Submit the original passport. 2. An officer stamps a visa and signs. 3. Return the passport. (Remark: -)	30 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 1 copy **Copy** 1 copy **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Copy of evidence of permission to establish the organization or a copy of obtaining permission to operate the organization in the Kingdom issued by the relevant government agency 2) Letter of confirmation and request for a temporary stay issued by the organization 3) List of aliens working in the organization 4) Only in the case of the criterion (3), the applicant must attach a letter of confirmation or request for a temporary stay issued by the head of a government agency equivalent to or higher than the departmental level or by the head of a state enterprise or by the head of another government agency relating to the organization	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.22 In the case of retirement

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-

No.	Documents and Details	Authority
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Evidence of income such as a retirement pension, interest or dividends; and/or 2) Funds deposit certificate issued by a commercial bank located in Thailand and a copy of bank account 3) Only an alien according to the criterion for consideration (6), who has been granted Non-Immigration Visa Category O-A, must purchase a Thai health insurance policy covering the entire period of stay in the Kingdom with the sum insured for medical expenses in case of outpatient not less than 40,000 baht, in case of inpatient not less than 400,000 baht and must have insurance evidence in accordance with the form approved by the Office of Insurance Commission (OIC) by checking at the website: longstay.tgia.org. 4) Only in the case according to the criterion (7), an alien who entered into the Kingdom before 21 October 1998 and has been consecutively permitted to stay in the Kingdom for retirement must submit the documents no. 1-2 as mentioned above.	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.23 In the case of returning to the original homeland of a person who used to have Thai nationality or whose parent is or was of Thai nationality

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Copy of documents proving that an applicant used to have Thai nationality or showing that the father or mother is/was Thai nationality (In the case the evidence of having Thai Nationality is inconsistent with the information shown in the passport, an applicant must submit a confirmation letter from the embassy or consulate or document verifying an applicant as being the same individual such as an affidavit from a reliable person)	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.24 In the case of visiting a spouse (male-female) or a child who has Thai nationality

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Copy of household registration certificate 2) Copy of ID card of a person having Thai nationality 3) Copy of marriage certificate or copy of the birth certificate	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.25 In the case of receiving medical treatment, attending rehabilitation, or taking care of a patient

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien receives medical treatment. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	**In the case of receiving medical treatment, recovery, or taking care of a patient** 1) Letter of confirmation and request for a temporary stay issued by a physician of the hospital or state-affiliated medical institution providing said treatment 2) Only in the case of taking care of patient, an applicant must attach a letter of confirmation and request for a temporary stay issued by a physician of the hospital or state-affiliated medical institution providing said treatment, and documents proving relationship (in the case of a caregiver is a part of the household) such as a marriage certificate, birth certificate, registration of child legitimization, etc. certified by the embassy or consulate **In the case of an alien entering the Kingdom temporarily for receiving medical treatment and a dependent is exempt from visa and stays in the Kingdom for not exceeding 90 days, for nationals of the Kingdom of Bahrain, State of Kuwait, Sultanate of Oman, State of Qatar, Kingdom of Saudi Arabia, United Arab Emirates and other countries as announced by the Ministry of Interior** 1) Letter of confirmation and request for a temporary stay issued by a medical facility in Thailand according to the name list announced by the Ministry of Public Health for medical treatment or from the Ministry of Health 2) A medical recipient shall attach the documents relating to medical treatment issued by a medical facility in Thailand according to the name list announced by the Ministry of Public Health that has been examined by the Ministry of Public Health or issued by the Ministry of Public Health, such as an appointment document for medical treatment, a medical certification document, documents confirming medical admission, or other types of medical documents 3) A caretaker, in case of father, mother, spouse (male-female), child, adopted child must attach the relationship document of family such as a copy of registration of household, copy of ID card, copy of marriage certificate, copy of birth certificate, copy of registration of child legitimization or a certificate from medical recipient in the case of marriage is not registered. In case of another person, who is not father, mother, spouse, child or adopted child, must attach a contract or certification from	

No.	Documents and Details	Authority
	the medical recipient. Both cases must attach the name list of caretakers that the medical recipient signed and certified the document Hence, the documents mentioned above must be certified by the embassy or government agency of a member state of the Gulf Cooperation Council (GCC), according to the Affidavit of Support Form translated into Thai or English	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.26 In the case of litigation or court proceedings

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays) , Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 21 working days 90 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. 4. An officer stamps a result hearing appointment and signs. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)	21 working days	Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. Submit the original passport. 2. An officer stamps a visa and signs. 3. Return the passport. (Remark: -)	30 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Confirmation letter from an inquiry official involved with the case, official paper, or document confirming that an applicant is involved with the litigation or court proceedings of the case	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.27 In the case of performing duties or missions for a government agency or state enterprise or other government agencies or an embassy or consulate or international organization

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 21 working days 90 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. 4. An officer stamps a result hearing appointment and signs. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)	21 working days	Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. Submit the original passport. 2. An officer stamps a visa and signs. 3. Return the passport. (Remark: -)	30 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Letter of confirmation and request for a temporary stay issued by a government agency of the departmental level or equivalent; the head of a state enterprise; the head of another government agency; or a police officer of a level equivalent to or higher than the divisional level; or a military officer of a commander unit under the Ministry of Defense, Royal Thai Armed Forces Headquarters, Royal Thai Army, Royal Thai Navy, or Royal Thai Air Force, who is a Major General, Rear Admiral, Air Vice Marshal, or a relevant official with higher rank; or issued by an embassy or consulate or from an international organization	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application for Visa (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.28 In the case of necessity with, certification or request made by an embassy or consulate

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 21 working days 90 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. 4. An officer stamps a result hearing appointment and signs. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)	21 working days	Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. Submit the original passport. 2. An officer stamps a visa and signs. 3. Return the passport. (Remark: -)	30 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 1 copy **Copy** 1 copy **Remark** In case of job training only	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Letter of confirmation and request for a temporary stay from the embassy and consulate in Thailand	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.29 In the case of proof of nationality

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Confirmation letter from the relevant government agency	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.30 In the case of an actor, vocalist, musician, or performance director, including persons responsible for entertaining performances or plays conducted from time to time

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 21 working days 90 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. 4. An officer stamps a result hearing appointment and signs. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)	21 working days	Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. Submit the original passport. 2. An officer stamps a visa and signs. 3. Return the passport. (Remark: -)	30 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1) Proof of permission from the Ministry of Labor 2) Letter of confirmation and request for a temporary stay from the relevant private sector entity	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay for an alien who has been granted permission to temporarily stay in the Kingdom in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom

2.31 In the case of a person in charge of conveyance and crew of a conveyance who entered through a port, station, or locality in the Kingdom, and has not departed from the Kingdom

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien works. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	Letter of confirmation and request for a temporary stay from the relevant government or private organization or agency	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

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2.32 In the case of a person is an athlete or personnel relating to athletics

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Order of Royal Thai Police no.327/2557 dated 30 June 2014 regarding Criteria and Conditions for Consideration of an Alien's Application for a Temporary Stay in the Kingdom and its additional amendments.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the company, association, or football club that the alien works for is located. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 21 working days 90 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. 4. An officer stamps a result hearing appointment and signs. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)	21 working days	Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. Submit the original passport. 2. An officer stamps a visa and signs. 3. Return the passport. (Remark: -)	30 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 1 copy **Copy** 1 copy **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	1. Copy of evidence proving company registration, such as a certificate of company certified by the registrar within the previous six months or a copy of the license to establish said organization issued by a government agency or a copy of obtaining permission to operate the organization issued by the relevant government agency 2. Copy of the list of shareholders certified by the registrar within the previous six months (in case of the limited company) 3. Letter from a company, association, club, or organization confirming employment 4. Employment contract 5. Letter of confirmation from the Sports Authority of Thailand 6. Copy of evidence prepared in English proving status of being an athlete of a company, associate/football club where an applicant currently works /previously worked, certified by the Ministry of Foreign Affairs or an agency in charge of the country thereof submitted together with a visa application prior to entering the Kingdom 7. Copy of the letter of certification of non-criminal/drug record from the country where an applicant resided, submitted together with a visa application prior to entering the Kingdom 8. Copy of the individual income tax return for the latest year together with the payment receipt (if any) 9. Location map showing an applicant's workplace and photographs of the interior and exterior of the workplace during business hours 10. Documents or other evidence as prescribed by the committee monitoring the work operations of competent officials of the Immigration Bureau A. Certification of alien employment as prescribed by the Immigration Bureau (STM.1) B. Acknowledgement of Terms and Conditions for Permit of Temporary Stay in the Kingdom of Thailand (STM.2) 11. List of aliens working in the organization	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

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(1) A person on diplomatic missions dispatched by the Government of a foreign country to perform duties in the Kingdom or who is traveling through the Kingdom to perform duties in another country

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien with the status in accordance with Section 15 of Immigration Act B.E.2522, in case of (1) Person on diplomatic missions dispatched by the Government of a foreign country to perform duties in the Kingdom or who is traveling through the Kingdom to perform duties in another country

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	**Service time**
Immigration Division 1	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) (Remark: -)	40 mins.	Immigration Division 1
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** (Certified by an alien)	-
2)	**Letter of Certification from Ministry of Foreign Affairs or Relevant Authority or equivalent** **Original** 1 copy **Copy** 0 **Remark** -	Ministry of Foreign Affairs / Relevant Authority

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	-

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Immigration Division 1 (Remark: (Government Complex (Ratthaprasasana Phakdi Building), Chaeng Wattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok 10210))
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Remark-

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(2) Consular party and its employees dispatched by the Government of a foreign country to perform duties in the Kingdom or who is traveling through the Kingdom to perform duties in another country

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien with the status in accordance with Section 15 of Immigration Act B.E.2522, in case of (2) Consular party and its employees dispatched by the Government of a foreign country to perform duties in the Kingdom or who is traveling through the Kingdom to perform duties in another country

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	**Service time**
Immigration Division 1	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) (Remark: -)	40 mins.	Immigration Division 1
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** (Certified by an alien)	-
2)	**Letter of Certification from Ministry of Foreign Affairs** **Original** 1 copy **Copy** 0 **Remark** -	Ministry of Foreign Affairs

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	-

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Immigration Division 1 (Remark: (Government Complex (Ratthaprasasana Phakdi Building), Chaeng Wattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok 10210))
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Remark-

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(3) A person whom the foreign Government has dispatched to perform duties or missions in the Kingdom with the approval of the Government of Thailand

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien with the status in accordance with Section 15 of Immigration Act B.E.2522, in case of (3) A person whom the foreign Government has dispatched to perform duties or missions in the Kingdom with the approval of the Government of Thailand

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	**Service time**
Immigration Division 1	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) (Remark: -)	40 mins.	Immigration Division 1
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** (Certified by an alien)	-
2)	**Letter of Certification from Ministry of Foreign Affairs or Relevant Authority or equivalent** **Original** 1 copy **Copy** 0 **Remark** -	Ministry of Foreign Affairs / Relevant Authority

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	-

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Immigration Division 1 (Remark: (Government Complex (Ratthaprasasana Phakdi Building), Chaeng Wattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok 10210))
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

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(4) A person performing duties or missions in the Kingdom for the Government of Thailand in accordance with the Agreement made by the Government of Thailand with the Government of foreign country

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien with the status in accordance with Section 15 of Immigration Act B.E.2522, in case of (4) A person performing duties or missions in the Kingdom for the Government of Thailand in accordance with the Agreement made by the Government of Thailand with the Government of foreign country.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	**Service time**
Immigration Division 1	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) (Remark: -)	40 mins.	Immigration Division 1
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** (Certified by an alien)	-
2)	**Letter of Certification from Ministry of Foreign Affairs or Relevant Authority or equivalent** **Original** 1 copy **Copy** 0 **Remark** -	Ministry of Foreign Affairs / Relevant Authority

No.	Documents and Details	Authority
3)	**Agreement made by the Government of Thailand with the Government of foreign Country** **Original** 0 **Copy** 1 copy **Remark** -	-

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	-

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Immigration Division 1 (Remark: (Government Complex (Ratthaprasasana Phakdi Building), Chaeng Wattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok 10210))
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Remark-

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(5) Chief officer of the office of international organization or department performing duties in Thailand which is protected by Thai laws or which the Government of Thailand has given approval, including a staff member, specialist, or another person who is appointed or assigned by such organization or department to perform duties or missions in the Kingdom for such organization or department or for the Government of Thailand under the Agreement made by the Government of Thailand with such international organization or department

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien with the status in accordance with Section 15 of Immigration Act B.E.2522, in case of (5) Chief officer of the office of international organization or department performing duties in Thailand which is protected by Thai laws or which the Government of Thailand has given approval, including a staff member, specialist, or another person who is appointed or assigned by such organization or department to perform duties or missions in the Kingdom for such organization or department or for the Government of Thailand under the Agreement made by the Government of Thailand with such international organization or department

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	**Service time**
Immigration Division 1	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) (Remark: -)	40 mins.	Immigration Division 1
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** (Certified by an alien)	-
2)	**Letter of Certification from Ministry of Foreign Affairs or Relevant Authority or equivalent** **Original** 1 copy **Copy** 0 **Remark** -	Ministry of Foreign Affairs / Relevant Authority

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	-

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Immigration Division 1 (Remark: (Government Complex (Ratthaprasasana Phakdi Building), Chaeng Wattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok 10210))
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Remark-

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(6) Spouse or children under patronage or being a part of the household of an alien with the status in accordance with Section 15 (1) (2) (3) (4) or (5) of Immigration Act B.E.2522

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien with the status in accordance with Section 15 of Immigration Act B.E.2522, in case of (6) Spouse or children under patronage or being a part of the household of an alien with the status in accordance with Section 15 (1) (2) (3) (4) or (5) of Immigration Act B.E.2522

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	**Service time**
Immigration Division 1	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) (Remark: -)	40 mins.	Immigration Division 1
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** (Certified by an alien)	-
2)	**Letter of Certification from Ministry of Foreign Affairs or Relevant Authority or equivalent** **Original** 1 copy **Copy** 0 **Remark** -	Ministry of Foreign Affairs / Relevant Authority

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	-

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Immigration Division 1 (Remark: (Government Complex (Ratthaprasasana Phakdi Building), Chaeng Wattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok 10210))
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Remark-

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Extension of Stay in the Kingdom for an alien with the status in accordance with Section 15 of Immigration Act B.E.2522

(7) Private servant traveling from a foreign country to work regularly at the residence of the person under Section 15(1) of Immigration Act B.E.2522 or any person with privileged status equivalent to that of the person with diplomatic position in accordance with the agreement that the Government of Thailand has made with the foreign Government or International Organization or Department

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien with the status in accordance with Section 15 of Immigration Act B.E.2522, in case of (7) Private servant traveling from a foreign country to work regularly at the residence of the person under Section 15(1) of Immigration Act B.E.2522 or any person with privileged status equivalent to that of the person with diplomatic position in accordance with the agreement that the Government of Thailand has made with the foreign Government or International Organization or Department

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	**Service time**
Immigration Division 1	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 40 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) (Remark: -)	40 mins.	Immigration Division 1
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** (Certified by an alien)	-

No.	Documents and Details	Authority
2)	**Letter of Certification from Ministry of Foreign Affairs** **Original** 1 copy **Copy** 0 **Remark** -	Ministry of Foreign Affairs

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	-

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Immigration Division 1 (Remark: (Government Complex (Ratthaprasasana Phakdi Building), Chaeng Wattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok 10210))
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Remark-

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Extension of Stay in the Kingdom for an alien who receives Thailand Elite Card

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien who has the qualifications in accordance with the Notification of Ministry of Interior dated 17 October 2003 regarding Permission of Certain Groups of Aliens to Enter and Remain in the Kingdom as a Special Case.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** (Certified by an alien)	-

No.	Documents and Details	Authority
2)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
3)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
4)	**Thailand Elite Card** **Original** 1 card **Copy** 1 copy **Remark** -	-

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay in the Kingdom for an alien who receives Thailand Privilege Card

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval
An alien who has the qualifications in accordance with the Notification of Ministry of Interior dated 22 February 2013 regarding Permission of Certain Groups of Aliens to Enter and Remain in the Kingdom as a Special Case.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section
Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** (Certified by an alien)	-

No.	Documents and Details	Authority
2)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
3)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
4)	**Thailand Privilege Card** **Original** 1 card **Copy** 1 copy **Remark** -	-

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay in the Kingdom for an alien who has been granted Special Entry Permit (Category B)

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An alien who enters into the Kingdom in order to perform duties at Taipei Economic and Cultural Office in Thailand and his/her family.

2) An alien who receives a Special Entry Permit (Category B) and has been granted Non-Immigrant Visa for 3-year multiple entries.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Service Channel

Place of Service	**Service time**
Immigration Division 1	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) (Remark: -)	60 mins.	Immigration Division 1
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	**Special Entry Permit (Category B)** **Original** 1 copy **Copy** 1 copy **Remark** (Certified by an alien)	Ministry of Foreign Affairs
2)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau

No.	Documents and Details	Authority
3)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
4)	**Letter of Confirmation and Request for a Stay from the Ministry of Foreign Affairs** **Original** 1 copy **Copy** 0 **Remark** -	Ministry of Foreign Affairs

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	-

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Immigration Division 1 (Remark: (Government Complex (Ratthaprasasana Phakdi Building), Chaeng Wattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok 10210))
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Public Handbook: Application for Extension of Stay in the Kingdom for an alien who has been granted permission to temporarily stay in the Kingdom, Application for Extension of Temporary Stay in the Kingdom in the case of tourism (Special Tourist Visa: STV VISA)

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the criteria mentioned below;

1. Notification of Ministry of Interior dated 29 September 2020 regarding Permission for Certain Groups of Aliens to Remain in the Kingdom as a Special Case
2. Notification of Ministry of Interior dated 30 October 2020 regarding Permission for Certain Groups of Aliens to Remain in the Kingdom as a Special Case
3. Notification of Ministry of Interior dated 9 December 2020 regarding Permission for Certain Groups of Aliens to Remain in the Kingdom as a Special Case (No.2) (In case of entering by air)
4. Notification of Ministry of Interior dated 9 December 2020 regarding Permission for Certain Groups of Aliens to Remain in the Kingdom as a Special Case (No.2) (In case of entering by a cruise and yacht)

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Working Permit** **Original** 0 **Copy** 0 **Remark** -	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
5)	**1. In case of entering by air** 1.1 Proof of payment for hotel accommodation or hospital chosen as an alternative state quarantine in the Kingdom 1.2 Proof of hotel accommodation where to stay **after discharge from the quarantine facility** such as proof of payment for hotel accommodation, copy of a condominium title deed owned by an alien or a family member or proof of condominium or house rental or proof of payment for purchasing or leasing a condominium where an alien can legally purchase or lease 1.3 Proof of Thai health and accident insurance policy which covers the entire period of stay in the Kingdom with no less than 40,000 baht coverage for outpatient treatment and no less than 400,000 baht for impatient **2. In case of entering by a cruise ship and yacht** 2.1 Accept the compliance of precautionary measures to prevent the spread of Covid-19 as prescribed by the authorities and consent to stay in a quarantine facility for not less than 14 days. 2.2 Proof of entering into the Kingdom by a cruise ship or yacht for tourism purpose as a person in charge of a conveyance or crew of a conveyance or passenger 2.3 Proof of health insurance policy which covers the entire period of stay in the Kingdom with a minimum of 100,000 US$ coverage for Covid-19 medical treatment, including proof of Thai health and accident insurance policy which covers the entire period of stay in the Kingdom with no less than 40,000 baht coverage for outpatient treatment and no less than 400,000 baht for impatient 2.4 Proof of advance payment for dock rental 2.5 Follow the Notification of Marine Department on Guidelines for cruise ships and yachts entering into Thai Sea Boundary	-

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Extension of Temporary Stay in the Kingdom in accordance with the Notification of the Ministry of Interior regarding Permission for Certain Groups of Aliens to Enter and Remain in the Kingdom as a Special Case for those who wish to stay for a long period according to the Cabinet Resolution dated 22 November 2016 (Non-O-X)

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

An alien must have all the qualifications in accordance with the Notification of the Ministry of Interior dated 22 November 2016 regarding Permission for Certain Groups of Aliens to Enter and Remain in the Kingdom as a Special Case for those who wish to stay for a long period according to the Cabinet Resolution.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides. If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)

Procedures, Time, and Responsible Section

Total Time: 60 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System with a photo taken. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) 3. Receive a fee and issue a receipt. (Remark: -)	60 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** –	-
2)	**Work Permit** **Original** 0 **Copy** 0 **Remark** –	Department of Employment
3)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
4)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** –	Immigration Bureau
5)	**1. An alien who has been granted Non-O-X visa.** Have all the qualifications in accordance with Annex A. 1. Proof of having an income or fixed deposit in a Thai commercial bank located in Thailand or have a fixed deposit in a Thai commercial bank located in Thailand and have a fixed income per year as follows; (a) Have a fixed deposit with a value of no less than 3,000,000 baht in Thai currency, or (b) Have a fixed deposit with an exchange value of no less than 1,800,000 baht in Thai currency and have an annual income of no less than 1,200,000 baht and must have a deposit of no less than 3,000,000 baht within a period of 1 year. (c) Must maintain the fund in the account for not less than 1 year. After the fund is due to withdraw, it can be withdrawn for expenses in the Kingdom only such as medical treatment, purchasing a condominium, purchasing a vehicle, and educating children, and must have a minimum balance of 1,500,000 baht in the account. 2. Evidence or certificate of bank deposit in a Thai commercial bank located in Thailand 3. Proof of expenses in the Kingdom only for medical treatment, purchasing a condominium, purchasing a vehicle, and educating children 4. Documents or evidence certifying behavior or a criminal record certificate from the country where an alien holds citizenship, and if an alien has a permanent residence in another country, such documents or evidence from that country are required. 5. Thai health insurance policy covering the entire period of stay in the Kingdom with the sum insured for medical expenses in case of outpatient not less than 40,000 baht, in case of inpatient not less than 400,000 baht (In case of visa, document no.5 is not required.) **2. Spouse** Have all the qualifications in accordance with Annex A. 1. Copy of documents proving the relationship, such as a marriage certificate or other evidence from the government or relevant agency	

No.	Documents and Details	Authority
	2. Copy of proof of having an income or fixed deposit in a Thai commercial bank located in Thailand or have a fixed deposit in a Thai commercial bank located in Thailand and have a fixed income per year as follows; (a) Have a fixed deposit with an exchange value of no less than 3,000,000 baht in Thai currency, or (b) Have a fixed deposit with an exchange value of no less than 1,800,000 baht in Thai currency and have an annual income of no less than 1,200,000 baht and must have a deposit of no less than 3,000,000 baht within a period of 1 year. (c) Must maintain the fund in the account for not less than 1 year. After the fund is due to withdraw, it can be withdrawn for expenses in the Kingdom only such as medical treatment, purchasing a condominium, purchasing a vehicle, and educating children. Must have a minimum balance of 1,500,000 baht in the account. 3. Evidence or certificate of bank deposit in a Thai commercial bank located in Thailand 4. Proof of expeneses in the Kingdom only for medical treatment, purchasing a condominium, purchasing a vehicle, and educating children 5. Documents or evidence certifying behavior or a criminal record certificate from the country where an alien holds a citizenship, and if an alien has a permanent residence in another country, such documents or evidence from that country are required. 6. Thai health insurance policy covering the entire period of stay in the Kingdom with the sum insured for medical expenses in case of outpatient not less than 40,000 baht, in case of inpatient not less than 400,000 baht (In case of visa, document no.4(c) and 6 are not required.) **3. Legitimate Child, age under 20 years old** Have all the qualifications in accordance with Annex A. 1. Copy of documents proving the relationship, such as a birth certificate, registration of child legitimization, household registration certificate, child adoption registration certificate, or other evidence from the government or relevant agency 2. Thai health insurance policy covering the entire period of stay in the Kingdom with the sum insured for medical expenses in case of outpatient not less than 40,000 baht, in case of inpatient not less than 400,000 baht	

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM (Remark: -)

Remark-

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Extension of Stay in the Kingdom for a migrant worker (Nationality: Cambodia, Laos, Myanmar) who enters into the Kingdom to work under MoU on Labor Employment

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1. Have a valid passport.
2. Have been granted "NON L-A" visa.
3. Submit an Application for Extension of Temporary Stay in the Kingdom prior to the expiration date of previous visa. An alien can submit an application 45 days prior to the expiration date of previous visa.
4. In case it is found that an alien overstays the visa or does not submit an application to notify of staying longer than 90 days (90-day reporting), such alien will be fined first.
5. In case of authorizing someone to act on behalf, power of attorney or evidence is required.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint. Please visit www.immigration.go.th for more information.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.) Except for Bangkok, Service time: 10.30-18.30

Procedures, Time, and Responsible Section

Total Time: 30 minutes

No.	Procedures	Time	Responsible Section
1)	**Inspection of documents** 1. An officer receives an application. 2. An officer checks the documents. (Remark: -)	15 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	**Consideration** 1. Check the blacklist and consider the qualifications of an alien to be in accordance with the criteria and conditions. 2. Record the information in the Immigration Information System with a photo taken. 3. Receive a fee and issue a receipt. 4. An officer stamps a visa and signs. (Remark: -)	10 mins.	Immigration Division 1 and Immigration Division 3 - 6
3)	**Sign for approval / Committee's Resolutions** 1. Stamp a visa. 2. Return the passport. (Remark: -)	5 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	**Passport** **Original** 1 copy **Copy** 1 copy **Remark** -	-
2)	**Application Form (TM.7)** **Original** 1 copy **Copy** 0 **Remark:** (Photo Attached)	Immigration Bureau
3)	**The Acknowledgement of Penalties for a Visa Overstay** **Original** 1 copy **Copy** 0 **Remark** -	Immigration Bureau
4)	**Work Permit or Receipt of Application for Work Permit from the Department of Employment** **Original** 0 **Copy** 1 copy **Remark** -	Department of Employment
5)	**Evidence of Employer** **5.1 ID Card** **Original** 0 **Copy** 1 copy **5.2 House Registration** **Original** 0 **Copy** 1 copy **and/or** **5.3 Evidence proving company registration or a certificate of the company or partnership registration certified by the registrar within the previous six months** **Original** 0 **Copy** 1 copy **Remark** In case of authorizing another person to submit an application, a power of attorney affixed with a 10-baht revenue stamp for authorizing a Thai national and a copy of the ID card of the grantor who certifies the documents are required.	Department of Provincial Administration Department of Provincial Administration

Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	**Fee** (Remark: -)	1,900 baht

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)

No.	Complaint/Suggestion
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1) 2)	Application Form (TM.7) APPLICATION FOR EXTENSION OF TEMPORARY STAY IN THE KINGDOM The Acknowledgement of Penalties for a Visa Overstay (Remark: -)

Remark-

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Visa on Arrival of an alien at the designated immigration checkpoints under Immigration Division 2 in accordance with the Notification of Ministry of Interior

Agency: Immigration Bureau, Royal Thai Police

Application for Visa on Arrival at the designated immigration checkpoints is the visa issuance service for an alien who has nationality in accordance with the Notification of Ministry of Interior and is eligible to enter into the Kingdom at an international airport's designated immigration checkpoint under the Immigration Division 2 for tourism purpose for a period not exceeding 15 days. An applicant must have a valid passport or document used in lieu of a passport or travel document and a confirmed return ticket for departing the Kingdom within 15 days counting for the arrival date. In addition, this service is for facilitating tourists and promoting tourism of the country.

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An applicant must not be prohibited to enter the Kingdom under the Immigration Act.
2) Must have a nationality designated by the Minister with approval of the Cabinet and have a nationality of passport issuing country.
3) Must have a valid passport with at least 30-day validity.
4) Enter into the Kingdom for tourism purpose for a period not exceeding 15 days.
5) Must have a confirmed return ticket for departing the Kingdom within 15 days counting from the arrival date.
6) Must carry sufficient funds as prescribed by the law for spending while traveling in the country (10,000 Baht per person or 20,000 Baht per family) or a credit card to present to an officer for inspection.
7) Must notify the address in the Kingdom that can be verified.
8) One photo with size 4X6 cm., taken no longer than 6 months.

Service Channel

Place of Service	**Service time**
At the designated immigration checkpoints under Immigration Division 2 in accordance with the Notification of Ministry of Interior.	Office hours of each airport and designated immigration checkpoint under Immigration Division 2 in accordance with the Notification of Ministry of Interior

Procedures, Time, and Responsible Section

Total Time: 3 minutes

No.	Procedures	Time	Responsible Section
1)	Inspection of documents 1. An immigration officer receives an application. 2. An immigration officer inspects the accuracy and completeness of documents. -Passport -Application Form (TM.88) -TM.6 Card -Return Ticket (within 15 days) -Proof of hotel reservation - Boarding Pass -Sufficient funds as prescribed by the law -Check passenger information in the blacklist and watchlist system.	1 min.	Visa on Arrival Section
2)	Consideration 1. Consider the qualification of alien in accordance with the criteria and conditions. 2. Issue visa no. 3. Collect visa fee.	1 min.	Visa on Arrival Section

No.	Procedures	Time	Responsible Section
3)	Stamp a visa. 1. Stamp a visa. 2. Return the passport and payment receipt.	1 min.	Visa on Arrival Section

List of Required Documents

NO.	Documents and Details	Authority
1)	Application Form (TM.88)	-
2)	Passport	-
3)	TM.6 Card	-
4)	Boarding Pass	-
5)	Return Ticket (within 15 days)	-
6)	Proof of hotel reservation	
7)	Sufficient funds as prescribed by the law ((10,000 Baht per person or 20,000 Baht per family)	-

Fee

No.	Fee Details	Fee (Baht/Percentage)
1)	Visa fee	2,000 baht/person

Complaint Channel / Service Suggestion

No.	Complaint Channel / Service Suggestion
1)	Immigration Bureau Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline: 1178 / P.O. Box 1178 Suanplu, Bangkok 10120)
2)	Immigration checkpoints of Immigration Division 2
2.1)	Immigration Division 2 Remark: (999 Suvarnabhumi 4 Road, Nongprue subdistrict, Bangphli District, Samutprakarn 10540 / Telephone 02 134 0841 / Email division2.imm@gmail.com)
2.2)	Visa on Arrival Section, Suvarnabhumi Airport Immigration Checkpoint Remark: (999 Suvarnabhumi 4 Road, Nongprue subdistrict, Bangphli District, Samutprakarn 10540 / Telephone 02 134 0841 / Email division2.imm@gmail.com)
2.3)	Donmuang Airport Immigration Checkpoint Remark: (222 Sanambin Sub-District, Donmuang District, Bangkok Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Telephone 02 535 1029 / Email dmk.immigration@gmail.com)
2.4)	Chiangmai Airport Immigration Checkpoint Remark: (60 Mahidol Road, Suthep Sub-District, Mueang Chiangmai District, Chiangmai 50200 / Telephone 053 277 180 / Email cnairportimm@gmail.com)
2.5)	Phuket Airport Immigration Checkpoint Remark: (222 Moo 6, Maikao Sub-District, Thalang District, Phuket 83110 / Telephone 076 327 138 / Email hktphuket.imm@hotmail.com)
2.6)	Hatyai Airport Immigration Checkpoint Remark: (99 Moo 3, Khlonglar Sub-District, Khlonghoikong District, Songkhla 90115 / Telephone 074 251 096 or 074 227 228 / Email hatyaiimm.imm@hotmail.com)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111 / www.1111.go.th)

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form TM.88 (Application for Visa on Arrival)

Remark:

- Please visit www.immigration.go.th for more information.
- In order to prevent and control the spread of Coronavirus 2019 (Covid-19), please be more carefully check passenger information shown on TM.6 card especially the domicile address/present address, telephone no. and information of relatives that can be contacted in order to follow up and check the symptoms later.

Public Handbook: Application for Electronic Visa on Arrival (E-VOA) of an alien at the designated immigration checkpoints under Immigration Division 2 in accordance with the Notification of Ministry of Interior

Agency: Immigration Bureau, Royal Thai Police

E-Visa on Arrival is the electronic visa application system to check and screen all required documents in advance for arrival passengers of eligible nationalities in accordance with the Notification of Ministry of Interior who wish to enter into the Kingdom at an international airport's designated immigration checkpoint under Immigration Division 2 with the concept of delivering fast and convenience visa service for those entering into the Kingdom, reducing paper usage, queues, and overcrowding and increasing service convenience with E-Payment system in order to create positive impressions for tourists and promote tourism of the country.

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) An applicant must not be prohibited to enter the Kingdom under the Immigration Act.
2) Must have a nationality designated by the Minister with approval of the Cabinet and have a nationality of passport issuing country.
3) Must have a genuine passport with at least 30-day validity.
4) Enter into the Kingdom for tourism purpose for a period not exceeding 15 days.
5) Must have a confirmed return ticket for departing the Kingdom within 15 days counting from the arrival date.
6) Must carry sufficient funds as prescribed by the law for spending while traveling in the country (10,000 Baht per person or 20,000 Baht per family) or a credit card to present to an officer for inspection.
7) Must notify the address in the Kingdom that can be verified.
8) One photo with size 4X6 cm., taken no longer than 6 months.

Service Channel

Place of Service	**Service time**
Thailand E-Visa on Arrival at the designated immigration checkpoints under Immigration Division 2 in accordance with the Notification of Ministry of Interior. Remark: 1.www.evisathailand.com 2.thailandevoa.vfsevisa.com	Office hours of each airport and designated immigration checkpoint under Immigration Division 2 in accordance with the Notification of Ministry of Interior

Procedures, Time, and Responsible Section

Total Time: 2 minutes

No.	Procedures	Time	Responsible Section
1)	Inspection of documents 1. An immigration officer receives an application. 2. An immigration officer checks the accuracy and completeness of documents. -Passport -TM.6 Card -Boarding Pass -Document of Pre-Approved Code	1 min.	Visa on Arrival Section
2)	Stamp a visa. 1. Issue visa no. 2. Stamp a visa. 3. Return the passport.	1 min.	Visa on Arrival Section

List of Required Documents

NO	Documents and Details	Authority
1)	Application Form (TM.88) E-VOA	-
2)	Document of Pre-Approved Code	-
3)	Passport	-
4)	TM.6 Card	-
5)	Boarding Pass	-
6)	Sufficient funds as prescribed by the law ((10,000 Baht per person or 20,000 Baht per family)	-

Fee

No.	Fee Details	Fee (Baht/Percentage)
1)	Visa fee	2,000 baht/person
2)	Service charge (Private sector)	600 baht

Complaint Channel / Service Suggestion

No.	Complaint Channel / Service Suggestion
1)	Immigration Bureau Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline: 1178 / P.O. Box 1178 Suanplu, Bangkok 10120)
2)	Immigration checkpoints of Immigration Division 2
2.1)	Immigration Division 2 Remark: (999 Suvarnabhumi 4 Road, Nongprue subdistrict, Bangphli District, Samutprakarn 10540 / Telephone 02 134 0841 / Email division2.imm@gmail.com)
2.2)	Visa on Arrival Section, Suvarnabhumi Airport Immigration Checkpoint Remark: (999 Suvarnabhumi 4 Road, Nongprue subdistrict, Bangphli District, Samutprakarn 10540 / Telephone 02 134 0841 / Email division2.imm@gmail.com)
2.3)	Donmuang Airport Immigration Checkpoint Remark: (222 Sanambin Sub-District, Donmuang District, Bangkok Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Telephone 02 535 1029 / Email dmk.immigration@gmail.com)
2.4)	Chiangmai Airport Immigration Checkpoint Remark: (60 Mahidol Road, Suthep Sub-District, Mueang Chiangmai District, Chiangmai 50200 / Telephone 053 277 180 / Email cnairportimm@gmail.com)
2.5)	Phuket Airport Immigration Checkpoint Remark: (222 Moo 6, Maikhao Sub-District, Thalang District, Phuket 83110 / Telephone 076 327 138 / Email hktphuket.imm@hotmail.com)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111 / www.1111.go.th)

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
1)	Application Form TM.88 (Application for Electronics Visa on Arrival: E-VOA)

Remark:

- Please visit www.immigration.go.th for more information.
- In order to prevent and control the spread of Coronavirus 2019 (Covid-19), please be more carefully check passenger information shown on TM.6 card especially the domicile address/present address, telephone no. and information of relatives that can be contacted in order to follow up and check the symptoms later.

Public Handbook: Application for Bail for a detainee who is waiting for deportation under Section 54 of the Immigration Act, B.E.2522

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) Conditions for an alien whose bailsman is permitted to apply for bail are as follows;
   - 1.1 Bail in order to apply for a passport or travel document.
   - 1.2 Bail for an alien who has been granted refugee status (UNHCR).
   - 1.3 Bail on the ground of illness or medical treatment.
   - 1.4 Bail because of special circumstances or other necessities such as having a court order or order issued by an authorized official who has legal responsibilities to set travel conditions for prohibiting an alien to leave the Kingdom during the prosecution of the judicial process, riots, wars, or other disasters.

2) Conditions for an alien whose bailsman is not permitted to apply for bail are as follows;
   - 2.1 Being sentenced by the judgment of the Thai court under the Narcotics Act.
   - 2.2 Anti-Human Trafficking Laws
   - 2.3 Offences against national security under the Criminal Code
   - 2.4 Other offenses which are interested in the public or an important detainee, a detainee who is seized.

3) Procedures for bail application
   - 3.1 Submit a bailsman's application for bail and check the accuracy of documents.
   - 3.2 Prepare a report giving a fact, suggestion, information of related laws and regulations for proceeding to supervisors for consideration.
   - 3.3 The Superintendent of Sub-Division 3, Investigation Division considers whether an application meets the bail regulations.
   - 3.4 Proceed to the Commander of Investigation Division for consideration. In case of bail rejection, Inform a bailsman to submit an application for security deposit refund.
   - 3.5 Approve and permit an alien to be released on bail.

4) Time frame for permission and the bail conditions for alien
   - 4.1 Bail in order to apply for a passport or travel document, the permission will be granted only one time for not exceeding 15 days or an immigration officer will consider a request occasionally.
   - 4.2 Bail for an alien who has been granted refugee status (UNHCR), the permission will be granted for not exceeding 30 days.
   - 4.3 Bail on the ground of illness or medical treatment, the permission will be granted for not exceeding 30 days.
   - 4.4 Bail because of special circumstances or other necessities such as having a court order or order issued by an authorized official who has legal responsibilities regarding travel conditions during the prosecution of judicial process, riots, wars or disasters, the permission will be granted for not exceeding 30 days. However, such bail must not be used as a channel for an alien to delay the deportation.

5) Reporting conditions for an alien being released on bail.

An alien must stay at the residence informed to and approved by an immigration officer and report on the date and time designated by the contract officer at Sub-Division 3, Investigation Division, Immigration Bureau or at an office of immigration checkpoint under Immigration Division 2 or at an office of provincial immigration checkpoint under Immigration Division 3-6 or at an immigration checkpoint controlled by Immigration Division 3-6. However, an alien who is released on bail may not live independently like an alien permitted to stay in the Kingdom. In other words, an alien must stay inside the residence area indicated in the bail contract only.

Service Channel

Place of Service	**Service time**
(Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Monday to Friday (except official holidays), Time: 08.30 -16.30

Procedures, Time, and Responsible Section

Total Time: 24 hours

No.	Procedures	Time	Responsible Section
1)	Submit an application and required documents for inspection. (Remark: -)	15 mins.	Investigation Division
2)	Inspect detainee's information and consideration. (Remark: -)	Within 24 hours	Investigation Division
3)	Approve a bail application. (Remark: -)	Within 24 hours	Investigation Division

List of Required Documents

NO.	Documents and details	Authority
1)	ID Card Original 1 ID card Copy 2 copies Remark (In case this document is submitted, the document no.2) and 3) are not required. Identification card of Non-Thai national (in case of migrant worker) who is permitted to stay and work in Bangkok and the permission remains valid.)	Department of Provincial Administration
2)	Detainee's bail application Original 1 copy Copy 0	-
3)	Detainee's bail contract Original 1 copy Copy 0	-
4)	**Other relevant documents depending on a bail case** **4.1 UNHCR Status Certificate** **4.2 Medical Certificate or Doctor Note** **4.3 Court order or order issued by an authorized official who has legal responsibilities.**	
5)	**Alien's identity documents** **5.1 Copy of detainee's passport** **5.2 UNHCR Identity Card** **or other supporting documents requested by an officer for bail consideration.**	

Fee

No.	Fee Details	Fee (Baht/Percentage)
N/A		

Complaint Channel / Service Suggestion

No.	Complaint Channel / Service Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline: 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300))

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
N/A	

Remark:

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

Backend.info.go.th
Handbook Publication Date: 08/11/2019

Public Handbook: Application for Checking and Requesting for Arrival-Departure Record under Section 25 of the Official Information Act, B.E.2540

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

1) There are 2 types of submitting an application.
   - 1.1 Submit in person.
   - 1.2 Authorize another person to submit an application.

2) Required documents for submitting an application
   - 2.1 In case of submitting in person,
     - 2.1.1 Application for travel record
     - 2.1.2 Original ID card or passport
   - 2.2 In case of authorizing someone to act on behalf,
     - 2.2.1 Application for travel record
     - 2.2.2 Original ID card of an attorney
     - 2.2.3 Power of attorney signed by a grantor, an attorney, and a witness and affixed with a 10-baht revenue stamp.

3) Procedures for submitting an application
   - 3.1 Fill out an application form.
   - 3.2 Submit an application to an officer for checking the accuracy.
   - 3.3 An officer searches for a travel record from Immigration Information System.
   - 3.4 An officer prepares a letter of travel record's checking result.

Service Channel

Place of Service		**Service time**
Bangkok	Immigration Technology Center	Monday to Friday (except official holidays and official holidays), Time: 08.30 -16.30
Central Region	Immigration Division 3	
Northeast Region	Immigration Division 4	
North Region	Immigration Division 5	
South Region	Immigration Division 6	

Procedures, Time, and Responsible Section

Total Time: 23 minutes

No.	Procedures	Time	Responsible Section
1)	Receive an application and check the documents.	3 mins.	Technology Sub-Division
2)	Search for a travel record from Immigration Information System.	15 mins.	Technology Sub-Division
3)	Prepare a letter of travel record's checking result.	5 mins.	Technology Sub-Division

Complaint Channel / Service Suggestion

No.	Complaint Channel / Service Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline: 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))

Remark:

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