

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

Agency: Immigration Bureau, Royal Thai Police

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

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

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

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

Service Channel

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

Total Time: 3 working days

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

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

Lists of Required Documents

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

Fees

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

Complaint Channel/Service Suggestion

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

Form and Sample

No.	Form.
1)	TM. 18 application form

Note:

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