

# Public Handbook: The Checking and Correcting of Alien Registration Certificate

Agency: Immigration Bureau, Royal Thai Police

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

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

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

## Service Channel

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

**Total Time:** 10 working days

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

## Lists of Required Documents

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

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

#### Fee

No.	Details	Amount
	N/A	N/A

#### Complaint Channel/Service Suggestion

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

#### Form and Sample

No.	Form
	N/A

#### Note

- Please visit [www.immigration.go.th](http://www.immigration.go.th) for more information.