

## 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](http://www.immigration.go.th) for more information.

### Service Channel

<b>Place of Service</b> (Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	<b>Service time</b> Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)
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### Procedures, Time and Responsible Section

**Total Time:** 2 working days

No.	Procedures	Time	Responsible Section
1)	<b>Inspection of documents</b> 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-departure 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)	<b>Consideration</b> 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)	<b>Sign for approval/ Committee's Resolutions</b> 1.Submit an appointment slip. 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)	<b>Application for Substitute of Certificate of Residence (TM.20)</b> <b>Original</b> 1 copy <b>Copy</b> 0 <b>Remark:</b> -	-

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

#### Fee

No.	Fee Details	Fee (Baht / Percentage)
1)	<b>Fee</b> (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