

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 (Remark: (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.)
---	--

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