

Public Handbook: The Application for Correcting the Certificate of Residence or the Replacement of Certificate of Residence

Agency: Immigration Bureau, Royal Thai Police

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

- 1) An alien has already made correction in his/her Certificate of Alien Identification.
- 2) An alien has already made correction in his/her House Registration.
- 3) An alien has already made correction in his/her passport or other travel documents.

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

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: 17 working days

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits the application for correcting the Certificate of Residence 2) An officer checks the application and documents 3) Register in the book 4) An officer interviews the alien	45 mins	-
2)	Consideration 1) Proceed to the authorized officer to grant permission 2) Make correction on the Certificate of Residence or the Replacement of Certificate of Residence 3) Remarks on the record book of the Certificate of Residence or the Replacement of Certificate of Residence 4) Make correction in computer database	15 working day	-
3)	Signature/ Committee's Resolutions 1) The authorized officer signs in the remark section 2) An officer returns the Certificate of Residence	10 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport	-
2)	(1) Application for Correcting the Certificate of Residence	-
3)	(1) Certificate of Residence	-
4)	(1) House Registration and (1) copy Note: Certified true copy by the alien	Department of Provincial Administration
5)	(1) 4 x 6 cm. photo of the alien taken within six months	-

Fee

No.	Details	Amount
	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)	Any Immigration Office

Form and Sample

No.	Form
	n/a

Note

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