

Public Handbook: The Application for Replacement of Certificate of Residence (TM.17)-Lost

Agency: Immigration Bureau, Royal Thai police

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

- 1) An alien must re-enter the Kingdom within the date specified in the endorsement.
- 2) At least one (1) witness who can testify that a Certificate of Residence is being issued and used by the alien.
- 3) An alien must have their name shown in the House Registration (TorRor 14).

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

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

Total Time: 22 working days

No.	Procedures	Time	Responsible Section
1)	<p>Document Checking</p> <ol style="list-style-type: none"> 1) An alien submits the TM.20 application form 2) An officer checks the application and documents 3) Register in the book and record in the system 4) An officer interviews the alien 	40 mins	-
2)	<p>Consideration</p> <p>Proceed to the authorized officer to grant permission</p>	20 Working days	-
3)	<p>Signature/ Committee's Resolutions</p> <ol style="list-style-type: none"> 1) An officer collects fee and issues receipt 2) The authorized officer signs <i>Certificate of Residence</i> and seals with authorization stamp 3) An officer gives the Certificate of Residence (TM.17) 	35 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport Note: Applicant's passport	-
2)	(1) Identification card and (1) Copy Note: Certify true copy by the witness	Department of Provincial Administration
3)	(1) TM.20 application form	-
4)	(1) Certificate of Alien Identification Note: Issued by the police station where the alien resides	-
5)	(1) House Registration (TorRor 14) and (1) copy	Department of Provincial Administration
6)	(1) House Registration of the witness	Department of Provincial Administration
7)	(1) Police Report Note: Issued by the police station	
8)	(1) Appointment Letter Note: Issued by Transit Sub-Division, Immigration Division 2	Immigration Division 2
9)	(1) Work Permit	Department of Employment
10)	(4) 4 x 6 cm. photos of the alien taken within six months	-

Fee

No.	Details	Amount
1)	Application fee	1,900 baht

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
1)	TM.20 application form

Note

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