

Public Handbook: The Application for Re-Entry Permit into the Kingdom

Agency: Immigration Bureau, Royal Thai Police

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

- 1) An alien submit the application in person
- 2) The fee cannot be refund
- 3) An alien must not fall into any categories under Section 12 of the Immigration Act B.E. 2522
- 4) An alien must be granted permission to stay in the Kingdom and having stamped in the valid passport.
- 5) If it appears that an alien is under condition not to exit the Kingdom, The alien has to contact the relative authority for approval before submitting the application.
- 6) In case the officer has any questions pertaining to documents, the officer may request other documents, relevant to his questioning.

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

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: 50 minutes

No.	Procedure	Time	Responsible Section
1)	Document Checking 1) An officer receives the TM.8 application form, checks the passport , the TM.8 application form and other related documents 2) Record into the computer database	18 mins.	-
2)	Consideration 1) An officer collects fee and issues receipt. 2) An officer stamps the approval re-entry permit in the passport or travel documents.	15 mins	-
3)	Signature/ Committee's Resolutions 1) The authorized officer checks and signs in the approval re-entry permit stamp. 2) An officer returns the passport or travel documents with the receipt.	17 mins	-

Lists of Required Documents

No.	Documents and details	Authority
1)	(1) Passport and (1) copy Note: (For the copy ,certify true copy the following pages 1) Biodata page 2) Expiry page 3) Personal information amended page (if any) 4) Latest arrival stamped page 5) Extension stamped page (if any)	-
2)	(1) TM.8 application form Note: Include (1) 4x6 cm. photo of the alien taken within 6 months	-
3)	(1) Departure Card (TM.6) and (1) copy Note: Certified true copy by the alien	-
4)	(1) Other related documents and (1) copy (in case the alien is not allowed to exit the Kingdom) Note: Certified true copy by the alien	-

Fee

No.	Details	Amount
1)	Single Re-Entry Permit	1,000 baht
2)	Multiple Re-Entry Permit	3,800 baht

Complaint Channel/Service Suggestion

No.	Complaint / Suggestion
1)	Immigration Bureau 507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 Postbox 1178. Suanplu, Bangkok 10120
2)	Any Immigration Office

Form and Sample

No.	Form
1)	TM.8 application form

Note:

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