

1. Make appointment for residence certificate application. (Open 09.00-11.00 AM)

2. Complete application process for residence certificate with completed form and see the immigration officer.

You need to bring the following completed documents:

- Completed form
- 2 Passport photos (4 x 6 cm with blue background)
- Copy passport and current visa
- Copy census registration or House book (tabien baan) or lease agreement
- Receipt of notification of immigration (TM 30 form) according to Section 38
Immigration Act (contract with house- master, the owner of the residence)
- Copy TM 6

3. After 2 weeks, return to collect the approved residence certificate.

4. The service is FREE.

5. If you require a faster service, you should contact your embassy or consulate who may be able to provide a residence certificate for a fee.