

Public Handbook: Application for Correcting Certificate of Residence or Substitute of Certificate of Residence

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, Regulations, and Conditions (if any) for the application and approval

- 1) The correction of Alien Registration Book was completed.
- 2) The correction of House Registration was completed.

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.)
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Procedures, Time, and Responsible Section

Total Time: 5 working days

No.	Procedures	Time	Responsible Section
1)	Inspection of documents 1.Submit an application. 2.An officer checks documents. 3.An officer inspects the arrival-departure record in the Immigration Information System. 4.An officer interviews an alien 5.Receive an appointment slip. (Remark: -)	120 mins.	Immigration Division 1
2)	Consideration 1.Inspect the information of Alien Registration Book, Certificate of Residence, and passport. 2.Correct the Certificate of Residence and Substitute of Certificate of Residence's details in the Information System. 3.Add the correction details in the record book. 4.Proceed to the authorized supervisor for consideration. (Remark: -)	3 working days	Immigration Division 1
3)	Sign for approval/ Committee's Resolutions 1.Submit an appointment slip. 2.Receive the Certificate of Residence or Substitute of Certification of Residence, passport, and Alien Registration Book. (Remark: -)	60 mins.	Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	Application Form Original 1 copy Copy 0 Remark: (An applicant's passport)	-
2)	Passport or Document used in lieu of passport Original 1 copy Copy 0 Remark -	-
3)	Certificate of Residence or Substitute of Certificate of Residence Original 1 copy Copy 0 Remark -	-
4)	House Registration (TorRor. 14) Original 1 copy Copy 0 Remark -	Department of Provincial Administration
5)	Alien Registration Book Original 1 copy Copy 0 Remark -	-
6)	Half-Length, straight face photo without hat, size 4X6 cm. (1 pc.) Original 0 Copy 0 Remark: (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht / Percentage)
N/A		

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
N/A	

Remark: Related laws and regulations

- 1.Order of Bangkok Immigration Division no.11/2548 dated 11 August 2005
- 2.Letter of Ministry of Interior no. MorTor.0313/Wor.919 dated 3 November 1975