

## Public Handbook: Application for Endorsement of Re-Entry Permit

**Agency:** Immigration Bureau, Royal Thai Police

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

- 1) An alien wishes to leave the Kingdom.
- 2) If an alien already has an endorsement stamped, the said alien must re-enter the Kingdom within the latest endorsement date.

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](http://www.immigration.go.th) for more information.

### Service Channel

<b>Place of Service</b> (Remark: (Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	<b>Service time</b> 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:** 140 minutes

No.	Procedures	Time	Responsible Section
1)	<b>Inspection of document</b> 1.Submit an application form (TM.13). 2.An officer checks the documents. 3.An officer saves the information in the Immigration Information System and inspects the arrival-departure record. 4.Pay a fee (Remark: -)	60 mins.	Immigration Division 1
2)	<b>Consideration</b> 1.An officer takes and inspects an alien's fingerprints. 2.An officer stamps an endorsement on the passport. (Remark: -)	60 mins.	Immigration Division 1
3)	<b>Signature/ Committee's Resolutions</b> 1.An officer stamps an endorsement on the passport. 2.Receive Certificate of Residence, passport, and Alien Registration Book. (Remark: -)	20 mins.	Immigration Division 1

### List of Required Documents

No.	Documents and Details	Authority
1)	<b>Application for Endorsement of Re-Entry Permit (TM.13)</b> <b>Original</b> 1 copy <b>Copy</b> 0 <b>Remark:</b> -	-
2)	<b>Passport or Document used in lieu of the passport</b> <b>Original</b> 1 copy <b>Copy</b> 0 <b>Remark:</b> -	-

No.	Documents and Details	Authority
3)	<b>Alien Registration Book</b> <b>Original</b> 1 copy <b>Copy</b> 0 <b>Remark:</b> (Issued by the police station where the alien resides.)	-
4)	<b>Certificate of Residence or Substitute of Certificate of Residence</b> <b>Original</b> 1 copy <b>Copy</b> 0 <b>Remark:</b> -	Immigration Bureau
5)	<b>Half-length, straight face photo without a hat, size 4X6 cm. (1 pc.)</b> <b>Original</b> 0 <b>Copy</b> 0 <b>Remark:</b> (Taken no more than 6 months.)	-

#### Fee

No.	Fee Details	Fee (Baht /Percentage)
1)	<b>Fee</b> (Remark: -)	1,900 baht

#### 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
1)	Application Form (TM.13) Application for Endorsement of Re-Entry Permit (Remark: -)

#### Remark: Related laws and regulations

- 1.Immigration Act, B.E.2522, Section 50(1)
- 2.Code of Police Regulations not related to the case, Category 34, Chapter 15
- 3.Order of the Royal Thai Police no.228/2549 dated 12 September 2006, Article 2
- 4.Ministerial Regulations no.27 (B.E.2546) issued under the Immigration Act, B.E.2522