

Public Handbook: Application for Certificate of Residence (TM.16)

Agency: Immigration Bureau, Royal Thai Police

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

- 1) An alien has been granted permission to take up residency in the Kingdom from the Immigration Commission with the approval of the Minister of Interior.
- 2) The latest entry into the Kingdom before receiving a Certificate of Residence (TM.16), an alien must have been granted a Non-Immigrant Visa.
- 3) In the case of alien spouse applying for residence permit in order to patronize a Thai national spouse, the original copy of marriage certificate must be presented to an officer and the Thai national spouse must sign as the witness in the presence of competent official.

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: 3 working days

No.	Procedures	Time	Responsible Section
1)	Inspection of documents 1.Submit an application form (TM.18). 2.An officer inspects the documents. 3.An officer saves the information in the Immigration Information System and inspects the arrival-departure record. 4.Pay a fee. 5.An officer takes an alien's fingerprints on a certificate of residence (TM.16) and control book. 6.Receives appointment slip. (Remark: -)	60 mins.	Immigration Division 1
2)	Consideration 1.Inspect the accuracy of Certificate of Residence. 2.Proceed to the authorized supervisor for consideration. (Remark: -)	1 working day	Immigration Division 1
3)	Signature/ Committee's Resolutions 1.Submit an appointment slip. 2.Sign and receive Certificate of Residence (TM.16) and passport. (Remark: -)	20 mins.	Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	Application Form (TM.18) Original 1 copy Copy 0 Remark: -	-
2)	Passport or Document used in lieu of the passport Original 1 copy Copy 0 Remark: -	-
3)	House Registration (TorRor.14), in which the alien will add the name and specify the responsible local police station Original 1 copy Copy 2 copy Remark: -	Department of Provincial Administration
4)	Half length, straight face photo without a hat, size 4X6 cm. (5 pcs.) Original 0 Copy 0 Remark: (Taken no more than 6 months.)	-

Fee

No.	Fee Details	Fee (Baht / Percentage)
1)	In case of investment, including s special investment, in case of working, or an expert, in case of a head of family who patronizes a Thai national child, in case of a child of an alien granted residence permit in the Kingdom, or a child of a Thai national who becomes sui juris. (Remark:-)	191,400 baht
2)	In case of married to a Thai national, in case of a spouse of an alien granted residence permit in the Kingdom, in case of a child of an alien granted residence permit in the Kingdom or an underage child of a Thai National, in case of applying for residence permit (Non-Quota) as previously granted (Remark:-)	95,700 baht
3)	In case of an alien who has been granted residence permit by the Minister of Interior with the approval of the Cabinet to enter and remain in the Kingdom under Section 17 of the Immigration Act, B.E.2522. Please find Ministerial Regulations announced by the Minister of Interior for more Information regarding an application fee for Certification of Residence prescribed for each group of aliens (Remark: -)	0 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: -)

No.	Complaint/Suggestion
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.18) Application for Substitute of Certificate of Residence (Remark: -)

Remark: Related laws and regulations

- 1.Immigration Act, B.E.2522, Section 47,51
- 2.Code of Police Regulations not related to the case, Category 34, Chapter 14, Article 4
- 3.Order of the Royal Thai Police no.543/2549 dated 15 August 2006, Article 8
- 4.Ministerial Regulations no.27 (B.E.2546) issued under the Immigration Act, B.E.2522

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