

Public Handbook: Notification of Residence for Alien Who Stays in The Kingdom Over 90 Days

Agency: Immigration Bureau, Royal Thai police

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

1. An alien who granted temporary permission to stay in the Kingdom must notify his/her residence to the Immigration officer every 90 days.
2. An alien who exits the Kingdom before the next notification's date must notify within 90 days of the arrival date.
3. An alien can notify 15 days before or 7 days after the 90th day. In case of the notification expired, an alien must notify by himself/herself and pay 2,000 baht fine.

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

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> 1. Alien may assigns representative to notify 90 days, unless the notification expired 2. Service time varied between Immigration Office.	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
Place of Contact <i>Immigration Office in your area / please visit www.immigration.go.th / Mailing address</i>	Service time <i>(except public holiday)</i>
Place of Contact <i>www.immigration.go.th</i>	Service time <i>24 hours</i>

Procedures, Time and Responsible Section

Total Time: 4 minutes

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits TM.47 application form 2) An officer records in computer database	2 mins	-
2)	Signature/ Committee's Resolutions An officer informs next notification and returns passport	2 mins	-

Lists of document and details

No.	Documents and Details	Authority
1)	(1) Passport Note: In case of notification via mail, Certify true copy the following pages (1) Copy of passport (1) Copy of the latest arrival stamped page (1) Copy of visa page (1) Copy of TM.6 (1) Copy of the latest extension stamped page	-
2)	(1) TM.47 application form	-
3)	(1) 90 Days Notification slip (if any)	Immigration Bureau
4)	(1) Work Permit Note: Required for legalized labours from Myanmar, Lao PDR, and Cambodia	Department of Employment
5)	(1) Stamped addressed envelope Note: For notification via mail only	-

Fee

No.	Details	Amount
	n/a	

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.47 application form

Note

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