

Public Handbook: The Endorsement

Agency: Immigration Bureau, Royal Thai Police

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

- 1) An alien wishes to exit the Kingdom.
- 2) If an alien already has endorsement stamped, he/she must return to the Kingdom within the endorsement date.

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>	Service time <i>Monday to Friday (except public holiday) 08.30 - 16.30 (lunch break from 12.00-13.00)</i>
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Procedures, Time and Responsible Section.

Total Time: 180 minutes

No.	Procedures	Time	Responsible Section
1)	Document Checking 1) An alien submits the TM.13 application form 2) An officer checks the application and documents 3) An officer records in computer database 4) An officer collects fee and issues receipt	40 mins	-
2)	Consideration 1) An officer endorses and collects fingerprints 2) An officer checks the valid date of endorsement	120 mins	-
3)	Signature/ Committee's Resolutions 1) The authorized officer signs on the endorsement 2) An officer returns the Certificate of Residence	20 Mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) Passport	-
2)	(1) TM.13 application form	-
3)	(1) Certificate of Alien Identification Note: Issued by the police station where the alien resides	-
4)	(1) Certificate of Residence	Immigration Bureau
5)	(1) 4x6 cm. photo of applicant taken within 6 months	-

Fee

No.	Details	Amount
1)	Application fee	1,900 baht

Complaint Channel/Service Suggestion

No.	Complaint/ Suggestion
1)	Immigration Bureau <i>507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / Postbox 1178. Suanplu, Bangkok 10120</i>
2)	Any Immigration Office

Form and Sample

No.	Form
1)	TM.13 application form

Note

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