

## Public Handbook: The Application for Certificate of Residence (TM.15)

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

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

- 1) An alien has already obtained the Certificate of Alien Identification (A resident alien).
- 2) An alien must be recorded in House Registration (TorRor 14).

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

### Service Channel

<b>Place of Contact</b> <i>Contact in person at the Immigration Office in your area.</i>	<b>Service time</b> <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:** 32 working days

No.	Procedures	Time	Responsible Section
1)	<b>Document Checking</b> 1) An alien submits the TM.18 application form 2) An officer checks the application and documents 3) Register in the book and record in the system 4) An officer interviews the alien	70 mins	-
2)	<b>Consideration</b> Proceed to the authorized officer to grant permission	30 days	-
3)	<b>Signature/ Committee's Resolutions</b> 1) An officer collects fee and issues receipt 2) The authorized officer signs the Certificate of Residence and seal with authorization stamp 3) An officer gives the Certificate of Residence (TM.15)	60 mins	-

### Lists of Required Documents

No.	Documents and Details	Authority
1)	<b>(1) Passport</b>	-
2)	<b>(1) TM.18 application form</b>	-
3)	<b>(1) Certificate of Alien Identification</b> <b>Note: Issued by the police station where the alien resides</b>	-
4)	<b>(1) House Registration and (1) Copy</b> <b>Note: Certified true copy by the alien</b>	Department of Provincial Administration
5)	<b>(5) 4 x 6 cm. photos of the alien taken within six months</b>	-

**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.18 application form

**Note**

- Please visit [www.immigration.go.th](http://www.immigration.go.th) for more information

