

Thai PR

Contributed by Administrator
Monday, 01 September 2008
Last Updated Monday, 01 September 2008

Residence Certificate Issuance

There are 4 types of the Residence Certificate and replacement paper, which are issued for alien as follow.

1. Residence Certificate (TM. 15), red cover
2. Residence Certificate (TM. 16), dark blue or black cover
3. The Replacement of Residence Certificate (TM. 17), white cover
4. Residence Certificate charge exemption (TM. 16 EX), dark blue cover

1. Residence Certificate (TM. 15)

This certificate is issued for alien who is permitted to stay in the Kingdom before the enforcement of the provision mentioned that the alien must apply for the Residence Certificate.

1.1 Concerned Regulations and Laws

- 1.1.1 Act of Immigration B.E. 2522 (1979) Section 50
- 1.1.2 Ministerial Regulation No. 12 (B.E. 2529) issued under Act of Immigration B.E. 2522
- 1.1.3 Rules of Police, not concerning with case, nature 34, chapter 14
- 1.1.4 Police Order no. 51/2537 dated on January 19, 1994

1.2 Required Documents

- 1.2.1 Passport or document used in lieu of passport
- 1.2.2 Alien Registration Document, which is accurate and still valid attached with applicant's photo taken within the past 5 years.
- 1.2.3 The original of house registration and one copy of it.
- 1.2.4 Work permit
- 1.2.5 Letter of Entry (if any) for example the identification certificate.
- 1.2.6 Seven of 4 x 6 centimeters full-faced photo without wearing hat taken within the past 6 months on matt paper.
- 1.2.7 Two copies of application form TM 18 (TM. 10 originally).

1.3 Procedures

- 1.3.1 Check all documents especially first name, last name, number, issued date, birthday, and entry date.
- 1.3.2 Interrogate the applicant to verify that the applicant has entered and stay in the Kingdom.
- 1.3.3 In case the entry record cannot be found or it is incorrect or there is any mistake or any doubt in the term of Alien Registration Document issuance, such Alien Registration Document must be sent to Section 4, Sub-Division 1, Immigration Division 1 for verification.
- 1.3.4 Report all information through officer channels till the commander of Immigration Division 1 or other authorized person of Residence Certificate issuance.
- 1.3.5 After receive approval, the alien must pay fee 5,000 baht per one certificate. The Residence Certificate (TM. 15) will be issued by report to the inspector of Section 2, Sub-Division 1, Immigration Division 1, the competent officer must sign his signature and affix his title seal.

Provincial Region

The procedures under clause 1.3.1 and 1.3.2 must be followed then send all document through Immigration Division 3 to Section 2, Sub-Division 1, Immigration Division 1 for consideration to follow under clause 1.3.3, 1.3.4 and 1.3.5.

After receive approval, the alien must pay fee 5,000 baht per one certificate. The Residence Certificate (TM. 15) will be issued, the Superintendent of Immigration checkpoint, Deputy Superintendent of Immigration checkpoint, Inspector of Immigration checkpoint or person in charge of their functions or chiefs of immigration checkpoint who are in the position of Deputy Inspectors upwards sign on the certificate, the competent officer must sign his signature and affix his title seal (if any). Then immediately send one copy of TM. 18 form to Section 2, Sub-Division 1, Immigration Division 1.

2. Residence Certificate (TM. 16)

This certificate is issued for alien who has quota immigrant visa or non-quota immigrant visa.

2.1 Concerned Regulations and Law 2.1.1 Act of Immigration B.E. 2522 (1979) Section 47 and 51.

2.1.2 Ministerial Regulation No. 8 (B.E. 2524) issued under Act of Immigration B.E. 2522

2.1.3 Ministerial Regulation No. 12 (B.E. 2529) issued under Act of Immigration B.E. 2522

2.1.4 Rules of Police, not concerning with case, nature 34, chapter 14

2.1.5 Police Order no. 51/2537 dated on January 19, 1994

2.2 Required Documents

2.2.1 Passport or document used in lieu of passport

2.2.2 Letter of approval to stay in the Kingdom

2.2.3 Four of 4 x 6 centimeters full-faced photos without wearing hat taken within the past 6 months.

2.2.4 Two copies of application form TM 18 (TM. 10 originally).

2.2.5 Copy of house registration, which the alien desire to have his name in.

2.3 Procedures

2.3.1 Section 1, Sub-Division 1, Immigration Division 1 request the applicant to make entry procedure.

2.3.2 Check all evidence to verify that the applicant is the same person as the name in document.

2.3.3 Report all information through officer channels till the commander of Immigration Division 1 or other authorized person to approve to pay fees and issue the Residence Certificate.

2.3.4 After receive approval, the alien must pay fee as follow.

(1). Issue under section 47, the applicant must pay fee for 50,000 baht per one certificate, but the spouse or the child who is not sui juris of the alien who is resident in the Kingdom or has Thai nationality must pay 25,000 baht per one certificate.

(2). Issue under section 51, the applicant must pay 25,000 baht per one certificate.

(3). Issue under Ministerial Regulation No. 8 (B.E. 2524), the applicant must pay 15,000 baht but the spouse or the child who is not sui juris must pay 4,500 baht per one certificate.

2.3.5 Issue the Residence Certificate TM. 16 (TM. 11 originally) by report to the inspectors of Section 2, Sub-Division 1, Immigration Division 1 to give his signature, the competent officer must sign his signature and affix his title seal.

Provincial Region

The Superintendent of Immigration checkpoint, Deputy Superintendent of Immigration checkpoint, Inspector of Immigration checkpoint or person in charge of their functions or chiefs of immigration checkpoint who are in the position of Deputy Inspectors upwards sign on the certificate, the competent officer must sign his signature and affix his title seal (if any).

2.3.6 Inform the alien register at the locality that the alien domicile to issue Alien Registration Document, then the alien register must inform back the number, issued date of such Alien Registration Document to note in the TM. 16 form issuance control book.

Provincial Region

The provincial immigration office must send TM. 18 application form, copy of letter from the alien registra under clause 2.3.6. to Section 2, Sub-Division 1, Immigration Division 1 as soon as possible.

2.3.7 After the Residence Certificate (TM. 16) has been issued, the officer must report all information through officer channels for notification.

3. The Replacement of Residence Certificate (TM. 17)

This certificate is issued for replacement the original Residence Certificate, which has been damaged, lost, or cancelled by government or there is no space for endorsement or page for stamp.

3.1 Concerned Regulations and Laws

3.1.1 Act of Immigration B.E. 2522 (1979) Section 52

3.1.2 Ministerial Regulation No. 12 (B.E. 2529) issued under Act of Immigration B.E. 2522

3.1.3 Rules of Police, not concerning with case, nature 34, chapter 14

3.2 Required Documents

3.2.1 Passport or document used in lieu of passport

3.2.2 Alien Registration Document, attached with applicant's photo taken within the past 5 years.

3.2.3 The original of house registration and one copy of it.

3.2.4 Work permit (if any)

3.2.5 Letter of Entry (if any)

3.2.6 Seven of 4 x 6 centimeters full-faced photo without wearing hat taken within the past 6 months.

3.2.7 The original Residence Certificate, which has been damaged, or cancelled by government or there is no space for endorsement or page for stamp or police notice in case of lost.

3.2.8 Two copies of application form TM 20 (TM. 14 originally).

3.3 Procedures

3.3.1 The alien must apply application form TM. 20.

3.3.2 The officer must check all former evidence of the original certificate.

3.3.3 In case that the alien apply for the Residence Certificate at the immigration office which issued the original certificate,

(1) In case the Residence Certificate still valid but the page is end for stamp or in case of damage, the alien must bring passport and Residence Certificate, which its stamp still in recent endorsement period. After the officer check all evidences, it should be reported to the Superintendent of Immigration Division 1 or person in charge of his function for approval.

Provincial Region

The Superintendent of Immigration checkpoint, Deputy Superintendent of Immigration checkpoint, Inspector of Immigration checkpoint or chiefs of immigration checkpoint who is commissioned police officer are the authorized person to give approval.

(2) In case of lost, the officer shall inquire for the reason of lost, inquire closed witness, confirm the lost Residence Certificate and report all detail including police notice to the Commissioner of Immigration Division 1 or other authorized officer for approval. After approval, the Replacement of Residence Certificate shall be issued.

Provincial Region

The inquiry shall be made by clause (2), then should send inquiry detail, evidences of the original Residence Certificate that has been lost including the evidences showing record of entry and leave the Kingdom through Immigration Division 3 to Immigration Division 1 for approval. After approval, the Replacement of Residence Certificate shall be issued.

3.3.4 In case that the alien apply for the Replacement of Residence Certificate which the page is end for stamp or has been damaged, lost at the different immigration office,

(1) The officer shall inquire for the applicant's personal history, in case of lost, the officer shall inquire for the reason of lost, inquire closed witness, confirm the lost Residence Certificate.

(2) Check to the Immigration Office, which issued the original Residence Certificate for verification.

(3) Request all information from the Immigration Office, which issued the original Residence Certificate for the replacement information.

(4) Check the applicant's record of entry and leave the Kingdom.

(5) Collect all evidences together with files of the inquiry to get approval from the Immigration Bureau.

(6) After receive approval, the Replacement of Residence Certificate should be issued either in case the original one is damaged or the page is end for stamp or lost.

Provincial Region

The procedures under clause (1) and (4) shall be done then collect all evidences together with files of the inquiry to get approval from the Commander of Immigration Division 1 by passing the Commander of Immigration Division 3. After receive approval, the procedure under clause (6) shall be done.

3.3.5 Due to the Residence Certificate, which were issued before the Act of Immigration B.E. 2480 came into effect, are the one sheet of certificate. Most of them are blur because of long time, also there is unclear that photo attached on the certificate is the photo of the certificate holder or not. These certificates can be deemed damage; such certificate holder should apply for the Replacement of Residence Certificate (TM. 17).

3.3.6 The applicant must pay fee for 500 baht for the Replacement of Residence Certificate (TM. 17) issuance.

4. Residence Certificate charge exemption (TM. 16 EX)

This certificate is issued for alien who Minister of Interior Ministry by approval of the cabinet allow to be Non-Quota Immigrant Visa Resident with charge exemption by virtue of Section 17 of the Act of Immigration B.E. 2522.

4.1 Concerned Regulations and Laws

4.1.1 Act of Immigration B.E. 2522 (1979) Section 17, 47

4.1.2 Rules of Police, not concerning with case, nature 34, chapter 14

4.2 Required Documents

4.2.1 Passport or document used in lieu of passport

4.2.2 The evident of the allowance.

4.2.3 Seven of 4 x 6 centimeters full-faced photo without wearing hat taken within the past 6 months.

4.2.4 Two copies of application form TM 18.

4.3 Procedures

4.3.1 The case shall be transferred to Section 2, Sub-Division 1, Immigration Division 1, which is the sole authorized department unless the Commissioner of Immigration Division 1 will make a specific order.

4.3.2 Check all evidences and proceed all procedures as the Residence Certificate (TM. 16) issuance with the charge exemption.

4.3.3 The officer shall remark on page 4 of the Residence Certificate with red pen with the word "allow to be resident for specific case according to Section 17 of the Act of Immigration B.E. 2522 from Ministry of Interior by the cabinet approval dated on _____ with the charge exemption";

4.3.4 The officer shall remark of page 4 of the Residence Certificate and the left hand page of both of TM. 18 forms with the word "Nationality of _____, has been allowed to be Non-Quota Immigrant Visa Resident number _____";

4.3.5 Number Issuance, the number shall be issued sort separate from the number of Residence Certificate with charge and add letter "EX" with number for example No. EX1/1994. The form issuance control book should be made specially.

4.3.6 After the procedures according clause 4.3.3 and 4.3.4 have been done, the officer who issues such Residence Certificate must sign his name, title, issued date on it.

4.3.7 After the Residence Certificate is issued, the officer must follow procedures as clause 2.3.6-2.3.7 of Residence Certificate (TM. 16) issuance.

Remark

1. The alien who is juvenile aged over 12 years but is not sui juris, may apply himself/herself by his/her parents or guardian as the case may be, sign their name or print their right thumb finger-print under the juvenile name together with the juvenile right thumb finger-print and wording explain their relationship.

2. For the benefit of verification, the alien shall print his/her right thumb finger-print on the application form, even if such alien is able to sign his/her name.

3. On every application form, if the aliens sign their name in Chinese or any language that the officer is unable to understand, the officer must write the alien's name in Thai and print their right thumb finger-print on the application form with black ink.

4. In case there is found that the Residence Certificate is expired of endorsement for re-entry or there is no endorsement for re-entry, the officer must proceed as follow.

4.1 Seize such Residence Certificate and send to the concerned organization, if such Residence Certificate was issued by Immigration Bureau, such certificate shall be sent to Section 2, Division 1, Immigration Division 1, but if the certificate was issued by Provincial Immigration Office, such certificate shall be sent to such provincial office.

4.2 After the Section 2, Division 1, Immigration Division 1 receive such certificate according to clause 4.1., the officer shall cross such certificate and note in the voucher with the word "Expired" and collect all information for further verification. At the central region, the authorized person to cross such certificate is the inspector of the Section 2, Division 1, Immigration Division 1, at the provincial areas, the authorized person are the Superintendent of Immigration checkpoint, Deputy Superintendent of Immigration checkpoint, Inspector of Immigration checkpoint or chiefs of immigration checkpoint who are in the position of Deputy Inspectors upwards as the case may be, then make a report to Immigration Division 1 for information.

4.3 In case the alien under clause 4.1 desire to extend to stay in the Kingdom, such alien shall apply to the Section 1, Division 1, Immigration Division 1 or at the Provincial Immigration Office. When the officer receives the application, the inquiry shall be made to inquire the alien's necessary, the officer must take the alien's Residence Certificate with his information and report to the Immigration Committee for consideration.

5. In case the alien leave the Kingdom and waive the right of residence, the officer shall seize such Residence Certificate and Alien Registration Document, send to the concerned organization as mentioned in clause 4.1 and shall proceed as clause 4.2, cross such certificate and note in the voucher with the word "Waive the right of residence". The officer shall note information about dated of leaving, and by transportation. The Alien Registration Document shall be sent to the alien registra at the locality that the alien domicile or Section 4, Sub-Division 1, Immigration Division 1, then report to Immigration Division 1 for information

6. In case the Residence Certificate holder die, the possessor must return the Residence Certificate to the officer to keep as clause 4.1. and shall proceed as clause 4.2, cross such certificate and note in the voucher with the word "Death". The officer shall note information about dated of death as mentioned in death certificate. If the officer receive the Residence Certificate, the procedure shall be made as clause 5, then report to Immigration Division 1 for information.

7. In case the alien is revoked the residence allowance under Section 53, the officer shall seize the Residence Certificate and Alien Registration Document and send the Residence Certificate as mentioned in clause 4.1 and proceed as clause 4.2, cross such certificate and note in the voucher with the word "Revoke" with the date of revocation. The Alien Registration Document shall be proceeded as clause 5, then report to the commander upwards.