

For A Foreign Applicant

1. An applicant residing in Thailand

- ✓ Valid passport and certified photocopy
- ✓ Document(s) certify that the applicant is working, used to work, or residing in Thailand.
- ✓ Thai working permit and certified photocopy (if available)
- ✓ Certified photocopy of current passport with Thai Visa
- ✓ Letter from the Embassy
- ✓ For Education
 - Letter From University offer
 - Transcript
- ✓ For Marriage
 - Marriage Certificate
 - Letter/Personal identification of Spouse
- ✓ For work
 - Hire Contract/Work permit
 - Letter guarantee from the employer company
- ✓ For Residence
 - Residence application
 - Letter from the Embassy
- ✓ An applicant must present and hand in all the relevant documents at our office.
- ✓ Our service is free of charge. An applicant can opt to collect the certificate at our office. Or for your convenience, we also provide postal service at our office. An applicant responsible for the postage fee.
- ✓ **Note:** If criminal record is found or all required documents are not submitted, then, certificate may take longer than 7 business days.

2. An applicant residing abroad

- ✓ Certified photocopy of valid passport
- ✓ Certified photocopy of Thai Visa
- ✓ Document(s) stating that the applicant is used to work or reside in Thailand.
- ✓ A photocopy of Thai working permit (if available)
- ✓ Paper of power of attorney (If authorised someone)
- ✓ Letter explain the purpose of request and which country to use (only one country)
- ✓ Two photographs (1 inch or 2 inches)
- ✓ Two sets of original fingerprint. Fingerprint must be taken at local police or Thai Consulate or Thai Embassy in your country together with the official seal and signature of the official taking the fingerprint.
- ✓ A self addressed envelope enclosed with the postage fee (equivalent to five international postage vouchers which can be purchased at your local post office).
- ✓ Since our service is free of charge, an applicant is needed to provide postage fee in order to mail certificate back to the applicant. Otherwise, we would not responsible for lost or undelivered certificate.
- ✓ **Note:** If criminal record is found or all required documents are not submitted, then, certificate may take longer than 7 business days.