

Public Handbook: Application for Checking and Additional Correcting of Alien Registration Document

Agency: Immigration Bureau, Royal Thai Police

Criteria, Procedures, and Conditions (if any) for the application and approval

- 1) An alien registration document will be checked and corrected in case the document details are incorrect or change of nationality.
- 2) An alien must submit an application in person.

According to the handbook, service time will start after an officer who received an application has inspected that all required documents are completed as indicated in the handbook.

Remark: An alien must contact an immigration checkpoint in the area where the alien resides.
If there is no immigration checkpoint in that area, please contact the responsible immigration checkpoint.
Please visit www.immigration.go.th for more information.

Service Channel

Place of Service Alien Registration Section, Sub-Division 1, Immigration Division 1, Government Complex Commemorating His Majesty, 2 nd Floor, Chaengwattana Road, Laksi District, Bangkok / Please contact in person at the service place.	Service time Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)
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Procedures, Time, and Responsible Section

Total Time: 7 working days

No.	Procedures	Time	Responsible Section
1)	Inspection of documents 1.Submit an application, passport, and required documents. 2.An officer checks the documents. 3.Search for the counterfoil receipt of Alien Registration Book. 4.An officer interviews an alien. 5.Receive an appointment receipt and passport.	120 mins.	Sub-Division 1, Immigration Division 1
2)	Consideration 1.Check the information of Alien Registration Book with the counterfoil copy of Alien Registration Book and passport. 2.Proceed to supervisor for granting an approval to inform a local registrar who is responsible for correcting Alien Registration Book.	5 working days (after the application date)	Sub-Division 1, Immigration Division 1
3)	Result Hearing 1.Submit an appointment receipt and passport. 2.Receive an Alien Registration Book and passport.	10 mins.	Sub-Division 1, Immigration Division 1

List of Required Documents

No.	Documents and Details	Authority
1)	Application Form	Immigration Bureau
2)	Alien Registration Book	Royal Thai Police
3)	Certificate of Residence	Immigration Bureau

No.	Documents and Details	Authority
4)	Certificate of Alien Identity	-
5)	Passport with Thai translation and a copy (Certified by the Ministry of Foreign Affairs)	-
6)	Two photos, size 4X6 cm.	-
7)	Documents for correcting such as -House Registration with a copy -Letter of certification with Thai translation and a copy (Issued by an embassy or consulate, certified by the Ministry of Foreign Affairs) -Birth Certificate and a copy -Work Permit and a copy	-

Fee

No.	Fee Details	Fee (Baht / Percentage)
N/A		

Complaint Channel / Service Suggestion

No.	Complaint/Suggestion
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Sub-Division 1, Immigration Division 1

Application Form, Sample, and Instruction for filling out the form

No.	Application Form
N/A	

Remark: Related laws and regulations

1. Alien Registration Act B.E.2493, Section 14
2. Code of Police Regulations not related to the case, Category 55, Chapter 6