

Public Handbook: Application for Checking and Requesting for Arrival-Departure Record under Section 25 of the Official Information Act, B.E.2540

Agency: Immigration Bureau, Royal Thai Police

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

- 1) There are 2 types of submitting an application.
 - 1.1 Submit in person.
 - 1.2 Authorize another person to submit an application.
- 2) Required documents for submitting an application
 - 2.1 In case of submitting in person,
 - 2.1.1 Application for travel record
 - 2.1.2 Original ID card or passport
 - 2.2 In case of authorizing someone to act on behalf,
 - 2.2.1 Application for travel record
 - 2.2.2 Original ID card of an attorney
 - 2.2.3 Power of attorney signed by a grantor, an attorney, and a witness and affixed with a 10-baht revenue stamp.
- 3) Procedures for submitting an application
 - 3.1 Fill out an application form.
 - 3.2 Submit an application to an officer for checking the accuracy.
 - 3.3 An officer searches for a travel record from Immigration Information System.
 - 3.4 An officer prepares a letter of travel record's checking result.

Service Channel

Place of Service		Service time
Bangkok	Immigration Technology Center	Monday to Friday (except official holidays and official holidays), Time: 08.30 -16.30
Central Region	Immigration Division 3	
Northeast Region	Immigration Division 4	
North Region	Immigration Division 5	
South Region	Immigration Division 6	

Procedures, Time, and Responsible Section

Total Time: 23 minutes

No.	Procedures	Time	Responsible Section
1)	Receive an application and check the documents.	3 mins.	Technology Sub-Division
2)	Search for a travel record from Immigration Information System.	15 mins.	Technology Sub-Division
3)	Prepare a letter of travel record's checking result.	5 mins.	Technology Sub-Division

Complaint Channel / Service Suggestion

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

Remark:

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