

## Public Handbook: Notification of Residence for an alien staying in the Kingdom over 90 Days

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

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

1. An alien who has been granted permission to temporarily stay in the Kingdom must notify an immigration officer of his/her residence every ninety days.
2. In case an alien leaves the Kingdom prior to the next notification appointment date and then returns to the Kingdom, the said alien must notify an immigration officer of his/her residence after staying over 90 days counting from the latest arrival date.
3. An alien can notify 15 days before or 7 days after the notification appointment date. In case of late notification, the said alien must notify an immigration officer of his/her residence in person and will be fined 2,000 baht.
4. In case of notification by registered post, an alien can send an application for notification of residence 15 days prior to the appointment date, in case of late notification, an alien must notify an immigration officer of his/her residence in person and will be fined 2,000 baht.

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

### Service Channel

|                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Place of Service</b><br>(Remark: (1. An alien can authorize another person to notify, except late notification, an alien must notify an immigration officer of his/her residence in person and will be fined.<br><br>2. Service time is subject to the office hours of each immigration checkpoint.))<br>Please contact in person at a local immigration checkpoint. | <b>Service time</b><br>Monday to Friday (except official holidays),<br>Time: 08.30 -16.30, (Have a lunch break.) |
| <b>Place of service</b><br>(Remark: Notification can be made 15 days prior to the appointment date.) Local immigration checkpoint/ please visit <a href="http://www.immigration.go.th">www.immigration.go.th</a> for more information/Registered post                                                                                                                   | <b>Service time</b><br>(Except official holidays),<br>Time: 00.00-00.00                                          |
| <b>Place of service</b><br>(Remark: (Notification can be made 15 days prior to the appointment date but not less than 7 days.))<br><a href="http://www.immigration.go.th/Website">www.immigration.go.th/Website</a> and online channel                                                                                                                                  | <b>Service time</b> Open 24 hours                                                                                |

### Procedures, Time, and Responsible Section

**Total Time:** 4 minutes

| No. | Procedures                                                                                                                                                                                   | Time    | Responsible Section                                         |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------|
| 1)  | <b>Inspection of documents</b><br>1.An alien submits an application form (TM.47).<br>2.An officer inspects and records the information in the Immigration Information System.<br>(Remark: -) | 2 mins. | Immigration Division 1<br>And<br>Immigration Division 3 - 6 |
| 2)  | <b>Signature/ Committee's Resolutions</b><br>An officer issues a receipt of notification for the next appointment date and returns the passport.<br>(Remark: -)                              | 2 mins. | Immigration Division 1<br>And<br>Immigration Division 3 - 6 |

**List of Required Documents**

| No. | Documents and Details                                                                                                                                                                                                                                                                                          | Authority          |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1)  | <b>Passport</b><br><b>Original</b> 1 copy<br><b>Copy</b> 0<br><b>Remark</b> (In the case of notification by registered post)<br>1.Copy of Bio Data Page certified by an alien: 1 copy<br>2.Copy of the latest arrival stamp certified by an alien: 1 copy<br>3.Copy of visa page certified by an alien: 1 copy | -                  |
| 2)  | <b>Application Form (TM.47)</b><br><b>Original</b> 1 copy<br><b>Copy</b> 0<br><b>Remark</b> -                                                                                                                                                                                                                  | Immigration Bureau |
| 3)  | <b>Receipt of notification</b><br><b>Original</b> 1 copy<br><b>Copy</b> 0<br><b>Remark</b> (In case an alien has a previous receipt of notification.)                                                                                                                                                          | Immigration Bureau |
| 4)  | <b>Receiver-addressed envelope affixed with a postage stamp</b><br><b>Original</b> 1 copy<br><b>Copy</b> 0<br><b>Remark</b> (In the case of notification by registered post)                                                                                                                                   | -                  |

**Fee**

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

**Complaint Channel/Service Suggestion**

| No. | Complaint/Suggestion                                                                                                                                                                                                                                      |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1)  | Immigration Bureau<br>)Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))                                                                                              |
| 2)  | Local Immigration Checkpoint<br>(Remark: -)                                                                                                                                                                                                               |
| 3)  | Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office<br>(Remark: (1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline: 1111/ www.1111.go.th / P.O. Box 1111 Phitsanulok Road, Dusit District, Bangkok 10300)) |

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

| No. | Application Form                                                                               |
|-----|------------------------------------------------------------------------------------------------|
| 1)  | Application Form (TM.47) Form for Alien to Notify of Staying Longer than 90 days<br>(Remark:-) |

**Remark**

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