

Public Handbook: Notification of Residence for the house-master, the owner or the possessor of a residence, or a hotel manager where an alien has stayed

Agency: Immigration Bureau, Royal Thai Police

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

1. The house-master, the owner or the possessor of a residence or a hotel manager, who takes in, as a resident, an alien with permission to temporarily stay in the Kingdom, shall notify the competent official at the immigration office located in the locality in which the house, residence, or hotel is located within twenty-four hours from the time the alien has taken residence.
2. In case of notification in person, an applicant must submit a notification form for house-master, owner, or the possessor of the residence where the alien has stayed at an immigration office in the area where the residence or hotel is located.
3. Receipt of notification
 - 3.1 In case of notification in person, an officer will return a receipt of notification when the procedures are completed.
 - 3.2 In case of notification by registered post, an officer will return a receipt of notification by post addressed to those who submitted, together with a notification form.
 - 3.3 In case of notification online via www.immigration.go.th, a person who notifies must register in order to get a username and password via e-mail. Then, log in to the notification system and record the information of alien into the system.
4. 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 (Remark: (1. Authorize another person to notify. 2.Service time is subject to the office hours of each immigration checkpoint.)) Please contact in person at a local immigration checkpoint.	Service time Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)
Place of Service (Remark: (1. Fill out an alien's residence information in an application form correctly and completely. 2.Service time is subject to the office hours of each immigration checkpoint.)) /Local immigration checkpoint/ Please visit www.immigration.go.th for more information/Registered post	Service time (Except official holidays), Time: 00.00-00.00
Place of Service (Remark: (Register in order to apply for notification of residence via the Internet) www.immigration.go.th/Website and online channel	Service time Open for 24 hours

Procedures, Time, and Responsible Section

Total Time: 10 minutes

No.	Procedures	Time	Responsible Section
1)	Inspection of documents An officer checks the documents. (Remark: (Only for notification in person, authorize another person to notify and notification by registered post.))	5 mins.	Immigration Division 1 And Immigration Division 1-6
2)	Consideration An officer processes the notification. (Remark: -)	5 mins.	Immigration Division 1 And Immigration Division 1-6

List of Required Documents

No.	Documents and Details	Authority
1)	Application Form (TM.30) Original 1 copy Copy 0 Remark: -	Immigration Bureau
2)	Passport Original 0 Copy 1 copy Remark: (In the case of notification in person or authorize another person to notify or by registered post) 1.Copy of Bio Data Page certified by an alien: 1 copy 2.Copy of the latest arrival stamp certified by an alien: 1 copy 3.Copy of visa page certified by an alien: 1 copy	-
3)	Receiver-addressed envelope affixed with a postage stamp Original 1 copy Copy 0 Remark (In 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 (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Local Immigration Checkpoint (Remark: -)
3)	Center of Public Service, Office of the Permanent Secretary, The Prime Minister's Office (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.30) Form of House-Master, Owner or the Possessor of the Residence where Alien has Stayed. (Remark: -)

Remark:

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