

Public Handbook: Application for Visiting a detainee who is waiting for deportation under Section 54 of the Immigration Act, B.E.2522

Agency: Immigration Bureau, Royal Thai Police

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

- 1) There are two categories of detainees.
 - 1.1 A general detainee, Visiting time: 1st round 09.45-10.30 and 2nd round 11.15-12.00
 - 1.2 An important detainee, Visiting time: 12.00-13.00
 - 1.3 Special visit requested by an embassy or a lawyer, etc., Visiting time: 13.00-15.30
- 2) Documents required for visiting a detainee
 - 2.1 A designated application form for visiting a detainee
 - 2.2 ID card or document issued by an authorized official or
 - 2.3 Passport or document used in lieu of passport containing the image of holder and visa page indicating the permission to stay in the Kingdom remains valid.
 - 2.4 Identification card of Non-Thai national (in case of migrant worker) who has been granted permission to stay and work in Bangkok and such permission remains valid.
- 3) Procedures for visiting a detainee
 - 3.1 Fill out an application form in Thai or English (Capital letter).
 - 3.2 Submit an application to an immigration officer and prepare the information of detainee as follows;
 - 3.2.1 Detainee no. (IDC no. if it is known.)
 - 3.2.2 Name, surname, nationality, gender, and the age of detainee
 - 3.2.3 The Date when the detainee was sent to IDC.
 - 3.2.4 Name of agency that sent the detainee to IDC.
 - 3.2.5 Reason of visiting and relationship between the visitor and detainee. Those who come to visit a detainee must be the person as follows;
 - 1) An officer of the government agency, embassy, charity organization, an officially appointed lawyer.
 - 2) Parents, children, spouse, or relatives of detainee
 - 3) Only one visitor will be permitted to visit one detainee per visit.
- 4) Conditions for visiting a detainee
 - 4.1 A visitor must be approved by an immigration officer prior to visit.
 - 4.2 A visitor must follow the instructions and regulations as designated by IDC.

Service Channel

Place of Service (Remark: (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
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Procedures, Time, and Responsible Section

Total Time: 15 minutes

No.	Procedures	Time	Responsible Section
1)	Receive an application and inspect the documents. An officer checks the documents. (Remark: -)	5 mins.	Investigation Division
2)	Inspect detainee's information. An officer checks the information. (Remark: -)	8 mins.	Investigation Division
3)	Consideration An officer considers an approval. (Remark: -)	2 mins.	Investigation Division

List of Required Documents

NO	Document and Details	Authority
1)	ID Card Original 1 ID card Copy 2 copies Remark (If an applicant uses ID card, the document no.2) and 3) are not required. Identification card of Non-Thai national (in case of migrant worker) who has been granted permission to stay and work in Bangkok and such permission is still valid.)	Department of Provincial Administration
2)	Official or Government Agency ID Card Original 1 Card Copy 0 Remark (If an applicant uses the official or government agency ID card, the document no.1) and 3) are not required.)	-
3)	Passport or document used in lieu of passport containing the image of holder and visa page indicating the permission to stay in the Kingdom remains valid. Original 1 copy Copy 0 Remark (If an applicant uses the passport or document used in lieu of passport, the document no.1) and 2) are not required.)	Department of Consular Affairs
4)	Identification Card of Non-Thai national who has been granted permission to stay and works in Bangkok and such permission remains valid. Original 1 Card Remark (In case of migrant worker)	Department of Provincial Administration

Fee

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

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))
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
N/A	

Remark:

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