



THE POLICE CLEARANCE SERVICE APPLICATION PROCESS (FOR APPLICANTS RESIDING ABROAD)

Application Process (For applicants residing abroad)

1. Complete the Application Form, Testimony Memorandum Form and Fingerprints Form
2. Complete the Supporting Documents and Self-addressed envelope
3. Pay the Processing Fee
4. Post (1 & 2) directly to the Police Clearance Service Center
Royal Thai Police, Building 6, Rama 1 Road, Pathumwan, Bangkok 10330 Thailand
5. The process will take 15 -25working days if all documents are in order.
*Delays may occur if acriminal record is found or if all of the required documents have not been submitted
6. You will receive your Police Clearance Certificate by post

*Please note that you may submit your application by post to Royal Thai Policeor/ you may ask someone in Thailand to submit the application on your behalf.

Supporting Documents *certified true copy by applicant's signature*

1. Photocopy of Valid Passport
2. Photocopy of National ID Card (For Thai Citizens only)
3. Photocopy of House Registration (For Thai Citizens only)
4. Photocopy of Change of Name/Surname Certification
5. Photocopy of Thai Work Permit/Visa (For Foreigner)
6. Photocopy of Current Country of Residence Visa
7. Photocopy of Passport pages with all entry and exit stamps to/from Thailand (For Foreigner)
8. 2 Passport size photographs
9. Obtain 2 sets of hardcopy of original fingerprints at the Royal Thai Embassy or local Police Station in your country
10. Proof of Payment (Hardcopy)
11. Self-addressed envelope that covers return postage for us to enclose your Police Clearance Certificate or pay an extra 500 baht to UOB Bank for postage fees.

12. Power of Attorney (If someone else is submitting the application on your behalf) + Revenue Thai Stamp 10 baht + Photocopy of representative's Passport or Thai Citizenship IDCard
(For Thai Citizens only)

เพิ่มเติม สำเนาหลักฐานทางการทหารเฉพาะชายไทยอายุ 17-45 ปี (สด.8, 9, 43 ฯ)

How to Pay Processing Fee

The standard processing fee is 100 Baht but may vary depending on your application to cover for postage fees;

1. If someone else is making the application on your behalf, they must pay 160 Baht at the Police Clearance Service Centre
2. If you are residing abroad and sending a Prepaid self-addressed envelope, transfer 100 Baht to the bank account below
3. If you are residing abroad and no Prepaid, please send a self-addressed envelope, and transfer 600 Baht to the bank account below

Bank Name/Branch: UOB Bank / Siam Square Branch

Code: 024

Branch Code: 772

Swift Code: UOVTHBK

Bank Address: 410-410/1 Siam Square Soi6, Rama I Road, Pathumwan, Bangkok Thailand

Account Name: The Police Clearance Service Center

Account Number: 772-163-299-0

Account Type: Saving Account

*The certificate fee and postage fee must be paid in Thai currency

**The applicant is responsible for all outgoing and incoming money transfer fees

*** Your application will not be processed until you have provided all required documents and made payment