

## 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. <u>Post (1 & 2) directly to the *Police Clearance Service Center*</u>

Royal Thai Police, Building 6, Rama 1 Road, Pathumwan, Bangkok 10330 Thailand

5. The process will take <u>15 - 25 working days</u> if all documents are in order.

\*Delays may occur if a criminal record is found or if all of the required documents have not been submitted

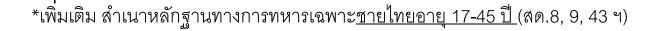
6. You will receive your Police Clearance Certificate by post

\*Please note that you may submit your application by post to Royal Thai Police

or/ 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
- 6. Photocopy of Current Country of Residence Visa
- 7. Photocopy of Passport pages with all entry and exit stamps to/from Thailand
- 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 ID Card





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 <u>Prepaid</u> self-addressed envelope, transfer 100 Baht to the bank account below
- 3. If you are residing abroad and <u>no Prepaid</u>, please send a self-addressed envelope, and transfer 600 Baht to the bank account below

Bank Name/Branch: UOB Bank / Siam Square Branch

Bank Code: 024

Branch Code: 772

Swift Code: UOVBTHBK

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



## Contact us

The Police Clearance Service Center, Royal Thai Police

Building 6, Rama 1 Road, Pathumwan, Bangkok 10330 Thailand

Phone: +66-2205-2168- 9

Fax: +66-2205-1295

Email: pcs.center@sbpolice.go.th

Website: www.pcscenter.sbpolice.go.th

