

Public Handbook: The notification of the house-master, the owner or the possessor of the residence, or the hotel manager where an alien has stayed.

Agency: Immigration Bureau, Royal Thai Police

Regulations and conditions (if any) for the application and the consideration.

1. The house-master, the owner or the possessor of the residence, or the hotel manager where the alien, receiving permission to stay temporary in the Kingdom has stayed, must notify the competent official at the Immigration Office located in the same area with that house, dwelling place or hotel, within 24 hours from the time of arrival of the alien concerned.

2. In case of notifying by yourself, please submit the notification form at Immigration Office located in the same area with that dwelling place or hotel.

3. The return of notification's receipt.

3.1 In case of notifying by yourself, the officer will return the receipt of notification when the procedures are completed.

3.2 In case of notifying by post, the officer will return the receipt of notification in a mail addressed to the address provided by the notifier, along with the notification form.

3.3 In case of notifying online via www.immigration.go.th, the notifier has to register to receive user name and password to login the system via registered email. Then login to the notification system and record alien information into the system.

4. The service time specified in the handbook starts after an officer has checked and confirmed that the required documents are complete.

Note : An alien who stays in any area must contact the Immigration Office where the alien resides. If there is no Immigration Office in that area, please contact the responsible Immigration Office. Please visit www.immigration.go.th for more information.

Service Channel

Place of Contact <i>Contact in person at the Immigration Office in your area.</i>	Service time <i>Monday to Friday (except public holiday) 08.30 -16.30 (lunch break from 12.00-13.00)</i>
Place of Contact <i>Immigration checkpoint in your area / please see address at www.immigration.go.th</i>	Service time <i>(except public holiday)</i>
Place of Contact <i>www.immigration.go.th</i>	Service time <i>24 hours</i>

Procedures , Time and Responsible Section.**Total Time:** 15 minutes

No.	Procedures	Time	Responsible Section
1)	Document Checking An officer checks documents	10 mins	-
2)	Consideration An officer process the notification	5 mins	-

Lists of Required Documents

No.	Documents and Details	Authority
1)	(1) TM.30 application form	-
2)	(1) Stamped addressed envelope Note: For notification via mail only	-

Fee

No.	Detail	Amount
	-	

Complaint Channel/Service Suggestion

NO	Complaint / Suggestion
1)	Immigration Bureau 507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 Postbox 1178. Suanplu, Bangkok 10120
2)	Any Immigration Office

Form and Sample

No	Form.
1)	TM.30 application form

Note:

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

เอกสารฉบับนี้ดาวน์โหลดจากเว็บไซต์ศูนย์รวมข้อมูลการติดต่อราชการ
www.info.go.th
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