

Public Handbook: Application for Extension of Stay in the Kingdom for an alien who has been granted privileges under the Petroleum Act, B.E. 2514

Agency: Immigration Bureau, Royal Thai Police

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

- 1) An alien, who is a craftsman, specialist, or expert has been granted privileges under Section 69 of the Petroleum Act, B.E. 2514, including a spouse and a dependent of the said alien. (Amendment)
- 2) Have a valid passport in good condition.
- 3) Must have been granted a Non-Immigrant visa.
- 4) Must submit an Application for Extension of Temporary Stay in the Kingdom no more than 45 days prior to the expiration date of previous visa. (Amendment)
- 5) In case it is found that an alien overstays the visa or does not submit an application to notify of staying longer than 90 days (90-day reporting), such alien must be fined first.
- 6) In case of permitted period of stay expires on the same day as the passport expiration date, an alien must transfer the latest entry stamp, visa stamp, and re-entry permit stamp (if any) to a new passport and then re-submits an application for visa extension in accordance with the original right. (Amendment)

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.

Service Channel

Place of Service 1. One Stop Service Center for Visa and Work Permit, Chamchuri Square Building, 18th floor, Bangkok 2. EEC Labor Administration Centre, Institute of Skill Development Region 3, Chonburi 3. Local immigration checkpoint	Service time Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.) (Remark: (Service time is subject to the office hours of each immigration checkpoint.))
--	---

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.

Procedures, Time, and Responsible Section

Total Time: 25 minutes

No.	Procedures	Time	Responsible Section
1)	Inspection of documents 1. An officer inspects an application and relevant documents. 2. An officer receives an application. 3. An officer checks the blacklist and records the information in the Immigration Information System with a photo taken and stamps a visa on the passport. (Remark: -)	15 mins.	Immigration Division 1 and Immigration Division 3 - 6
2)	Consideration/Sign for approval An authority signs for approval. (Remark: -)	5 mins.	Immigration Division 1 and Immigration Division 3 - 6
3)	Fee payment 1. Pay a fee and issue a receipt. 2. Return the passport. (Remark: -)	5 mins.	Immigration Division 1 and Immigration Division 3 - 6

List of Required Documents

No.	Documents and Details	Authority
1)	Passport Original 1 copy Copy 1 copy Remark: -	-

No.	Documents and Details	Authority
2)	Work permit Original 0 Copy 1 copy Remark: -	Department of Employment
3)	Application Form (TM.7) Original 1 copy Copy 0 Remark (Photo attached)	Immigration Bureau
4)	Letter of confirmation and request for a temporary stay from the Board of Petroleum within 60 days from issuance date Original 1 copy Copy 0 Remark: -	Department of Mineral Fuels
5)	Sor.Tor.Mor.2 Form Original 1 copy Copy 0 Remark: -	Immigration Bureau
6)	The Acknowledgement of Penalties for a Visa Overstay Original 1 copy Copy 0 Remark: -	Immigration Bureau

Fee

No.	Fee Details	Fee (Baht/Percentage)
1)	Fee (Remark)	1,900 baht

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.7) Application for Extension of Temporary Stay in the Kingdom (Remark: -)
2)	Sor.Tor.Mor.2 Form
3)	The Acknowledgement of Penalties for a Visa Overstay

Remark-