

## Public Handbook: Application for Extension of Stay in the Kingdom for an alien with the status in accordance with Section 15 of Immigration Act B.E.2522

(1) A person on diplomatic missions dispatched by the Government of a foreign country to perform duties in the Kingdom or who is traveling through the Kingdom to perform duties in another country

**Agency:** Immigration Bureau, Royal Thai Police

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

An alien with the status in accordance with Section 15 of Immigration Act B.E.2522, in case of (1) Person on diplomatic missions dispatched by the Government of a foreign country to perform duties in the Kingdom or who is traveling through the Kingdom to perform duties in another country

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

<b>Place of Service</b> Immigration Division 1	<b>Service time</b> Monday to Friday (except official holidays), Time: 08.30 -16.30, (Have a lunch break.)
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### Procedures, Time, and Responsible Section

**Total Time:** 40 minutes

No.	Procedures	Time	Responsible Section
1)	<b>Inspection of documents</b> 1. An officer receives an application. 2. An officer checks the documents and records the information in the Immigration Information System. (Immigration Bureau continuously arranges the knowledge development for immigration officers.) (Remark: -)	40 mins.	Immigration Division 1
2)	<b>Consideration</b> Consider the qualifications of an alien to be in accordance with the criteria and conditions and and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1
3)	<b>Sign for approval / Committee's Resolutions</b> 1. An officer stamps a visa and signs. 2. Return the passport. (Remark: -)		Immigration Division 1

### List of Required Documents

No.	Documents and Details	Authority
1)	<b>Passport</b> <b>Original</b> 1 copy <b>Copy</b> 1 copy <b>Remark</b> (Certified by an alien)	-
2)	<b>Letter of Certification from Ministry of Foreign Affairs or Relevant Authority or equivalent</b> <b>Original</b> 1 copy <b>Copy</b> 0 <b>Remark</b> -	Ministry of Foreign Affairs / Relevant Authority

**Fee**

<b>No.</b>	<b>Fee Details</b>	<b>Fee (Baht / Percentage)</b>
1)	<b>Fee</b> (Remark: -)	-

**Complaint Channel / Service Suggestion**

<b>No.</b>	<b>Complaint/Suggestion</b>
1)	Immigration Bureau (Remark: (507 Soi Suanplu, South Sathorn Road, Sathorn District, Bangkok 10120 / Hotline 1178 / P.O. Box 1178 Suanplu, Bangkok 10120))
2)	Immigration Division 1 (Remark: (Government Complex (Rattaprasasana Phakdi Building), Chaeng Wattana Road, Thung Song Hong Subdistrict, Lak Si District, Bangkok 10210))
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))

**Remark-**