

Public Handbook: Application for Extension of Stay in the Kingdom for an alien who has been granted Special Entry Permit (Category B)

Agency: Immigration Bureau, Royal Thai Police

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

- 1) An alien who enters into the Kingdom in order to perform duties at Taipei Economic and Cultural Office in Thailand and his/her family.
- 2) An alien who receives a Special Entry Permit (Category B) and has been granted Non-Immigrant Visa for 3-year multiple entries.

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 Immigration Division 1	Service time 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: 60 minutes

No.	Procedures	Time	Responsible Section
1)	Inspection of documents 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: -)	60 mins.	Immigration Division 1
2)	Consideration Consider the qualifications of an alien to be in accordance with the criteria and conditions and seek for supplementary evidence for consideration. (Remark: -)		Immigration Division 1
3)	Sign for approval / Committee's Resolutions 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)	Special Entry Permit (Category B) Original 1 copy Copy 1 copy Remark (Certified by an alien)	Ministry of Foreign Affairs
2)	Application Form (TM.7) Original 1 copy Copy 0 Remark: (Photo Attached)	Immigration Bureau

No.	Documents and Details	Authority
3)	The Acknowledgement of Penalties for a Visa Overstay Original 1 copy Copy 0 Remark -	Immigration Bureau
4)	Letter of Confirmation and Request for a Stay from the Ministry of Foreign Affairs Original 1 copy Copy 0 Remark -	Ministry of Foreign Affairs

Fee

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

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)	Immigration Division 1 (Remark: (Government Complex (Ratthaprasasana 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))

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: -)

Remark-