

## INSTRUCTION FOR THAI POLICE CLEARANCE CERTIFICATE

**Important Note:** The IV unit provides this information as a courtesy to applicants. Requirements for the Thai Police Clearance Certificate may change without notice. It is the applicant's responsibility to contact the relevant office and to learn what information or documents he/she will need to submit for the certificate.

### Thai police certificates are available from:

The Police Clearance Service Center  
Building 24, Royal Thai Police Headquarters  
Rama I Road, Pathumwan  
Bangkok 10330  
Tel: 0-2205-2168-9  
Fax: 0-2205-1295  
E-mail: [pcscenter@royalthaipolice.go.th](mailto:pcscenter@royalthaipolice.go.th), [pcsc.thaipolice@gmail.com](mailto:pcsc.thaipolice@gmail.com)

The office is open Monday to Friday (except public holidays) from 8:30AM – 4:30PM without lunch break. There is 100 Baht fee for the police clearance service and no express service or any extra charges.

## DOCUMENTS REQUIRED FOR THAI POLICE CLEARANCE APPLICATION

### APPLICANT RESIDING IN THAILAND

The applicant can contact Police Clearance Service Center in person with the following documents:

#### THAI NATIONAL APPLICANT

- Passport with one photocopy
- Thai ID card with one photocopy
- House registration with one photocopy
- In case of name or surname change, name or surname change certificate is required with one photocopy.
- Military service document (Sor Dor 8 or Sor Dor 43 or the certificate of completion of 3-year or 5-year reserve officer training course, either of which needed for Thai male who is over the age of 20 and Sor Dor 9 for applicant between the age of 17-19) with one photocopy.
- Marriage certificate or divorce certificate (if available) with one photocopy
- Requesting letter from the embassy of the country to which the applicant plans to travel. A notice from the US Embassy regarding your case (i.e. a packet 3 cover letter) can be used for this purpose.
- A photocopied passport of your American petitioner
- In case of a minor child applicant, the legal guardian has to be present to sign consent.

#### NON-THAI APPLICANT

- Passport with one photocopy
- Document(s) certify that the applicant is working, used to work or residing in Thailand.
- Thai working permit (if available) with one photocopy
- Requesting letter from the embassy of the country to which the applicant plans to travel. A notice from the US Embassy regarding your case (i.e. a packet 3 cover letter) can be used for this purpose.
- A photocopied passport of your American petitioner
- In case of a minor child applicant, the legal guardian has to be present to sign consent.

## APPLICANT RESIDING ABOARD

The applicant can send a request by mail to the Police Clearance Service Center with above required documents and below additional documents:

- Two photographs (1 inch or 2 inches)
- Three sets of fingerprints. Fingerprints must be taken at local police or at the Thai Embassy or Consulate in your country together with the official seal and signature of the official taking the fingerprints.
- An envelope with pre-paid stamps and the applicant's address, to mail the certificate back to the applicant.

**Note:** Applicant must certify true copies of all documents. Do not mail original civil documents. Only certified photocopies are needed.

## PROCESSING TIME

Applicants with no criminal record, or behavior endangering peace and order or security of the State, will receive a police clearance certificate within three weeks.

For more information, please visit this [website](#).

