

Required Documents for the Acquisition, Importation, Sale, Transfer, Export and Disposal of Motor Vehicles, and License Plate Registration and Renewal

The acquisition, importation, sale, transfer and re-export of motor vehicles for official use of the Missions and personal use of the staff members shall be carried out only with prior approval from the Department of Protocol via ePrivilege. After receiving a prior approval via ePrivilege, DCIOs shall continue the importation/transfer/export process and submit Note Verbale with relevant documents listed below to the Department of Protocol for each formality:

1. Customs Clearance of Imported Duty-Free Motor Vehicle
 - Two (2) copies of Note Verbale requesting customs clearance facilitation
 - Three (3) copies of entry forms for the diplomatic clearance of goods imported (DP.1) sealed and signed by the authorized person of the Mission
 - One (1) copy of the delivery order
 - One (1) copy of the bill of lading or airway bill and invoice
2. Registration of Duty-Paid/Locally Purchased Motor Vehicles
 - Two (2) copies of Note Verbale requesting vehicle registration facilitation
 - One (1) copy of proof of identity signed by the vehicle owner
 - One (1) copy of proof of liability insurance and compulsory insurance
3. Registration of Imported Motor Vehicles
 - Three (3) copies of Note Verbale requesting vehicle registration facilitation
 - Three (3) copies of the Certificate of Import (Form 32)
 - One (1) copy of import entry and tax declaration forms
 - One (1) copy of proof of liability insurance and compulsory insurance
4. Sale/transfer of Ownership of Duty-Paid/Locally Purchased Motor Vehicle to non-diplomatically Privileged Person
 - Two (2) copies of Note Verbale providing details of the motor vehicle and the name and address of the purchaser
 - One (1) copy of proof of identity of purchaser
 - Thai National ID Card and house registration (for Thai National) *or*
 - Passport bio page and workpermit (for foreigner living in Thailand)
 - One (1) copy of motor vehicle registration book
 - One (1) copy of proof of liability insurance and compulsory insurance
5. Transfer of Ownership of Imported Motor Vehicle **between Diplomatically Privileged Persons**
 - Three (3) copies of Note Verbale providing details of the motor vehicle and the name and ranks of owner and purchaser
 - One (1) copy of motor vehicle registration book
 - One (1) copy of proof of liability insurance and compulsory insurance
6. Re-export of Imported Motor Vehicle
 - Three (3) copies of Note Verbale providing details of the motor vehicle and the expected date of exportation and port of arrival
 - One (1) copy of motor vehicle registration book
 - One (1) copy of proof of liability insurance and compulsory insurance

7. License Renewal

- Two (2) copies of Note Verbale providing details of all the motor vehicles (DCIOs are able to select multiple motor vehicles per one license renewal request)
- One (1) copy of motor vehicle registration book of each motor vehicle
- One (1) copy of proof of Voluntary Insurance and Compulsory Insurance of each motor vehicle

Remarks:

The Department of Land Transport or the Department of Customs may require additional documents, such as power of attorney or proof of transfer if deemed necessary.
