

Manual for the request for the permit of stay

Members of the DCIOs, family members and private servants are requested to apply for permits of stay upon arrival in Thailand (as well as an extension of stay) from the Department of Protocol.

1. Required documents must be scanned and submitted online via [https:// eprivilege.mfa.go.th](https://eprivilege.mfa.go.th). Hard copies of these documents must also be submitted to the Department of Protocol.

Required documents for a permit or an extension of stay application:

1. A Note Verbal requesting for a permit or an extension of stay
2. A copy of the applicant's passport pages with:
 - 2.1 Personal information
 - 2.2 Latest entry stamp (*first-time application only**)
 - 2.3 Valid permit of stay (*in case of extension**)
 - 2.4 Professional contract (*International Organization only**)

Remark: All documents must be sealed and signed by the DCIOs.

2. The staff of the Department of Protocol will verify the entitlement to the diplomatic privilege and immunity of the applicant and screen the submitted information and documents. Should there be any missing documents, the applicant will be requested via the e-Privilege system to submit additional documents. **This process takes one (1) day.**

3. After the verification has been completed, a letter will be issued to the Immigration Bureau of the Royal Thai Police to request for the issuance of the permit of stay for the applicant. The applicant will be informed via the e-Privilege system to collect the said letter from the Department of Protocol. **This process takes two (2) days.**

4. Afterwards, the applicant is requested to contact the Immigration Bureau directly to obtain the permit of stay. Required documents includes the letter issued by the Department of Protocol and the applicant's valid passport.

It is to be noted that members of the DCIOs are categorized into two (2) main groups in accordance with Article 15 and Article 35 of the Immigration Act B.E. 2522 (1979). Details as follows:

Article 15 refers to the following persons:

1. Diplomats and immediate family members (Part 1:5. Family Members)
2. Administrative and technical staff, member of service staff and immediate family members, *excluding locally-hired staff who are member of the mission, regardless of their designations.*
3. Officials of the UN organs and immediate family members
4. Officials of other international organizations which have relevant agreements with the Royal Thai Government.
5. Officials of the Asian Institute of Technology and immediate family members
6. Private servants of diplomats and officials of international organizations as stated in relevant agreements with the Royal Thai Government

Article 35 refers to the following persons:

1. Private servants of officials of UN organs, other international organizations and the Asian Institute of Technology unless specified otherwise in their agreements with the Royal Thai Government
2. Relatives forming part of the household of diplomats, administrative and technical staff and service staff, officials of the UN Specialized Agencies, non-UN International Organizations and the Asian Institute of Technology
3. Students of the Asian Institute of Technology and members of their immediate families.

Remark: In accordance with the Immigration Bureau's Order No.137/2566, Missions/Organizations located outside of the city of Bangkok are eligible to apply for the issuance and extension of stay permit at Immigration Offices in four provinces namely 1) Chiang Mai 2) Khon Kaen 3) Phuket and 4) Songkla

Fee:

The issuance of a permit of stay (as well as an extension of stay) is offered free of charge.

Channel of sending the request:

Required documents must be scanned and submitted online via [https:// eprivilege.mfa.go.th](https://eprivilege.mfa.go.th). Hard copies of these documents must also be submitted to the Department of Protocol, Ministry of Foreign Affairs.

Related International and Domestic Laws:

Vienna Convention on Diplomatic Relations 1961
Vienna Convention on Consular Relations 1963
Diplomatic Privileges and Immunities Act B.E. 2527 (1984)
Consular Privileges and Immunities Act B.E. 2541 (1998)