

Manual for the request for the Identity Card

Members of the DCIOs and family members **are requested to carry their identity cards (ID card) with them at all times.**

1. ID card application can be made online via the e-Privilege system (<https://eprivilege.mfa.go.th>) after the applicant is granted a permit of stay. The following required documents must be scanned and uploaded onto the system:

1. A copy of the applicant's **passport page with the permit of stay** stamp from the Immigration Bureau. The validity of the passport must be more than six (6) months prior to the application.

2. A copy of the applicant's e-signature:

- Black Ink on a White/Off-white Background
- Size : 500 x 200 pixels
- File type: JPEG

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, the staff of the Department of Protocol will issue an ID card for the applicant. **This process takes one (1) day.**

4. An approval from the official of the Department of Protocol is required before the ID card can be sent to the applicant. A notification will also be sent to the applicant via the e-Privilege system. **This process takes one (1) day.**

Types

The Department of Protocol issues **six (6) types of ID cards** to staff members of the DCIOs and immediate family members as follows:

1. Dark Blue: members of the Diplomatic Missions and immediate family members (spouse and unmarried child aged 15-20 years old)

2. Green: career consular officers who enjoy privileges and immunities and immediate family members (spouse and unmarried child aged 15-20 years old)

3. Light Blue: officials of International Organizations who enjoy privileges and immunities in respect of their official act and immediate family members (spouse and unmarried child aged 15-20 years old)

4. Grey: head and officials of honorary consulates

5. Beige: officials of the following organizations who are not entitled to diplomatic privileges and immunities namely Asian Institute of Technology (AIT), Taipei Economic and Cultural Office, American Refugee Committee (ARC), International Committee of the Red Cross (ICRC), International Federation of Red Cross and Red Crescent Societies (IFRC), International Organization for Migration (IOM) and Mekong Institute. Service staff of the Diplomatic Missions and immediate family members as well as same-sex or civil partner of members of the DCIOs will also be issued this type of ID card.

6. Brown: officials of Hong Kong Economic and Trade Office (HKETO) who enjoy privileges and immunities in accordance with the Protection of the Operation of the Hong Kong Trade and Economic Office in Thailand Act B.E. 2562 (2019)

Validity

1. Four (4) - year: Diplomatic Agents and Consular Officers as well as immediate family members (spouse and unmarried child aged 15-20 years old). This card is valid for four (4) years, after which it can be renewed annually for one year.

2. Three (3) - year: Members of the Administrative and Technical staff as well as immediate family members (spouse and unmarried child aged 15-20 years old). This card is valid for three (3) years, after which it can be renewed annually for one year.

3. Contract Length: Officials of International Organizations and immediate family members (spouse and unmarried child aged 15-20 years old). The validity of the card will be commensurate with the contract length and **may not exceed three (3) years.**

4. Stay Permit Length: officials of Asian Institute of Technology (AIT), Taipei Economic and Cultural Office, American Refugee Committee (ARC), International Committee of the Red Cross (ICRC), International

Federation of Red Cross and Red Crescent Societies (IFRC), International Organization for Migration (IOM), officials of Mekong Institute as well as service staff of the Diplomatic Missions, immediate family members and private servants. The validity of the card will be commensurate with stay permit and may not exceed three (3) years.

Remarks:

1. The validity of ID cards issued to immediate family members who arrive in Thailand at a later date and same - sex or civil partner must be similar to that of the member of the DCIOs.

2. The validity of ID card issued to a child of the member of the DCIOs will expire on the date when a child turns 20 years old.

Required documents for the Identity Card application:

1. A copy of the applicant's passport page with the permit of stay stamp from the Immigration Bureau. The validity of the passport must be more than six (6) months prior to the application.

2. A copy of the applicant's e-signature:

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- Size: 500 x 200 pixels
- File type: JPEG

Fee for the request:

The issuance of an ID Card is offered free of charge.

Channel of sending the request:

Required documents must be scanned and submitted online via <https://eprivilege.mfa.go.th>

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)

Diplomatic Privilege and Immunity Division,
Department of Protocol
Ministry of Foreign Affairs