

Guideline on e-Privilege for Honorary-Consuls

“e-Privilege” online system (<https://eprivilege.mfa.go.th>) has been launched to simplify and ensure timely facilitation and services concerning privileges and immunities accorded to member of the Diplomatic Missions and Consular Posts in Thailand. The system has now covered a wide range of services for Honorary Consulates in Thailand including Staff Registration, Permit of Stay, Honorary Consul ID Card, and Airport Pass.

1. Staff Registration

All applications should be made online through <https://eprivilege.mfa.go.th>. The relevant documents are to be scanned and submitted online as follows:

- Colored Personal Photo (JPEG file not exceeding 531x591 pixels);
- Note Verbale;
- For Honorary Consul: Exequatur,
For staff member/local staff: Employee certification issued by Honorary Consulates
- Curriculum Vitae;
- Passport Page (for foreign nationals only);
- Thai National ID Card (for Thai national only);
- Household Registration (for Thai national only);
- Visa Page (if applicable);
- Entry Stamp Page (if applicable);
- Stay Permit Stamp Page (if applicable);
- Honorary Consul ID Card (if applicable).

*No Hardcopies required.

Follow the following steps to complete the process.

- ▶ Go to “the website <https://eprivilege.mfa.go.th>.”
- ▶ Enter the Honorary Consulate’s username and password and login
- ▶ Go to “**Online Application**”
- ▶ Select “**Staff Registration**”
- ▶ Click “Register”
- ▶ Read the details of which documents are required and then click “**Close**” so that you can enter your details.
- ▶ Registration system on your screen.

1.1 For Foreign Nationals Only

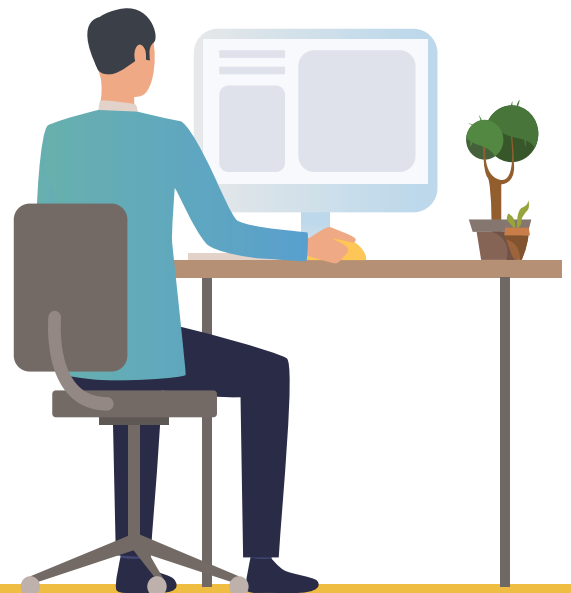
- ▶ Fill in Personal Information, Passport, Visa, Stay Permit, Honorary Consul ID Card completely as shown on the screen.
- ▶ If the information entered is correct, then mark “**The Box**”
- ▶ Then click “**Next**”
- ▶ Complete Assumption of Duty as shown on the screen.
- ▶ Then click “**Review**” to check your information entered is correct.
 - If you need to correct any information, click “**Back**”
 - If your information is correct and complete, then click “**Submit**” to complete the application.
- ▶ You will receive an email notification once the Staff Registration application has been submitted. Additional email notifications will be sent subsequently, once all documents have been verified and approved.

1.2 For Thai National Only

- ▶ Fill in Personal Information, Thai National ID Card, Household Registration, Honorary Consul ID Card completely as shown on the screen.
- ▶ If the information entered is correct, then mark “**The Box**”
- ▶ Then click “**Next**”
- ▶ Complete Assumption of Duty as shown on the screen.
- ▶ Then click “**Review**” to check your information entered is correct.
 - If you need to correct any information, click “**Back**”
 - If your information is correct and complete, then click “**Submit**” to complete the application.
- ▶ You will receive an email notification once the Staff Registration application has been submitted. Additional email notifications will be sent subsequently, once all documents have been verified and approved.

In case of incomplete information, you can pause the application process before resuming it later.

1. Go to “**Online Application**”
2. Select “**Staff Registration**”
3. Select “**Resume**” for edit your information.





2. Stay Permit or Extension of Stay

Applications must be submitted online at <https://eprivilege.mfa.go.th>. The relevant documents* are to be scanned and submitted online as follows:

- Two copies of Note Verbale
- A copy of Passport + Entry/Re-Entry stamp + Permit of Stay stamp (if applicable)
- A copy of Application Form (2) of Stay Permit + Colored Personal Photo (2 inch size)
- A copy of the Exequatur/Assumption of Duty Letter

The Honorary Consulates are required to send two (2) copies of each required documents to the Department of Protocol, Ministry of Foreign Affairs of Thailand

Follow the following steps to complete the process.

- ▶ Go to **“the website <https://eprivilege.mfa.go.th>.”**
- ▶ Enter the Honorary Consulate’s username and password and login.
- ▶ Go to **“Online Application”**
- ▶ Select **“Permit”**, and then click **“New Request Application”**
- ▶ Fill out Note Verbale Number and Note Verbale Date.
- ▶ Enter **Number of Applicant(s)**, and then click **“OK”**
- ▶ Click **“Find”** to select the applicant who wants to apply for Permit of Stay or an Extension of Permit of Stay.
- ▶ Fill out details of applicant to apply for Permit of Stay or an Extension of Permit of Stay.
 - If the applicant has a new passport, select **“New Passport”**, and enter the new passport details.
 - If you do not need to change your new passport, select **“Current Passport”**
- ▶ After filling the information completely, then click **“Review”** to check the information.
 - If you need to correct any information, click **“Edit”**
 - If your information is correct and complete, then click **“Submit Application”** to complete the application process.
- ▶ You will receive an email notification once the Stay Permit application has been submitted. Additional email notifications will be sent subsequently, once all documents have been verified and approved.



3. ID Card for Honorary Consul

ID Card applications should be made online through <https://eprivilege.mfa.go.th>. All relevant documents are to be scanned and submitted online. The documents* required to obtain an ID card are as follows:

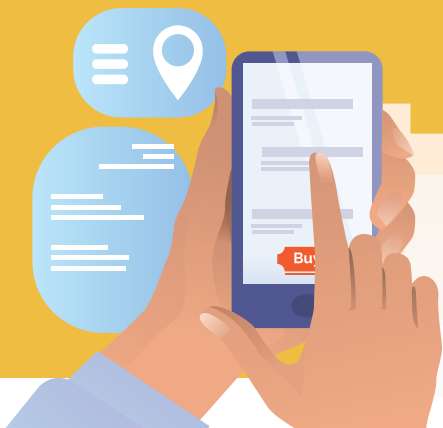
- A copy of Passport + Stay Permit (for foreign nationals only);
- A copy of National ID card (for Thai national only);
- A copy of the Exequatur/Assumption of Duty Letter;
- A copy of ID Card (for Renewal);
- A copy of the Applicant's Signature.

The old ID card must be returned to the Department of Protocol, the Ministry of Foreign Affairs of Thailand upon collection of the new ID card.

*No Hardcopies required.

Follow the following steps to complete the process.

- ▶ Go to **"the website <https://eprivilege.mfa.go.th>."**
- ▶ Enter the Honorary Consulate's username and password and login.
- ▶ Go to **"Online Application"**
- ▶ Select **"ID Card"**, and then click **"New Request Application"**
- ▶ Click **"Find"** to select the applicant who wants to apply for ID card.
- ▶ ID Card application on your screen.
 - For newly accredited Honorary Consuls, click on **"New"**
 - If you have received an ID card and wish to renew it, click on **"Renew"** and fill out your details.
 - If you had either lost or damaged an ID card, click on **"Replace"** and select the reason for ID Card replacement.
- ▶ Enter your details.
- ▶ If the information entered is correct, then mark **"The Box"**
- ▶ Click **"Submit"** to send the ID card application.
- ▶ You will receive an email notification once the ID card application has been submitted. Additional email notifications will be sent subsequently, once all documents have been verified and approved.



4. Airport Pass

Airport Pass application must be submitted online at <https://eprivilege.mfa.go.th>.
The relevant documents* to be scanned and submitted online are as follows:

- Two copies of Note Verbale;
 - For staff member/local staff: criminal record clearance from the Criminal Records Division, Royal Thai Police
- A copy of Passport + Entry/Re-Entry stamp + Permit of Stay stamp;
- A copy of Honorary Consul's ID card;
- A copy of Airport Pass (for Renewal/Replacement).

*Hard Copies are required and must be delivered by hand to the Department of Protocol, the Ministry of Foreign Affairs of Thailand

The missions are required to send two (2) copies of each required documents to the Department of Protocol, the Ministry of Foreign Affairs of Thailand

Follow the following steps to complete the process.

- ▶ Go to **"the website <https://eprivilege.mfa.go.th>."**
- ▶ Enter the Honorary Consulate's username and password and login.
- ▶ Go to **"Online Application"**
- ▶ Select **"Airport Pass"**, and then click **"New Request Application"**
- ▶ Fill out Note Verbale Number and Note Verbale Date.
- ▶ Enter **Number of applicant(s)**, and then click **"OK"**
- ▶ Click **"Find"** to select the applicant who wants to apply for the Airport Pass.
- ▶ Select **"Passport"** for request Airport Pass.
 - For new applicants, select **"New"** to fill out your details.
 - If you wish to renew the Airport Pass, select **"Renew"**
 - If you wish to replace the holder of the Airport Pass, select **"Replace"**
 - If you had lost the Airport Pass, select **"Lost"**
- ▶ Enter your details.
- ▶ Click **"Next Applicant"** to enter details of the next applicant.
- ▶ After filling your information completely, click **"Review"** to check the information.
 - If you need to correct any information, click **"Edit"**
 - Click **"Submit"** to send the Airport Pass application.
- ▶ You will receive an email notification once the airport pass application has been submitted. Additional email notifications will be sent subsequently, once all documents have been verified and approved.

For more information, please do not hesitate to contact :
Division of Diplomatic Privilege and Immunity
Department of Protocol
Ministry of Foreign Affairs
Tel. 0 2203 5000
ext. 23027 for Staff Registration and Permit of Stay
ext. 23076 for Airport Pass and ID Cards
e-mail protocol03@mfa.mail.go.th

