



No. 0404/C.866

The Ministry of Foreign Affairs presents its compliments to all Diplomatic Missions, Consular Posts and International Organisations (DCIOs) in Thailand and, further to the Ministry's Note No. 0404/c.11112 dated 20 May B.E. 2558 (2015) regarding the time frame for the Ministry's approval for the extension of stay permit for members of DCIOs and their eligible dependants, has the honour to restate and advise DCIOs as follows:

1. To avoid problems arising from overstay and unforeseen circumstances, the request for extension of stay permit and all supporting documents should be delivered to the Ministry at least two months prior to the expiry date of the current stay permit, or at the earliest after one's assumption of duty in Thailand;

2. The application for extension of stay permit must be submitted through online channel (e-privilege system) with one set of Note Verbale and related documents sent to the Ministry for Immigration Bureau's consideration. Incomplete set of documents or documents with errors will be returned to DCIOs for correction and re-submission. While the Ministry is processing the submitted request, if not necessary, the applicant is advised not to travel out of the Kingdom as it may affect the validity or/and the period of the current stay permit;

3. The members of DCIOs are advised to check regularly and prudently their own and their dependants' documents relating to passport expiry date, validity of stay permit, re-entry permit in order to ensure smooth and convenient stay in the Kingdom;

4. The Ministry stands ready to give advice to the DCIOs, as well as coordinate with the Immigration Bureau to seek proper solution to resolve the problems that might occur;

5. The Ministry will proceed the request for extension of stay permit on a first-come-first-served basis. In case of emergency, the matter will be taken into consideration on case-by-case basis.

The Ministry of Foreign Affairs avails itself of this opportunity to renew to all Diplomatic Missions, Consular Posts and International Organisations in Thailand the assurances of its highest consideration.

Ministry of Foreign Affairs,  
Bangkok

7 March B.E. 2561 (2018)

Diplomatic Missions, Consular Posts, and International Organisations,  
BANGKOK.