

Diplomatic Visa type D / F : Checklist Form

Please tick in the circle

- ☐ Application form, completely filled and signed by the applicant (All information must be correct, accurate, and legible.)
- ☐ Checklist form, completely filled and signed by the applicant
- ☐ Appointment confirmation of the applicant in A4 size (One appointment confirmation per one applicant)
- ☐ Original passport of the applicant, which must be valid for at least 6 months from the date of travel
- ☐ Two photocopies of a bio-data page of the applicant's passport in A4 size
- ☐ Two identical colour photographs, which must be:
 - of the size of 3.5 cm x 4.5 cm
 - taken within the last 6 months
 - taken in front of a plain white or off-white background
 - taken in full-face view directly facing the camera without eye glasses
 - with a neutral facial expression, both eyes open, and clearly visible hairline and ears
 - unretouched with standard or high resolution
- ☐ Original note verbale, issued by the Ministry of Foreign Affairs of Sri Lanka / diplomatic mission / international organization, confirming that the applicant is assigned to its office in Thailand for an overseas posting with full details of the applicant and designation
- ☐ Original note verbale, issued by the Ministry of Foreign Affairs of Sri Lanka / diplomatic mission / international organization, confirming that the applicant is assigned to perform an official duty in Thailand for a short period with full details of the applicant, official visit and intended period of stay
- ☐ Applicant under 18 years old must submit:
 - Original letter of consent signed by both parents AND proof of parents' signatures such as photocopies of bio-data pages of parents' passports and/or photocopies of original marriage certificate of the parents and its certified English translation
 - Original birth certificate AND its certified English translation AND photocopies of both documents

I declare that I am not inadmissible to enter Thailand in accordance with Thai laws and regulations and that all information and documents submitted are true and genuine. If not, I acknowledge the right of the Embassy to take legal action against me

(sign) Applicant

(.....)

Please note that:

- *1. The Embassy has the right not to issue a visa without stating any reason.
- *2. The Embassy has the right to reject an incomplete or damaged application form; or an application with incomplete or unclear or illegible documents.
- *3. The Embassy has the right to request (an) additional document(s) other than the documents stated in this form.
- *4. The Embassy shall not issue visas to applicants who provide untrue information or fake documents, and shall blacklist those who do so.
- *5. All photocopies submitted to the Embassy must be in A4 size.
- *6. One online appointment confirmation per one applicant
- *7. The Embassy has authority to issue visas to foreigners who wish to travel to Thailand. However, the authority to permit entry and stay in Thailand lies with the Immigration Officer.
- *8. Please note that, an applicant who applies for visa through a travel agent shall take full responsibility of his/her visa application. The Embassy therefore advises that the applicant be selective in choosing reliable travel agency to apply for visa on his/her behalf.