

## Official Visa type F: Checklist Form

(For an applicant who holds an Official passport or blue UN laissez-passer)

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 Official passport or blue UN laissez-passer 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 verbal, issued by the Sri Lankan government agency / diplomatic mission / international organisation, confirming that the applicant is assigned to its office in Thailand for an overseas posting with full details of the applicant and designation; or 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 duration of stay.
- Official letter, issued by the Thai government agency / international organisation in Thailand, extending an invitation to the applicant to visit Thailand for official purpose with full details of the applicant, official visit and intended duration 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.

Updated on 30th October 2022