(unofficial translation)

Announcement
of the Department of Consular Affairs
No. 23/2022
Subject: The Legalization of Documents

Due to the increasing demand for legalization service at the Legalization Division, Department of Consular Affairs, in observing the existing preventive health measures against the COVID-19, the Department will continue to provide the online appointment for all legalization services. Applicants in need for urgent service due to unexpected circumstances may request appointment (limited service) at the Information Counter in front of the Legalization Division.

The Department also makes an adjusted Announcement on Legalization of Documents, replacing the Announcement of 24 August 2016, as follows:

1. Types of Legalization Service
   1.1 Express Service available for two categories, additional fees applied
      (1) To certify genuine signature and/or true copy of documents issued by Thai government agencies.
      (2) To certify English translation of the following documents.

National Identification Card	Divorce Registration (Khor.Ror6)
Civil Registration Certificate	Family Status Registration (Khor.Ror22)
House Registration (Tor.Ror14, Tor.Ror14/1)	Family Status Record
Birth Certificate (Tor.Ror1, Tor.Ror1/1,Tor.Ror19/1, Tor.Ror19/4)	Title Certificate
Death Certificate (Tor.Ror4/1, Tor.Ror4/2	Certificate of Surname Registration (Chor.2)
Marriage Certificate (Khor.Ror3)	Certificate of First Name Change (Chor.3)
Marriage Registration (Khor.Ror2)	Certificate of Joint Use of Surname (Chor.4)
Divorce Certificate (Khor.Ror7)	Certificate of Surname Change Registration (Chor.5)
	Letter of Consent

   1.2 Normal Service provided for legalization of all documents in 1.1 and the following documents;
      (1) To certify genuine signature of individuals or company's authorized persons;
      (2) To certify English translation of long or complex documents that may take time to proofread:

Letter of Marital Status Certification (Thai/Foreign)	Insurance Policy
Foreign Marriage Certification	Commercial Agreement
Foreign Passport	Company Certificate

Memorandum on Child Support (Por.Khor14)	Company's Financial Statement
Por.Khor14 General	Commercial Registration
Foreign Death Certificate	Memorandum of Association
Court Document	Rules
Government Gazette	Shareholder List
Official Announcement	Education Document
Official Certificate	Specialized Documents (Medical Document)
Laws and Regulations	Guidelines and Handbooks
Military Evidence	Academic and Technical Documents
Various types of P.N.D	Meeting Minutes
Commercial Document	Licenses

Most submitted documents will be processed and returned to applicants on the assigned pick-up date. In the event that the processing time takes longer, the Department shall inform the applicants in due course. The Department shall not be held responsible for any shortcoming caused by the delay of the processing time.

2. The Department of Consular Affairs reserves the rights to provide priority service to the following persons:

2.1 Monks
2.2 Pregnant women
2.3 Persons with young children
2.4 Persons with disabilities
2.5 The elderly

This Announcement shall take effect from 18 July 2022 onward.

Announced on 5 July 2022

Chatchai Viriyavejakul
Director-General of Department of Consular Affairs