

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

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Due to the increasing demand for legalization service at the Legalization Division, Department of Consular Affairs, together with the existing policy in observing the preventive health measures against the COVID-19 disease, the Department will continue to provide the online appointment for all legalization services. Applicants with urgency arising from unforeseen circumstances may request appointments at the Information Counter in front of the Legalization Division.

The Department also wishes to announce an adjusted guidelines 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 Document 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 Regular Service provided for legalization of documents in 1.1 and the following documents;

- (1) To certify genuine signature of individuals or companies;
- (2) To certify English translation of long or complex documents that may require 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 ready for pick-up on the assigned date. In certain events that the processing time should take 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 its 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 will take effect from 18 July 2022 onward.

Announced on 5 July 2022

Chatchai Viriyavejakul  
Director-General of Department of Consular Affairs