

Siden maj 2003 har det thailandske udenrigsministerium indført muligheden for, at udlændinge pr. post kan fremsende dokumenter til legalisering i udenrigsministeriets legaliseringsafdeling.

Proceduren er følgende:

1. Kontakt Mr. Adulsak Chobchaoychat, Legalisation Division, +66 (0) 2 575 1056/58 og få nærmere oplysninger om legaliseringsproceduren, herunder legaliseringsgebyret.
2. Formularen "Application for Legalization" udfyldes.
3. Vedlæg kopi af dit pas eller fuldmagt fra den person, du skal foretage en legalisering for.
4. Vedlæg dokumentet, der skal legaliseres, samt to kopier af dokumentet – såfremt der er tale om legalisering af en oversættelse, skal oversættelsen være påstemplet "Certified correct translation by ..".
5. Vedlæg en pengeanvisning i THB udstedt til Laksi Post Office på det thailandske udenrigsministeriums legaliseringsgebyr + THB 40 til dækning af portoudgifterne.
6. Opgiv dit telefonnummer og adresse i Thailand.
7. Normalt efter 2 arbejdsdage vil dokumentet blive returneret til din adresse i Thailand.
8. Såfremt du ikke har en adresse i Thailand kan du opgive dit navn + C/o Royal Danish Embassy, Sathorn Soi 1, Bangkok 10120. Ambassaden vil opbevare dit brev, indtil du afhenter det mod forevisning af dit pas.
9. Send dokumenterne til: Mr. Adulsak Chobchaoychat, 123 Department of Consular Affairs, Legalization Division, Chaeng Watthana Rd., Laksi District, Bangkok 10210.

Legalization Procedures

1. Contact the Ministry of Foreign Affairs at 02- 575-1056/58 for more information or details of document needed especially regarding a fee.

2. Fill in a form of application for legalization (attached hereto) and attach :

2.1 required documents for a process of legalization such as a copy of a passport, power of attorney , a copy of identity card and etc.

2.2 a needed-to-be-certified document with its translation (in English or Thai) which states "Certified correct translation by---" (a name of a translator and his signature)

2.3 a money order paid in Thai baht to Laksi Post Office (a fee can be consulted before mailing documents as mentioned in no.1) + 40 baht for an expense of returned express mail service-EMS.

3. send all above-mentioned documents in no.2 to

Mr.Adulsak Chobchaoychat

123 Department of Consular Affairs

Legalization Division

Chaeng Watthana Rd.

Laksi District

Bangkok 10210

4. Please identify clearly an applicant's phone number and an address of mailing destination

5. The document will be sent back to an applicant by post in 1-2 days after receiving the application. (legalization process normally takes 2 working days)

6. More information is also available at : www.mfa.go.th



Application for Legalization

Date

Name

Number and country of your passport

Address (while in Thailand)

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Tel

Number of document (s) submitted for legalization i.e.

1.

2.

3.

.....
(signature of applicant)

For your convenience, please

- prepare two copies of each documents to be legalized ;
- bring along your passport together with its copy.

LEGALIZATION PROCESS NORMALLY TAKES TWO WORKING DAYS.

Remarks :

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For official only