



Embassy of the United States of America – Bangkok, Thailand

Consular Section, Immigrant Visa Unit

Address: 95 Wireless Road, Bangkok 10330, Thailand

Website: <https://th.usembassy.gov/visas/immigrant-visas/>

Contact Us: visasbkkiv@state.gov

IV

Thai Police
Certificate
Instructions

INSTRUCTIONS OBTAINING A THAI POLICE CLEARANCE CERTIFICATE

The U.S. Embassy Bangkok provides an English translation of the instructions to obtain a Thai Police Clearance Certificate below as a courtesy to applicants. These instructions are subject to change at the discretion of the Royal Thai Police. All questions should be directed to the Royal Thai Police at their website <https://pcscenter.sbpolicy.go.th/>.

There are three separate ways to submit a request for a police clearance certificate. Pick one:

1. Submit the petition form on your own:

- Fill out a petition form for the certificate of police clearance. It can be downloaded from <https://pcscenter.sbpolicy.go.th/>. Alternatively, you can ask for this form in-person at the Police Clearance Service Center (address at the bottom of this document). They can provide advice and check your documents prior to your submission.
- Go to the Police Clearance Service Center give your fingerprints and have a photo taken. It is located at building 24 on 1st floor of the Royal Thai Police. These services are available during regular business days and regular office hours.
- Pay a 100-baht service fee for a Police Clearance Certificate.
- After submitting all the required documentation, you will be given a receipt and the Royal Thai Police will tell you how long it will take to receive the Police Clearance Certificate.

2. Choose an Authorized Representative to obtain the Police Certificate (for overseas residents only):

- Grantor prepares a letter of power of attorney permitting someone to act as their representative. It must be submitted with a certified true and correct copy of the grantor's citizen ID card. Alternatively, the power of attorney can be submitted with both the current passport of both grantor and the representative and a revenue stamp of 10 Baht.
- Prepare all the required documentation (see this link <http://pcscenter.sb.police.go.th/filedownload/information-ourservice-2.pdf>), then send the documents via registered postal mail to your representative. The representative should take the documents on your behalf to the Police Clearance Service Center, building 24, 1st floor of the Royal Thai Police during regular business days and regular office hours.
- Pay a 100-baht service fee for a Police Clearance Certificate.
- After submitting all the required documentation, you will be given a receipt and the Royal Thai Police will tell you how long it will take to receive the Police Clearance Certificate.



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3. Submit the petition by mail (for applicants residing overseas only):

- Prepare all related documentation (see link <http://pcscenter.sb.police.go.th/filedownload/information-service3.pdf>)
- Prepare a self-addressed envelope with the postage fee equivalent to 7 each of International Reply Coupon (IRC)¹ which can be purchased at your local postal office. The service center will not be responsible for the loss of documents if they are not picked up. If you change your address, you must immediately notify the service center of your new address and prepare a new envelope with the required international postage. Otherwise, you will be required to submit a new petition. In this case, you need to prepare all the required documents, a new envelope, and 7 each of International Reply Coupon (IRC), then send all these items along with your petition together to prevent the loss of document during transit.
- Pay a 100-baht service fee for a Police Clearance Certificate via telegraphic transfer system.
- Send all the documents via registered mail to the below address:

The Police Clearance Service Center
Building 24, Royal Thai Police, Rama I
Pathumwan, Bangkok 10330 Thailand

Thai police certificates are available from this location:

The Police Clearance Service Center
Building 24, Royal Thai Police Headquarters,
Rama I, Pathumwan, Bangkok 10330
Phone numbers: (662)205-2168-9
Fax: (662)205-2169

website at <https://pcscenter.sbpolice.go.th/>

Email: pcsc@police.go.th

Email: pcsc.thaipolice@gmail.com

The office opens from Monday to Friday (Except Public Holidays) from 8:30AM – 4:30PM (No lunch break)

¹ An international reply coupon (IRC) is a coupon that can be exchanged for one or more postage stamps representing the minimum postage for an unregistered priority airmail letter of up to twenty grams sent to another Universal Postal Union (UPU) member country. IRCs are accepted by all UPU member countries.