

## **Notification of Residence of Foreigners (Immigration Form TM. 30)**

### ***Duty to report***

A homeowner, owner or possessor of a dwelling place, or a hotel manager (collectively, “**Landlord**”) in which a foreigner who is permitted to temporarily stay in Thailand resides, must notify the Immigration Office within 24 hours of the foreigner’s arrival at the place of residence. This notification must be done every time the foreigner reenters Thailand, even though he or she stays at the same residence.

This requirement is not new. It is stipulated in Section 38 of the Immigration Act, B.E. 2522 (1979) (“**Act**”), which came into force since 1979. However, the authorities did not strictly enforce it until now. Regardless of the duty imposed on the Landlord<sup>1</sup>, if the latter fails to notify the authorities as required, it may adversely affect the visa extension of the foreigners concerned. Without a record of his or her residence with the authorities, the foreigner will not be able to extend his or her visa, unless a fine under Section 77 is paid.

### ***Documents required***

The documents required for the notification are as follows:

- a) Completed Application Form (TM. 30);
- b) Documents of the Landlord:
  - i. Copy of Identification Card of the reporting Landlord;
  - ii. Copy of House Registration (known as ‘Ta Bien Ban’) of pages showing house number and head of the household;
  - iii. Copy of rental document or lease agreement;
  - iv. If the owner of the residence is a company, copy of company affidavit is also required; and
  - v. Power of Attorney, in case that the authorized director appointed an attorney-in-fact to make the notification. Copies of the authorized director(s)’ and the attorney-in-fact’s Identification Cards must also be attached.
- c) Documents of the foreigner:
  - i. Copy of passport showing: 1) information page; 2) arrival stamp page; and 3) non-immigrant visa page;
  - ii. Copy of departure card (TM. 6);

*\*(Please note that every page of each document must be certified as a ‘true copy’.)*

The notification can be made by one of the following means:

- 1) In person<sup>2</sup> at the Immigration Office (central or provincial<sup>3</sup>) or through an attorney-in-fact;
- 2) By registered mail, with a return envelop affixed with a postage stamp of 10 Baht; or

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<sup>1</sup> Failure to comply with Section 38 will result in a fine up to 2,000 Baht, or 2,000 to 10,000 Baht for a hotel manager, under Section 77 of the Act.

<sup>2</sup> Original passport and Ta Bien Ban must be presented.

<sup>3</sup> Depending on place of residence, central at Chaengwattana for Bangkok and provincial for others.

3) Via internet on <https://extranet.immigration.go.th/fn24online/#>

Ideally, the internet notification seems like the most convenient option. Please note that first-timer would need to register and obtain new username and password (which could take up to 3 days) from the link given above before the notification can be made through the system. In practice, the in-person notification is the most popular because of its certainty.

Evidence that the notification has been made, which is an official stamp in Form TM. 30, must be produced to the immigration official when applying for an extension of the visa.

Foreigners may avoid these complications by obtaining a power of attorney from the Landlord to make the notification.

[For further questions or assistance, please contact:

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