

Legalization Service

Legalization Division
Department of Consular Affairs

1



Legalization Service

3rd. Floor.
Legalization Division
Department of Consular Affairs,
Changewatana Road.

Fill in Legalization Application Form

Contact Information Counter

Checking documents
Express queue (E) 08.30 - 09.30 hrs.
Normal queue (A) 08.30 - 15.30 hrs.

2



Wait for Receipt

- Express service - documents will be ready within 1 day;
- Normal services - documents will be ready next 2 working days.

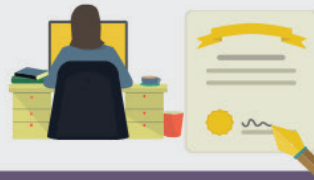
Fee Payment

- Normal service = 200 THB per stamp
- Express service = 400 THB per stamp

Submit documents

Waiting for the queue at Counter No. 2 - 6
Submitted -> Received
Monday -> Wednesday
Tuesday -> Thursday
Wednesday -> Friday
Thursday -> Monday
Friday -> Tuesday

3



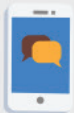
Documents in process / Checking



Correct Translation
- Signed by Officers



Incorrect Translation
- Retrieved documents back for correction at the counter No. 10



Please return the correction of the documents before 14.00 hr. of the same day at the counter No. 10

Document in Process

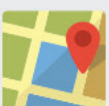
- following processes:
1. issuing sticker
 2. document signed.
 3. issuing doc. no.
 4. stamp
 5. scanning and record the documents
 6. seal/ affix documents

Finished Documents

- Show the receipt to get documents at the counter No. 7-10
- Time: 08.30 to 16.30 hrs.
- In case of postal services, documents can traced via EMS no.

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Contact:



Legalization Division,
Department of Consular Affairs, Ministry of Foreign Affairs, Thailand
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