

NOTIFICATION OF RESIDENCE FOR FOREIGNERS IN THAILAND (FORM TM.30)

1. What are the Notification of Residence Regulations (Form TM.30)?

According to section 38 of the 1979 immigration act, "House owners, heads of household, landlords or managers of hotels who accommodate foreign nationals on a temporary basis who stay in the kingdom legally, must notify the local immigration authorities within 24 hours from the time of arrival of the foreign national." If there is no immigration office in the province or locality of the respective house or hotel, the notification is made to the local police station.

In Bangkok the notification is made to the Immigration Bureau. The notification of residence for foreign nationals is made by the manager of licensed hotels according to the hotel act, owners of guesthouses, mansions, apartments and rented houses using the form TM.30.

2. What is the purpose of the regulations?

Basically, with the TM.30 form, the government aims to know exactly where each foreigner is staying all the time and aimed at better monitoring and controlling what happens in the country.

The Immigration Bureau at Chaeng Wattana, Bangkok, announced new regulations regarding the Notification of Residence for Foreigners (TM.30) and uses the TM.30 as a mechanism to track and update the addresses of foreigners in Thailand.

3. Who should act?

The notification of residence for foreign nationals is made by the manager of licensed hotels according to the hotel act, owners of guesthouses, mansions, apartments and rented houses to inform Immigration Bureau of foreigners staying at a property.

Every host, no matter Thai or foreigner, has the obligation to report the stay of a foreigner within 24 hours from the time of the foreigner's arrival and everytime if foreigners changes address.

Persons who make untimely reporting can be penalized up to 1,600 THB per person. (Normally the penalty does not exceed that amount, even if the owner or lessor reports some months late).

4. How to successfully process the Notification of Residence for Foreigners (TM.30 Report)?

The following documents are required:

- ✓ Owner or Lessor/Landlord Documents
 1. Completed TM.30 Application Form.
 2. Copy of ID/ Passport of the owner or lessor.
 3. Copy of the Household Registration Book (Tabien Baan) or title deed (Chanote).
 4. Copy of rental agreement or land sale contract.
- ✓ Tenant Documents (give to Owner or Lessor/Landlord)
 1. Copy of passport of the Tenant.
 -  Photo and information page
 -  Arrival stamp page

2. Copy of Departure Card (TM.6).

Copies of all of the above documents need to be provided to the Immigration Bureau. There are 3 recommended ways to make the notification.

1. Submit directly at the Immigration Bureau at Chaeng Wattana.
2. Submit via registered post mail (at the post office).
3. Submit via internet.

5. Why it matters to you?

The government has started to enforce these regulations more strictly and the enforcement may affect the procedures you need to follow to make your 90-Days Report or to extend your ED-Visa.

At this time, persons who do not have an official receipt for the Notification of Residence for Foreigners (Form TM.30), the Immigration Bureau at Chaeng Wattana has announced that it will not provide the following services

1. All types of Visa Extension Applications, both first-year and renewal applications.
2. 90-Day Report.
3. Multiple Re-entry Permits.

All foreigners who plan to file any of the above applications at the Immigration Bureau at Chaeng Wattana must ensure that the owner or lessor/landlord of your residence has completed the notification process and properly filed the Form TM.30 with the Immigration Bureau.

Once the owner or lessor/landlord has properly filed the Form TM.30, they will be issued an Official TM.30 Receipt. You should take obtain a copy of this Official TM.30 Receipt from the owner or lessor/landlord and submit along with the other required documents when you file for any of the above applications (extensions, 90-day reporting, multiple-entry). Otherwise, your application may be rejected or delayed, or you may be assessed a fine.

6. When should a Foreigner be Concerned about the Notification of Residence for Foreigners?

When you first arrival at the residence (dormitory, house, apartment) you must remind the owner or lessor/landlord to report your residence, using the TM.30 reporting procedures (see Par. 4 above).

Please be aware; according to the Immigration Bureau, every time if you leave Thailand and return, even if you return to the same residence, you must remind the owner or lessor/landlord to make a new Form TM.30 report to reflect you are back at that residence and because your Departure Card (TM.6) number has changed.

If you move to new residence (dormitory, house, apartment), you must remind the owner or lessor/landlord to report your residence.

If you make an overnight trip to a hotel or visit in another province (even to the countryside of Thailand) when you return to the same residence (dormitory, house, apartment), you still need to remind owner report your residence again.

NOTE: After the owner or lessor/landlord has properly reported your residence, be sure to request a copy of Official TM.30 Receipt from the owner or lessor/landlord.

7. Suggestions

We advise all international students to remind the owner or landlord/lessor of your residence to strictly follow the regulations.

After the owner successfully report your residence. Please note that you must request a copy of the Official TM.30 Receipt from the owner.

NOTE: If you need to contact the Immigration Bureau to extend your visa or submit the 90-Day Report, the Immigration Bureau must have received notification of your residence via the TM.30 Form. Thus, you must ensure that the owner has completed the notification of your residence. Without the Official TM.30 Receipt, your applications may be rejected or delayed; and there have been reports that the foreign tenant has been fined instead of owner.

If the owner or lessor/landlord doesn't want to report your residence, maybe you can get his/her proxy, or you may need to find a more reliable place to stay.

This information has been provided by the staff at Kasetsart University International Studies Center (ISC). It is our best effort to inform you about current Immigration Regulations and to give you suggestions regarding the steps you should take to comply. It is not intended as legal advice.

We do our best to remain informed, but we gain information from public, governmental websites that are available to the public and from feedback offered by our students as they interact with the Immigration Bureau. In that regard, the current enforcement of the TM 30 reporting is new to us. You may experience something different in your actual interactions with the Immigration Bureau. If you have an experience with regard to this topic that is not consistent with the above, please do advise us so we can update and better inform other students.