

Instruction for Document Authentication

Certifications of documents are divided into three categories.

1. Certified true translation:
 - 1.1 Translate document from Thai to English.
 - 1.2 Translate document from English to Thai.
 - 1.3 Translate document from language other than English to Thai and Thai to language other than English.
2. Certified signature.
3. Certified true copy of document issued by the Royal Thai Government.

1. Certified True Translation

1.1 Certified true translation from Thai to English:

- Household Registration and personal identification document, for example: Birth Certificate, Death Certificate, Identification Card, Alien Identification Card, Certificate of family name or name changed etc.
- Family registration, for example: Marriage Certificate, Divorce Certificate, Adoption Certificate etc. (Household Registration and Family Registration are standard government forms that can be self-translated. Request the form through the Legalization Division or www.mfa.go.th/web/804.php).
- Juristic person registration, for example: Certificate of Incorporation, Commerce Registration Certificate, Memorandum of Association, Inscription, auditing report, and tax receipt etc.
- Educational document, for example: graduation certificates, educational degree, education certificate etc. In the case a private institution issued the documents, the Ministry of Education must certify the document or otherwise the institution must forward a sample of authorized signatures to the Department of Consular Affairs, Legalization Division, for further acknowledgment. For certified true copies of educational documents, the institution must certify such documents in the first place.
- Other documents for example; License for Overseas Recruitment, Driver's License etc.

Submission of Request

Complete the request form and attach with the following:

- Original document in Thai with 1 copy.
- Original translated document in English.
- Certified true copy of Identification Card.
- Power of Attorney is required allowing representative to submit the request on behalf of the document owner, including certified true copies of Identification Card for both an authority and an attorney.

Fees

- General documents: Regular service THB 200 per copy (2 business days, exclude submission date, urgent service THB 400).
- Contract or legal documents: Regular service THB 200 for document not exceeding 100 words.
- If exceeding 100 words, every 100 words (or over 100 words) THB 200.
- If requesting urgent service, double the regular service fee will be charged.

1.2 Certified true translation from English to Thai

- Household Registration and Personal Identification document, for example: Birth Certificate, Death Certificate, Personal Identity Card, Passport etc.
- Family Registration, for example: Marriage Certificate, Marriage Registration, Divorce Certificate, Single Certificate etc.
- Juristic person registration, for example; Certificate of Incorporation, Commerce Registration Certificate, Memorandum of Association etc.
- Educational documents, for example: graduation certificates, educational degrees, education certificates etc.

Submission of Request

Complete the request form and attach with the following documents:

- Document issued by embassies or consulates in Thailand (certification of document issued overseas are not acceptable unless the Ministry of Foreign Affairs in those countries and the Embassies or Consulates of Thailand located in those countries previously certified the document).
- Original translated document in Thai.
- Certified true copy of identification card.
- Original passport with certified true copy of passport in case of non-Thai.
- Power of Attorney is required allowing a representative to submit the request on behalf of the document owner, including certified true copies of Identification Card for both an authority and an attorney.

1.3 Certified true translation from language other than English to Thai and document in Thai to language other than English, for example: Dutch, French, German, Italian etc.

- Household Registration and Personal Identification document, for example: Birth Certificate, Death Certificate, Personal Identity Card, Passport etc.
- Family Registration, for example: Marriage Certificate, Marriage Registration, Divorce Certificate, Single Certificate etc.
- Educational documents, for example: graduation certificate, educational degree, education certificate etc.

Submission of Request

Complete the request form and attach with the following:

- Document issued by embassies or consulates in Thailand (certification of documents issued overseas are not acceptable unless the Ministry of Foreign Affairs in those countries and the Embassies or Consulates of Thailand located in those countries previously certified the document).

- Original translated document in Thai (translated document from Dutch, French, German, Italian to Thai must be certified true translations by the Embassies or Consulates who issued the document in Thailand).
- Power of Attorney is required allowing a representative to submit the request on behalf of the document owner, including certified true copies of Identification Card for both an authority and an attorney.
- For documents in Arabic, translated documents must be certified true translations by the Central Islamic Committee of Thailand.

Fees

Regular service: THB 200 per copy (2 business days, exclude submission date)

Urgent service: THB 400

2. Certified Signature

- 2.1 Trade documents, for example: Invoice, Certificate of Origin etc., must be certified by the Department of Commerce or the Thai Chamber of Commerce, or the Federation of Thai Industries.
- 2.2 Financial documents, for example: Bank Statement issued by the bank and signed by bank authorities who issued that document.
- 2.3 Power of Attorney (on behalf of the company) the authority must be a company director who has the authority to sign as stated in the Certificate of the Ministry of Commerce, and must sign in front of an official.
- 2.4 Power of Attorney (personal): the authority must sign in front of an official.
- 2.5 Other certificates, for example: Product Analysis Certificate or Certificate of Character must be certified by or issued by related authorities.
For Medical reports issued by private hospitals that have no sample signature for the Legalization Division to prove, the document must be certified by the Medical Council of Thailand.

Submission of Request

Complete the request form and attach with the following:

- Document required for certification.
- Certified true copy of identification card or passport.
- In the case of a company document, there must be a certified document issued by the Ministry of Commerce. Power of Attorney is required including certified true copies of Identification Card for both an authority and an attorney.

Fees

Regular service: THB 200 per copy (2 business days, exclude submission date)

Urgent service: THB 400

3. Certified True Copy of Document Issued by the Royal Thai Government

- Household Registration and personal identification document, for example: Birth Certificate, Death Certificate, Personal Identity Card, Passport etc.
- Family Registration, for example: Marriage Certificate, Marriage Registration, Divorce Certificate, Single Certificate etc.

- Juristic person registration, for example: Certificate of Incorporation, Commerce Registration Certificate, Memorandum of Association etc.
- Educational document, for example: graduation certificate, educational degree, education certificate etc.

Submission of Request

Complete the request form and attach with the following:

- Original document requires for certification with certified true copy.
- Certified true copy of Identification Card. Power of Attorney is required allowing representative to submit the request on behalf of the document owner, including certified true copies of Identification Card for both an authority and an attorney.

Fees

Regular service: THB 200 per copy (2 business days, exclude submission date)

Urgent service: THB 400