



ศูนย์บริการออกหนังสือรับรองความประพฤติ

## The Police Clearance Service Center.

ชั้น 1 อาคาร 24 สำนักงานตำรวจแห่งชาติ ถนน พระรามที่ 1 เขตปทุมวัน กรุงเทพฯ 10330  
Building 24, Royal Thai Police, Rama I, Pathumwan, Bangkok 10330 Thailand  
โทรศัพท์ 0-2205-2168- 9 โทรสาร 0-2205-1295 เว็บไซต์ psccenter.sb.police.go.th

### Prepare Document For A Foreign Applicant

#### 1. An applicant residing in Thailand

- ✓ Valid passport and certified photocopy
- ✓ Document(s) certify that the applicant is working, used to work, or residing in Thailand.
- ✓ Thai working permit and certified photocopy (if available)
- ✓ Certified photocopy of current passport with Thai Visa and last stamp
- ✓ Letter from the Embassy for Request check to objectives
- ✓ For Education
  - Letter From University offer, Letter Acceptance
  - Transcript
- ✓ For Marriage
  - Marriage Certificate
  - Letter/Personal identification of Spouse
- ✓ For work
  - Hire Contract/Work permit/Job offer from the employer company
  - Letter guarantee from the employer company
- ✓ For Residence
  - Residence application or Resident card
  - Letter from the Embassy or Request for Record check from Embassy
- ✓ An applicant must present and hand in all the relevant documents at our office.
- ✓ An applicant can opt to collect the certificate at our office. Or for your convenience, we also provide postal service at our office. An applicant responsible for the postage fee.



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**Note:** If criminal record is found or all required documents are not submitted, then, certificate may take longer than normal to get it. Since October 1,2012 Issue a certificate of service behavior, will charge for a criminal records check amount 100 baht

## 2. An applicant residing abroad

- ✓ Certified photocopy of valid passport
- ✓ Certified photocopy of Thai Visa
- ✓ Certified photocopy of present Visa in case you are foreigner (student visa, visa work ,Resident visa and others)or Letter Request for Record check from Embassy
- ✓ Document(s) stating that the applicant is used to work or reside in Thailand.
- ✓ A photocopy of Thai working permit (if available)
- ✓ Paper of power of attorney (If authorized someone)
- ✓ Letter explain the purpose of request and which country to use (only one country ) or write in the application form that can download from our website : [www.pcscenter.sb.police.go.th](http://www.pcscenter.sb.police.go.th)
- ✓ Two photographs (1 inch or 2 inches)
- ✓ Two sets of original fingerprint. Fingerprint must be taken at local police or Thai Consulate or Thai Embassy in your country together with the official seal and signature of the official taking the fingerprint.
- ✓ A self addressed envelope enclosed with the postage fee (equivalent to seven international postage vouchers which can be purchased at your local post office).



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- ✓ An applicant is needed to provide postage fee in order to mail certificate back to the applicant. we would not responsible for lost if nobody receive it or a change of new address Otherwise, you must start new.

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### Office Hours

- Monday – Friday ( Except Public Holidays )
- From 08.30 AM. to 04.30 PM. ( No lunch break)
- For more information please  
call (662)205-2168-9  
Fax: (662)205-1295
- Or visit our website at [www.pcscenter.sb.police.go.th](http://www.pcscenter.sb.police.go.th)
- Email: [pcsc@police.go.th](mailto:pcsc@police.go.th) , Email: [pcsc.thaipolice@gmail.com](mailto:pcsc.thaipolice@gmail.com)