

## LETTER OF RESIDENCE

To obtain a letter confirming your residency address in Thailand to support the renewal/extension of your Thai driving license or other purposes, please submit the documents as following.

1. Applicant original Irish passport
2. Request form
  - Form enclosed on page 2
  - OR
  - A signed cover letter from yourself explaining why you need this letter, indicating i) your residential address in Thailand ii) telephone number and email address
3. Proof of address e.g. phone bill, electricity bill, house contract, rental bill, etc.
4. Consular letter fee: 1,600 Baht
5. Postage fee: 100 Baht (optional)

Payment: **CASH** OR **Money transfer** to the following bank account:

**Name:** Embassy of Ireland  
**Account No:** 155-301-043-7  
**Bank:** Siam Commercial Bank  
**Branch:** All Seasons Place  
\*\* Money transferred slip is required\*\*  
\*\* Credit card/Cheque/Money order not accepted \*\*

### Application submitted at the Embassy public counter:

This service is available at the Embassy on Monday to Friday from 09.30 to 12.00 hrs.  
*Please note that the letter can be collected on the **next working day**.*

### Application submitted by post or by email:

Please email or post your application to the following address:

**Consular Section**

**Embassy of Ireland**

**208 Wireless Road, Unit 1201, 12Floor, Lumpini, Pathumwan, Bangkok 10330**

**Email: [irishembassythailand@dfa.ie](mailto:irishembassythailand@dfa.ie)**

*Upon receipt of your completed documentation, letter will be ready for you within **7 working days***

### **Note:**

*All original documents will be returned to you with the original letter.  
A photocopy of the document will not be returned.*

# REQUEST FORM

## CERTIFICATE OF RESIDENCE

- Name – Surname: \_\_\_\_\_

- Passport Number: \_\_\_\_\_

- Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Current Address in Thailand:

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- Contact Number: \_\_\_\_\_

- E-mail Address: \_\_\_\_\_

- Proofs of Residence in Thailand:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

- Purpose of usage

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Signature of Applicant

\_\_\_\_\_

Date\_\_\_\_\_