

THAILAND TOURIST AND BUSINESS VISA

THANK YOU FOR CHOOSING VISA FIRST TO PROCESS YOUR VISA APPLICATION. THIS IS YOUR VISA FIRST APPLICATION PACK WHICH CONTAINS:



INFORMATION ON THE
DOCUMENTS YOU WILL
NEED TO PROVIDE IN
ORDER TO OBTAIN A VISA



ORDER FORM



VISA APPLICATION
FORM

Please make sure to read all information provided carefully. Once you have gathered all required documents please print off, fill out and sign the application form provided. Please then send the completed form and the required documents to our address, which is outlined below. We strongly recommend that you use **registered post**, as you will be sending your passport. If you have any further questions please do not hesitate to contact us.

You can contact us by:



info@visafirst.com



+44(0) 207 659 9180 from the UK



+353(0) 1 878 3329 from Ireland

WHAT DO I NEED TO APPLY FOR MY THAILAND VISA?

TOURIST VISA (Single entry):

Application Form.

Visa Processing Fee.

Original Passport - must be valid for at least 6 months after planned departure from Thailand.

Two (2) recent color passport-sized photographs taken against white background and printed on standard photographic paper.

Proof of sufficient funds – 20000 Baht per person – approx €520.

If applying for a multiple entry visa you will also need to provide the following:

Copy of confirmed air ticket to Thailand.

Hotel booking in Thailand or a letter from friend or family in Thailand if you are staying with them.

Proof of resident status in Ireland/ UK (Passport or UK/ Ireland resident card) along with a photocopy.

A letter from your employer in Ireland/ UK, addressed to the Royal Thai Embassy. If self-employed photocopies of self-assessment and company registration documents.

Original bank statement with at least GBP 5 000 (or the equivalent in EUR).

NON-IMMIGRANT (BUSINESS) VISA:

Original passport, valid for at least 6 months beyond entry date with at least 1 blank visa page.

Completed and signed visa application form.

Two recent colour passport photographs.

Proof of sufficient funds – 20000 Baht per person – approx €520.

Letter from current employer addressed to the Embassy on company letterhead paper, stating the applicant's name and including the following details.

- 1) Specify the purpose of the visit, the number of entries and the length of the visa required.
- 2) The name of the organization to be visited with its contact details.
- 3) Include an acceptance of financial responsibility for the applicant.
- 4) Be signed by the applicant's supervisor or company's HR Department.

Letter of invitation from the company in Thailand on company letterhead paper, stating the name of the applicant and:

- 1) The purpose of the visit.
- 2) The number of entries and the length of the visa required.

Where should I send my documents to?

VISA FIRST, 14 St. Stephen's Green, Dublin 2, Ireland.

How long does the visa take to be organised?

The standard period for a visa to be issued is 3-4 working days.

How much time can I spend in Thailand?

The allowed stay on a tourist visa is for up to 60 days per entry. In addition, the allowed stay on a business visa is for up to 90 days per entry.

How long is the visa valid for?

Tourist visas can be issued as either 3 month single entry or 6 month multiple entry visas. They are valid from the date of issue. Business (non immigrant) visas can be issued as either 3 month single entry or 1 year multiple entry visas. They are also valid from the date of issue.

Where can I direct my questions to?

You can contact any of the Visa First officials at 01 878 3329.

Please scroll down to the next page for information on the application fees.

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ORDER FORM

First Name:	Surname:
Date of Birth: DAY / MONTH / YEAR	Estimated Date of Departure: DAY / MONTH / YEAR
Home Phone:	Mobile:
E-mail:	
Address (to return passport to):	

FOR TOURIST VISA:

How did you book your flight? (name of the website, travel agency)
What is the name of hotel you are staying in?
How did you book the hotel? (name of travel agency)
Main city of stay? (where you will spend most of your time)

FOR BUSINESS VISA:

How did you book your flight? (name of the website, travel agency)
What is the name of hotel you are staying in?
How did you book the hotel? (name of travel agency)
Main city of stay? (where you will spend most of your time)
Name of the company you are working for?
What is your occupation?
Name of HR Manager in your company:
Name and telephone number of staff member in your company that organises travel for staff:
Accounts Contact:
Where possible please provide the name of the person in your accounts team that manages payments:

THAILAND

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VISA OPTIONS:

Tourist Visa:

3-Month Single Entry visa:	€285
6 -Month Multiple Entry visa:	€325

Business Visa:

3-Month Single Entry visa:	€305
1 Year Multiple Entry visa:	€395

Please note: Embassy fee is set by the Embassies themselves and Visa First has no control over it. Usually, the Embassy fee varies according to Embassy, applicant's nationality, type and duration of visa. The prices given here consist of Visa First handling fee and Embassy fee. They are for one person, inclusive of VAT and are an estimate only. Please note that, additional fees may apply. These are dependant on the way you want to receive your passport, exchange rate changes, changes in the Embassy fees etc. In the event that in your case an additional fee is due we will contact you to organize the payment in the most convenient way for you.

POSTAGE DETAILS

How would you like your passport and visa returned to you?

NOTE: If you do not select an option below, we will hold your passport in our offices for self pick-up unless you advise in writing of an alternative preferred option.

<input type="checkbox"/> Registered post delivery*, including handling fee (delivered within 48 hours) - €10	
<input type="checkbox"/> Swiftpost* (next day delivery): €12	<input type="checkbox"/> Self-pick up
<input type="checkbox"/> Courier in Ireland (Overnight): €35	<input type="checkbox"/> Personal courier (fill in full address below):
<input type="checkbox"/> Courier in Europe EU (1-3 working days): €50	

*The above services are available only within the Republic of Ireland.
For delivery options outside of the Republic of Ireland, please contact Visa First Help Desk on 01 878 3329.

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PAYMENT DETAILS

Method of payment:	Credit Card	Postal Order	Bank Draft
Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Laser <input type="checkbox"/> Maestro/Solo		
Name of Card Holder:			
Card Number:			
Card Expiry Date:	MONTH YEAR	SECURITY CODE	
Registered Card Address:			
Mailing Address: /If different/			

*If you are paying by credit card simply fill out your credit card details and return this application to us.
All postal order and bank draft payments should be returned with this application to one of the following addresses:*

VISA FIRST
14 St. Stephen's Green
Dublin 2
Ireland
Fax: +353 1 878 3329

VISA FIRST
3rd Floor
9 White Lion Street
London N1 9PD
United Kingdom
Fax : +44 20 7659 9180

NB: Please make postal order and bank draft payments payable to TaxBack - Visa First Division.
For all payments made by a credit or debit card there is a 3% transaction fee.

Signature of Card Holder:

Date:

Cancellation fees apply.

TERMS AND CONDITIONS

Visa First reserves the right to return any passport without the requested visa if the passport and/or the documents provided do not comply with the requirements or if there is insufficient time to process the visa. Please note that, other documents may be requested at the discretion of the embassy. The provided processing time is given as a general guidelines - actual waiting times may vary. The visa fee is non-refundable even in the event that your application is delayed or rejected.

Passports are required for the entire processing time. In the event of loss or damage to any passport or documents received, Visa First liability will be limited to the actual value of the passport/document. Visa First accepts no liability for consequential loss.

You must travel with the same passport you hold at time of completing this application. If you obtain a new passport after your visa has been issued, please contact Visa First Help Desk for advice. In this case Reallocation fees may apply.

Visa First advises against purchasing restricted or inflexible tickets prior to visa issuance. Processing times shown on this application are standard processing times. While Visa First makes every effort to ensure that visas are processed according to advertised timelines, Visa First does not accept any claims for delays caused by postal strikes or delayed post handling by postal companies or embassies which are outside of our control.

Please confirm that by engaging the services of Visa First, you agree to our terms and conditions listed above, which you can view at <http://www.visafirst.com/terms.asp> .

Signature of applicant:

**2 Photographs
 To be submitted
 with
 1 application
 form**



**VISA
 APPLICATION FORM**

Visa Application time 9.00-12.00 Hrs
 Visa Collection time 11.00-12.00 Hrs
 Monday - Friday

Type Of Visa Required	No. of Entries
Non – Immigrant Visa • 'S' for Single Entry • 'M' for Multiple Entries	
Tourist Visa • 'S' for Single Entry • 'M' for Multiple Entries	
Transit Visa	
Other types	

Part 1: Personal Details

Mr / Miss / Mrs / Master

Given Name (First Name) :	
Surname (Family Name):	
Maiden Name:	Applicant's Father Name :
Nationality:	Nationality at Birth:
Birth Place:	Date of Birth (dd/mm/yyyy):
Marital status (Please circle one): Single Married Divorced Widow(er) Other	
Profession (Please specify position presently held) :	
Employer / Institution :	
Present Address:	
Mobile Number:	
Permanent Address (If different from above):	
Telephone Number:	
E-mail Address:	
Passport/Travel Document	
No:.....	
Authority:.....	
Date of Issue:.....	
Expiry Date:.....	

Part 2: Visiting Details

Date(s) of Previous visit(s) to Thailand (If more than 3 visits, please note only the last 3 visits):
Purpose of Current Visit:
Evidence Substantiating your purpose of visit FOR NON-IMMIGRANT OR LONG STAY ONLY
Estimated Date of Arrival in Thailand (NOTE: You must travel within 3 months from the date of issue):
Duration of Proposed stay:
Proposed Address in Thailand:

For Attention of Applicant:

I hereby confirm that the purpose of my visit to Thailand is already identified in this application form and the information given is correct and complete.
Note: Visa fee is non-refundable

Signature.....

Date.....

Official Use Only

Type of Visa:.....
 Category:.....No :.....
 Date of Issue:.....
 Expiry Date:.....
 Signature:.....

Consular Officer

Note