

Dear Traveller,

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 to obtain the visa
- Useful information about the visa's terms and conditions
- Order form
- Visa application form

Make sure you read carefully the information provided and gather all the required documents at your earliest convenience. Please send them to us as soon as possible so that the visa can be ready in time for your trip. If you have any questions don't hesitate to contact us back!

Once you have all the necessary documents ready, print off, fill out and sign the application form. Send the completed form and the required supporting documents to us to the address stated in the Application Pack. We strongly recommend using registered post because of the fact that you will be sending your passport.

You can contact us by e-mail on [info@visafirst.com](mailto:info@visafirst.com) or call us on +44(0) 207 659 9180 from the UK or on +353(0) 1 878 3329 from Ireland.

We are committed to processing your visa as quickly and easily for you as possible!

Sincerely,  
Visa First

## WHAT DO I NEED TO APPLY FOR MY THAI VISA?



### Tourist visa:

1. Application Form
2. Visa Processing Fee
3. Original Passport - must be valid for at least 6 months after planned departure from Thailand
4. Two (2) recent color passport-sized photographs taken against white background and printed on standard photographic paper
5. Proof of sufficient funds – 20000 Baht per person – approx £405

### If applying for a multi entry visa you will also need to provide:

6. Travel itinerary details to Thailand
7. Hotel booking in Thailand
8. Proof of resident status in Ireland/ UK (Passport or UK/ Ireland resident card) along with a photocopy
9. 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.
10. Original bank statement with at least GBP 5 000 (or the equivalent in EUR).



### Non-Immigrant (Business) visa:

1. Original passport, valid for at least 6 months beyond entry date with at least 1 blank visa page
2. Completed and signed visa application form
3. 2 recent colour passport size photographs
4. Proof of sufficient funds – 20000 Baht per person – approx £405
5. Letter from current employer addressed to the Embassy on company letterhead paper, stating the applicant's name and including the following details:
  - a.) Specify the purpose of the visit, the number of entries and the length of the visa required
  - b.) The name of the organization to be visited with its contact details
  - c.) Include an acceptance of financial responsibility for the applicant
  - d.) Be signed by the applicant's supervisor or company's HR Department
6. Letter of invitation from the company in Thailand on company letterhead paper, stating the name of the applicant and:
  - a.) The purpose of the visit
  - b.) The number of entries and the length of the visa required



### Where should I send my documents?

Visa First, 3rd Floor, 9 White Lion Street, London, N1 9PD, United Kingdom.



### How long the visa take to be organized?

The processing time is 3 working days.



### How much time I could spend in Thailand?

The allowed stay on Tourist visas is up to 60 days per entry.

The allowed stay on Business visas is up to 90 days per entry.

### What's the visa validity?

Tourist visas are valid for 3 or 6 months from the date of issue. The visas are issued as 3-Month Single Entry and 6-Month Multiple Entry ones.

Business (Non-Immigrant) visas are valid for 3 months or 1 year from the date of issue. The visas are issued as 3-Month Single Entry or 1-Year Multiple Entry ones.



### Where can I direct my questions?

You can contact any of the Visa First officials at 0207 659 9180.



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

## 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):	

### 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.

Registered post (UK only)\* delivery, including handling fee (delivered within 48 hours) £10.00

**Courier options:**     To United Kingdom (1-2 working days) – £35       To Europe EU (1-3 working days) – £45

Self-pick up

Personal courier (fill in full address here):

For more information on Courier options please contact Visa First Help Desk on 0207 659 9180

\*The above service is available only within United Kingdom

### 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

**PAYMENT DETAILS**

Tourist Visa Options:		Non-immigration (Business) Visa:	
<input type="checkbox"/> 3-Month Single Entry visa	£95	<input type="checkbox"/> 3-Month Single Entry visa	£120
<input type="checkbox"/> 6-Month Multiple Entry visa	£225	<input type="checkbox"/> 1-Year Multiple Entry visa	£245

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.

Method of payment:	Credit Card <input type="checkbox"/>	Postal Order <input type="checkbox"/>	Bank Draft <input type="checkbox"/>
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:

VISA FIRST	VISA FIRST	VISA FIRST
14 St. Stephen's Green	3rd Floor	Suite 3, Level 13
Dublin 2	9 White Lion Street	222 Pitt Street
Ireland	London N1 9PD	Sydney NSW 2000
	United Kingdom	Australia
Fax: +353 1 679 3265	Fax : +44 207 629 8614	Fax : +61 2 8088 7415

**NB:** Please make postal order and bank draft payments payable to InterPay Ltd.

For all payments made by a credit or debit card there is a 2.5% transaction fee.

Signature of Card Holder:

Date:

Cancellation fees apply.

For Clients in the UK: If your passport is misplaced by the embassy or courier, we will replace your passport with the passport office. There is an additional fee of £15 for passport cover which is recommended to all clients. Check this box only if you do not wish to have passport cover



**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.

All visas are issued at the Embassies discretion and Visa First bears no responsibility for the rejection of any application. The visa and processing fees are non-refundable regardless of the outcome of the application.

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 VisaFirst, 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**

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	

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

**Part 1: Personal Detail**

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:	
Telephone 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 Detail**

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 <b>FOR NON-IMMIGRANT OR LONG STAY ONLY</b>
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 departure travelling By: To (country beyond 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**