

Regulation of the Ministry of Foreign Affairs
on the Legalization of Documents
B.E. 2568 (2025)

Whereas it is appropriate to revise the criteria concerning the legalization of documents to be more suitable and consistent with the current circumstances; By virtue of the powers vested under Clause 1 (1) (6) and (7) of the Ministerial Regulation on the Organizational Structure of the Department of Consular Affairs, Ministry of Foreign Affairs, B.E. 2545 (2002), the Ministry of Foreign Affairs hereby prescribes the Regulation on the Legalization of Documents as follows:

Clause 1 — This Regulation shall be called the “Regulation of the Ministry of Foreign Affairs on the Legalization of Documents, B.E. 2568 (2025).”

Clause 2 — This Regulation shall enter into force on the day following its publication in the Royal Thai Government Gazette.

Clause 3 — The Regulation of the Ministry of Foreign Affairs on the Certification of Documents B.E. 2539 (1996) shall be repealed. All regulations, rules, and orders previously prescribed which are provided for herein or which are inconsistent with this Regulation shall be replaced by this Regulation.

Clause 4 — In this Regulation:

“Legalization of documents” means the certification of documents as specified herein, including the legalization of translations, the legalization of copies, and the legalization of signatures.

“Official document” means a document prepared or certified by an official of a government agency in the performance of duties, and includes certified copies of such documents made by officials of the government agency in the performance of duties.

“Official” means an official authorized by the Legalization Division, Department of Consular Affairs, and government units of the Department of Consular Affairs designated for this purpose, including consular or diplomatic officers assigned to Embassy, Consulates-General, or Thailand Trade and Economic Office to perform duties under this Regulation.

“Government units of the Ministry of Foreign Affairs” means the Legalization Division, the Department of Consular Affairs, and any government units of the Department of Consular Affairs so assigned, including Embassy, Consulates-General, and Thailand Trade and Economic Office.

“Electronic information system” means an information system for compiling and storing specimen signatures of authorized officials of the government agency issuing the document, together with official seals, or specimen signatures of authorized officers of other government agencies or private entities, or authorized officer on behalf of the juristic person, together with seals, created in electronic form for the purpose of verifying signatures by government units of the Ministry of Foreign Affairs.

“Document Legalization” means the act of certification by an authorized official of a government agency under the Ministry of Foreign Affairs, and shall include the use of an electronic signature by such authorized official.

Clause 5 — The Permanent Secretary of the Ministry of Foreign Affairs shall be responsible for the execution of this Regulation and shall have the authority to issue notifications, rules, regulations, or procedures, prescribe fee rates, and appoint officials as necessary for the implementation of this Regulation or for any other related purposes.

Chapter 1

General Provisions

Clause 6 — In the case of documents executed outside the Kingdom of Thailand, such documents shall be legalized by the Ministry of Foreign Affairs, a Notary Public, or other competent authorities under the laws of the country or territory in which the documents were issued, as the case may be, and by the government agency of the Ministry of Foreign Affairs in such country or territory, or whose consular jurisdiction covers such country or territory, or by the Embassy or Consulates-General of such country or territory in the Kingdom of Thailand.

If the document is issued in a country whose embassy has consular jurisdiction over Thailand, the document shall not be required to undergo legalization by the Ministry of Foreign Affairs of a country other than the issuing country, provided that the embassy of that country and the relevant government agency of the Ministry of Foreign Affairs in that country, or the relevant government agency of the Ministry of Foreign Affairs in the Kingdom of Thailand, have directly exchanged specimen signatures of authorized signatories and the official seals of the embassy.

Clause 7 — For documents executed within the Kingdom of Thailand, if the applicant intends request legalization from a government agency of the Ministry of Foreign Affairs outside the Kingdom of Thailand, the document shall first be legalized by the relevant government agency of the Ministry of Foreign Affairs within the Kingdom of Thailand.

Clause 8 — The application for document legalization shall be made using the application form prescribed by the Ministry of Foreign Affairs.

The application shall be submitted to the relevant administrative unit of the Ministry of Foreign Affairs, with all required information duly completed and accompanied by supporting documents as prescribed in this Regulation.

In the case that the document owner is unable to submit the application in person, a power of attorney shall be provided together with one certified true copy of the national identification card or passport of the grantor that is valid. If the document owner is a juristic person, a power of attorney issued by the authorized signatory of such juristic person shall be provided, together with one certified true copy of the national identification card or passport of the authorized signatory that is valid, as well as a valid certificate of registration of the juristic person and/or verification of authenticity demonstrating the current status of such certificate of registration.

In the case that the grantor of attorney is a Thai national residing outside the Kingdom of Thailand, the power of attorney shall first be legalized by the agencies of the Ministry of Foreign Affairs in the country or territory where the grantor resides.

In the case that the grantor is not a Thai national and resides outside the Kingdom of Thailand, the power of attorney shall be legalized by the Ministry of Foreign Affairs, a Notary Public, or another competent authority under the laws of the country or territory of the grantor's nationality or residence, and shall first be legalized by the agencies of the Ministry of Foreign Affairs in that country or territory, or by the embassy, consulate, or competent authority of the grantor's country or territory in the Kingdom of Thailand.

Chapter 2

Legalization of Translated Documents

Part 1

Legalization of Translations from Thai into English

Clause 9 — Documents submitted for legalization of translation shall be translated from the original Thai-language official document. In the case of documents issued by private entities, such documents shall first be certified by the relevant government agency or competent authority.

Clause 10 — An application for legalization of translation under Clause 9 shall be submitted to the agencies of the Ministry of Foreign Affairs together with the following documents:

(1) The original Thai-language official document, or a document issued by a private entity that has been certified by the relevant government agency or competent authority.

(2) The original English translation bearing the word "Translation" or another expression of similar meaning, and signed by the translator with the certification "Certified Correct Translation."

If the issuing government agency is able to provide an official translation, only the translation issued by that agency may be submitted.

(3) The national identification card, passport, or other valid identification document issued by a government agency of the document owner, together with a copy of such identification document of the translator.

(4) In the case that the document owner is unable to submit the application in person, a power of attorney shall be prepared in accordance with Clause 8.

Part 2

Legalization of Translations from Foreign Languages into Thai

Clause 11 — An application for legalization of a translation from English into Thai, when submitted to the agencies of the Ministry of Foreign Affairs within the Kingdom of Thailand, shall be accompanied by the original English document that has been legalized by the embassy or consulate of the country or territory issuing the document in the Kingdom of Thailand. In the event that no embassy or consulate of the country or territory issuing the document exists in the Kingdom of Thailand, the original English document shall be legalized by the embassy whose consular jurisdiction covers the country or territory in which the document was issued.

If the original document under paragraph one was issued outside the Kingdom of Thailand, the procedures under Clause 6 shall first apply.

In the case that the application is submitted to the agencies of the Ministry of Foreign Affairs outside the Kingdom of Thailand, the original English document of the said translated document shall be legalized by the Ministry of Foreign Affairs, a Notary Public, or another competent authority under the law of the country or territory in which the document was issued, as the case may be.

Clause 12 — For applications for legalization of translations from a foreign language other than English into Thai, the original foreign-language document and the original English translation shall be attached, together with the Thai translation certified by the translator as a “รับรองคำแปลถูกต้อง”

For applications submitted to the agencies of the Ministry of Foreign Affairs outside the Kingdom of Thailand, the original foreign-language document other than English, as well as the original English translation, shall be legalized by the Ministry of Foreign Affairs, a Notary Public, or another competent authority under the law of the country or territory in which the document was issued, as the case may be.

For applications submitted to the agencies of the Ministry of Foreign Affairs within the Kingdom of Thailand, the original foreign-language document other than English and the original English translation shall be legalized by the embassy or consulate of that country or territory in the Kingdom of Thailand, or by the agencies of the Ministry of Foreign Affairs outside the Kingdom of Thailand.

In the case that the embassy or consulate of the country or territory issuing the document in the Kingdom of Thailand examines and certifies the translation from a foreign language other than English into Thai, the applicant shall attach the original foreign-language document that has been legalized by such embassy or consulate, together with the original Thai translation that has been legalized by the said embassy or consulate.

Clause 13 — Legalization of translations from a foreign language other than English into Thai may be performed for translations prepared by translators who are registered or certified as qualified translators into Thai by a competent authority of the country or territory issuing the document.

In the case where the application for document legalization is submitted to the government units of the Ministry of Foreign Affairs outside the Kingdom of Thailand, the applicant shall submit the original foreign-language document that is not in English, which has been legalized by the Ministry of Foreign Affairs, a Notary Public, or other competent authorities under the laws of the country or territory where the document was issued, as the case may be, together with the Thai translation. The Thai translation shall be certified as a “รับรองคำแปลถูกต้อง” by a translator registered with or accredited by the competent authority of that country or territory.

In the case where the application for document legalization is submitted to the government units of the Ministry of Foreign Affairs within the Kingdom of Thailand, the applicant shall submit the original foreign-language document that is not in English and the Thai translation, both of which shall have been legalized by the government units of the Ministry of Foreign Affairs outside the Kingdom of Thailand.

Clause 14 — For applications for the legalization of document translations under Clauses 12 and 13, the applicant shall submit the application to the government units of the Ministry of Foreign Affairs together with the following documents:

(1) The original foreign-language document that has been legalized under Clause 12 or Clause 13, as the case may be.

(2) The original Thai translation indicating the wording “คำแปล” or other wording of similar meaning, and certified by the translator as a “รับรองคำแปลถูกต้อง”;

(3) The national identification card, passport, or other official identification document issued by a government authority that is valid;

(4) In the case that the document owner is unable to apply in person, a power of attorney shall be prepared in accordance with Clause 8.

Chapter 3

Legalization of Document Copies

Clause 15 — Documents submitted for the legalization of document copies shall be photocopies made from the original documents issued by the relevant government authority. The copies submitted shall be legible and contain content identical to the original.

In the case that the original document cannot be presented, the copy submitted for legalization shall be certified as a true copy by the government authority that issued the original document, unless otherwise prescribed by the relevant authority.

Clause 16 — For applications for the legalization of document copies under Clause 15, the applicant shall submit the application to the government units of the Ministry of Foreign Affairs together with the following documents.

(1) The original document together with one photocopy;

(2) The national identification card, passport, or other official identification document issued by a government authority that is valid.

(3) In the case that the document owner is unable to submit the request in person, a power of attorney shall be executed in accordance with Clause 8.

Chapter 4
Legalization of Signatures

Clause 17 — Documents submitted for signature legalization by a governmental unit of the Ministry of Foreign Affairs within the Kingdom of Thailand shall be official documents signed by an authorized officer of the issuing government agency, or documents signed by officials of foreign embassies or consulates in the Kingdom, or by an authorized officer of any other competent agency or private entity.

In the case that an application is submitted to a governmental unit of the Ministry of Foreign Affairs outside the Kingdom, the documents submitted shall be documents signed by the Ministry of Foreign Affairs, a Notary Public, or other competent authority under the laws of the country or territory that issued the document, or by a governmental unit of the Ministry of Foreign Affairs within the Kingdom, as the case may be.

Signature legalization may be carried out only if the Ministry of Foreign Affairs can verify the signature of the authorized signatory whose signature specimen has been deposited with the Ministry of Foreign Affairs, or if the signature can be verified through the database system maintained by the issuing authority, as the case may be.

Clause 18 — For applications for legalization of signatures on foreign-language documents other than English, the applicant shall attach the original foreign-language document and the original English translation that has been legalized under Clause 12, as the case may be.

Clause 19 — Applications for signature legalization under Clause 17 and Clause 18 shall be submitted to a governmental unit of the Ministry of Foreign Affairs together with the following documents:

- (1) The original document for which signature legalization is requested;
- (2) The national identification card, passport, or any official identification document issued by a government agency that remains valid;

(3) In the case that the document owner is unable to file the application in person, a power of attorney shall be prepared pursuant to Clause 8.

Clause 20 — For applications for signature legalization of a private individual's signature in private documents, the individual shall sign the document in the presence of the officer. The application shall be submitted to a governmental unit of the Ministry of Foreign Affairs together with the following documents:

- (1) The original document for which signature legalization is requested, which shall be in Thai or English only;
- (2) The national identification card, passport, or any official identification document issued by a government agency that remains valid.

(3) Other relevant documents, such as documents evidencing ownership or rights over property, documents evidencing family relationships, etc., as the case may be.

Clause 21 — For applications for legalization of the signature of an authorized person acting on behalf of a juristic person registered under Thai law, the authorized person shall sign the document in the presence of the officer. The application shall be submitted to a governmental unit of the Ministry of Foreign Affairs together with the following documents:

(1) The original document for which signature legalization is requested, which shall be in Thai or English only;

(2) The national identification card or passport of the authorized person, which shall be valid. In the case that a signature specimen has been submitted, the original passport of the authorized person shall be presented for verification;

(3) A valid certificate of corporate registration and/or evidence that allows verification of the authenticity and current status of such certificate of corporate registration;

(4) Other relevant documents, such as the list of shareholders of the juristic person, documents evidencing ownership or rights over property, etc., as the case may be. (In the case of a joint venture, the joint venture agreement and tax payment evidence of the joint venture shall also be presented.)

(5) If the authorized person is unable to file the application in person, a power of attorney shall be prepared pursuant to Clause 8.

Applications for signature legalization as described above submitted to governmental units of the Ministry of Foreign Affairs outside the Kingdom of Thailand may be accepted only when the authorized person of the juristic person registered under Thai law signs the document in the presence of the officer.

Clause 22 — For signature legalization under Chapter 4, the content of the submitted document and the purpose for which the document is intended to be used shall be clear and shall not be contrary to law, public order, or good morals.

Clause 23 — For signature legalization under Clause 20, the governmental units of the Ministry of Foreign Affairs shall legalize signatures of Thai nationals only.

For documents involving signature legalization of non-Thai nationals executed within the Kingdom of Thailand, the document shall first be legalized by the embassy or consulate of the country or territory of which the individual is a national, located within the Kingdom.

For documents involving signature legalization of non-Thai nationals executed outside the Kingdom of Thailand, the document shall first be legalized by the Ministry of Foreign Affairs, a Notary Public, or another competent authority under the laws of the country or territory where the document was issued, or by the embassy or consulate of the country or territory of which the individual is a national or where the individual resides, as the case may be. Such document shall then be legalized by the Ministry of Foreign Affairs or competent authority of that country or territory, or by the embassy, consulate, or competent authority of that country or territory in the Kingdom of Thailand.

Chapter 5

Official Seals and Legalization Endorsements

Clause 24 — In the case that it is necessary to legalize a translated document prepared by a governmental unit of the Ministry of Foreign Affairs, once the authorized officer has examined the wording and content of the translation and found them to be accurate and consistent, the officer shall sign and affix the certification “Certified Correct Translation” or “รับรองว่าเป็นคำแปลถูกต้อง,” as the case may be.

For legalization of translated documents prepared by another governmental agency or by a private translator, where the translator has signed to certify that the translation is correct (“Certified Correct Translation”), the governmental unit of the Ministry of Foreign Affairs shall verify the accuracy and consistency of the translation with the original foreign-language document or the original Thai-language document, as the case may be, and shall affix one of the following endorsements: “Seen at the Ministry of Foreign Affairs,” “กระทรวงการต่างประเทศได้ทราบแล้ว,” “Seen at the Royal Thai Embassy,” “สถานเอกอัครราชทูตไทยได้ทราบแล้ว,” “Seen at the Royal Thai Consulate-General,” or “สถานกงสุลใหญ่ได้ทราบแล้ว,” as the case may be.

In the case that the translator is registered or certified by a competent authority of the country or territory in which the document was issued, and such authority has provided specimen signatures of its authorized officers or specimen signatures of the translator to the governmental unit of the Ministry of Foreign Affairs outside the Kingdom, or where such authority has established a system that enables verification of registered or certified translators by the said governmental unit, the governmental unit of the Ministry of Foreign Affairs outside the Kingdom shall legalize the signature of the authorized officer or the signature of the registered or certified translator, as the case may be, by affixing the certification “Certified Genuine Signature(s) of” or “ขอรับรองว่าเป็นลายมือชื่อที่แท้จริงของ...”.

Clause 25 — For legalization of translated documents under Chapter 2, the governmental unit of the Ministry of Foreign Affairs shall assemble the document sets, as the case may be, as follows:

- (1) The original foreign-language document that is not in English, together with the original English translation and the original Thai translation (if any);
- (2) The original English-language document and the original Thai translation;
- (3) The original Thai-language document and the original English translation.

These documents shall be bound together at the corner and sealed with the official emblem, or affixed with a corner seal in the format prescribed by the governmental units of the Ministry of Foreign Affairs within the Kingdom of Thailand.

Clause 26 — For the legalization of copies of documents under Clause 15, paragraph one, the authorized officer shall affix the certification “Certified True Copy.”

Clause 27 — For the legalization of signatures under Clauses 17 and 18, once the authorized officer has examined the specimen signature previously deposited as evidence, or verified the signature through the data system established by the issuing authority, and is satisfied that the signature belongs to the authorized official of the relevant government agency, the diplomatic or consular officer of a foreign embassy or consulate in the Kingdom of Thailand, the Ministry of Foreign Affairs, or a Notary Public, or another authority under the laws of the country or territory that issued the document, as the case may be, the certification “Certified Genuine Signature(s) of” or “ขอรับรองว่าเป็นลายมือชื่อที่แท้จริงของ...” shall be used.

In cases involving the signature of an authorized officer of another agency or a private entity, the certification “Certified Genuine Signature(s) of” or “ขอรับรองว่าเป็นลายมือชื่อที่แท้จริงของ...” shall be used, and shall include the statement: “The Ministry of Foreign Affairs or The Royal Thai Embassy or The Royal Thai Consulate-General assumes no responsibility for the contents of the document(s)” or “กระทรวงการต่างประเทศ or สถานเอกอัครราชทูต or สถานกงสุลใหญ่ ไม่รับผิดชอบในเนื้อหาของเอกสาร” as the case may be.

Clause 28 — For the legalization of signatures under Clauses 20 and 21, the certification “Certified Genuine Signature(s) of” or “ขอรับรองว่าเป็นลายมือชื่อที่แท้จริงของ...” shall be used, together with the statement: “The Ministry of Foreign Affairs or The Royal Thai Embassy or The Royal Thai Consulate-General assumes no responsibility for the contents of the document(s)” or “กระทรวงการต่างประเทศ or สถานเอกอัครราชทูต or สถานกงสุลใหญ่ ไม่รับผิดชอบในเนื้อหาของเอกสาร” as the case may be.

Clause 29 — For document legalization, the officer of the governmental unit of the Ministry of Foreign Affairs shall specify the following particulars:

- (1) Legalization number;
- (2) Date of legalization;
- (3) Place of legalization;
- (4) Legalization endorsement;
- (5) Signature of the authorized officer;
- (6) Name and position of the authorized officer;
- (7) Official seal of the governmental unit of the Ministry of Foreign Affairs;
- (8) QR code or any other method for verifying the authenticity of the legalization (if applicable).

Clause 30 — Officers of the governmental units of the Ministry of Foreign Affairs in the Kingdom of Thailand shall examine and complete the legalization of documents within two 2 working days, excluding the date on which the complete application and supporting documents are received, unless the application involves the legalization of multiple documents or requires translation in a difficult and complex language that necessitates additional time for verification, such as court documents or corporate business documents. In such cases, the governmental units of the Ministry of Foreign Affairs in the Kingdom of Thailand shall examine and complete the legalization within seven 7 working days. If the process is not completed within this period, the applicant shall be notified of the reason for the delay every seven 7 working days until completion.

The timeframes stated in paragraph one shall not apply in the case that the governmental units of the Ministry of Foreign Affairs in the Kingdom of Thailand need to send the applicant's documents to the relevant governmental agency, organization, or private entity for verification prior to performing any legalization. In such cases, the governmental units of the Ministry of Foreign Affairs in the Kingdom of Thailand shall complete the legalization within two 2 working days from the date of receiving the verification results in writing.

If it is found that the governmental agency, organization, or private entity is not the issuing or legalizing authority, or there is reason to believe that the applicant has submitted forged or unlawfully obtained documents, the officer shall refuse to legalize such documents. Similarly, if the supporting documents are incomplete, the officer may refuse to accept the legalization request.

Chapter 5

Legalization of Documents and Fees

Clause 31 — The governmental units of the Ministry of Foreign Affairs shall maintain a legalization of document for each unit, containing the following particulars:

- (1) Date of document receipt;
- (2) Name of the applicant;
- (3) Name of the document owner;
- (4) Type of document;
- (5) Legalization number;
- (6) Date of legalization;
- (7) Date of document delivery;
- (8) Type of legalization;
- (9) Legalization fee.

Clause 32 — The fees for document legalization shall be in accordance with the announcements of the Ministry of Foreign Affairs.

Chapter 7

Other Provisions

Clause 33 — Fees related to the legalization of document that the applicant has already paid to the governmental units of the Ministry of Foreign Affairs shall not be refundable under any circumstances.

Clause 34 — When submitting a request to retrieve documents that have been legalized by the governmental units of the Ministry of Foreign Affairs in the Kingdom of Thailand, the receipt issued by such governmental unit shall be presented on the day of document retrieval. In the case that the document owner is unable to submit the request in person, a power of attorney shall be provided together with the identification documents of the authorized representative.

Clause 35 — The governmental units of the Ministry of Foreign Affairs reserve the right to consider and take appropriate action if documents that have been legalized remain unclaimed for more than 90 days from the scheduled date of retrieval.

Announced on 12 November 2025

Sihesak Puangketkaew

Minister of Foreign Affairs