

**URGENT**



**non-official translation by  
Isaan Lawyers**

No. Morthor 0309.1/Wor 4

The Central Registration Office  
Lam Luk Ka Road, Pathumthani 12150

Date of 3<sup>rd</sup> February 2016

**Subject** Making of identity cards for Non-Thai Citizens and Non-Status of Registration.

**To** The Provincial Registrars of every provinces and Registrars of Bangkok

**Refer to** 1. The Ministerial Regulations determining the person who are Non-Thai Citizens practice concerning the Civil Registration and fee rates B.E. Year 2551 (2008)

2. The Regulations of the Central Registration Office concerning the preparation of identity cards of Non-Thai Citizens B.E. Year 2551 (2008)

3. The Letter of the Central Registration Office, No. Morthor 0309.1/Wor 34 Dated 22<sup>nd</sup> September 2015

**Enclosure** A set of program operating instructions

Regarding the Central Registration Office, we would like to inform how to make the identity cards of Non-Thai Citizens by assigning the Provincial Registration Office and the Bangkok Registration Office to notify all District Registration Offices and the Local Registration Offices to know and comply with the Minister of the Interior has reviewed and approved of determining the Alien who have been registered into the Civil Registration by the registrar and determining the identification number of 13 digit in accordance with the law on Civil Registration of all groups must do the ID card to avail the government to control and proof of identification and measures to prevent fraud of masquerade.

The Central Registration Office has considered the following target groups of person who can be apply for the ID card are likely to add more numbers, thus improving making of identity cards of Non-Thai Citizens to be effective and can provide services to the person who is a Non-Thai Citizens more quickly than the old system that

the Registration office had, meaning to sent the information to producing the cards at the Regional Registration Administration Center change to producing the cards at the District Registration Offices and the Local Registration Offices that people applying for ID cards and can pick it up within the same day same as the Thai cards producing system.

Therefore, in order to making of identity cards of Non-Thai Citizens and Non-Status of Registration goes smoothly and effective, we assigned the Provincial Registration Office and the Bangkok Registration Office to notify all District Registration Offices and the Local Registration Offices to know and comply with the following;

1. In the process of applying for ID card, the registrars must verify information of the applicants as follows;

1.1 In case of the applicants are the persons who have identification numbers of type 7 in the Central House Registration. If the investigation appeared the fact that such person is a child of minorities, therefore to notice the applicants notify the move out from the Central House Registration and enter into the House Registration of father or mother which is in the control area of minorities residential. The registrar added the name in the records then requested the ID card.

1.2 In case of the applicants are the persons who have identification numbers of type 0 in the Central House Registration No. 0/89 of District Registration Offices or the Local Registration Offices that made the recordings, required to make recommendations to the applicants notify the address to the current housing address which is in the control area of such person according to the Ministry of Interior has determined.

2. In the process of producing the cards, the District Registration Offices or the Local Registration Offices can producing the cards at such registration office by using cards materials of pink background for the ID cards of Non-Thai Citizens (identification numbers of type 3, 4, 5, 6, 7, 8), cards materials of white background for the ID cards of Non-Status of Registration (identification numbers of type 0), and using the same printer as using for producing the Thai cards. For this, the Central Registration Office has modified the screen formats of program applications in card making for more convenient to use. The details as appear on the operating instructions as attached, it began operation in February 2016 onwards. However, if you have any

problems with the program applications, please contact the Regional Registration Administration Center, provincial branches in the area.

Please be informed and consider taking action accordingly.

Best Regards,

Pol.Lt. *-Signature-*  
(Artith Boonyasophat)  
Director of central registry

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