



CHECKLIST-Certified true copies of U.S. Passport for use in other purposes

U.S. Embassy Bangkok and Consulate General Chiang Mai

Checklist must be completed and included in the package.

STOP, if you are looking for Certified true copies of documents for use with Social Security applications, FBU Manila, please visit <https://th.usembassy.gov/u-s-citizen-services/local-resources-of-u-s-citizens/notaries-public/>

- ☐ Printed checklist
- ☐ Original U.S. passport & **one clear photocopy of bio-data page**

Certified True Copy Fee: Purchase bank draft in Thai Baht for the equivalent of 50 USD (Please see this link for current exchange rate information <http://th.usembassy.gov/u-s-citizen-services/service-fees/>)

- ☐ Bank draft for certified true copy service fee.

Insured Return Envelope Fee:

Pay **Courier Pass Back** electronically via **Thailand Post Mart website**.
(If the page appears in Thai, you may use a translate function into English at the top right corner of the page.)



- ☐ Please provide invoice number **THP**_____

Note: ***Prepaid envelope cannot be accepted*** if you are applying for a U.S. passport in Thailand.

Name of applicant: _____

Local telephone number: _____

E-mail address: _____

Please provide the following information

Travel plans:

Thailand Visa Expiration Date:

*(For quick and efficient delivery, please ensure to address your package **ONLY** to the address below via one of the following couriers (Thailand Post and DHL)*

**Passport-by-Mail Service
ACS/Consular Section,
U.S. Embassy,
95 Wireless Road, Bangkok
10330 Thailand**