



LEGALIZATION OF THAI OFFICIAL DOCUMENTS

Read carefully the following instructions where we explain in detail the procedure for legalizing Thai official documents at the Embassy of Spain in Bangkok, so that they can have legal effect in Spain.

Please note that the Embassy of Spain in Bangkok does not legalize Spanish documents, it only legalizes official documents from Thailand, Cambodia, Myanmar and Laos.

Since Thailand is not part of the Hague Apostille Convention, Thai documents that need to have effect in Spain cannot be apostilled, but must be legalized through the diplomatic channel, following these **4 STEPS**:

1. First, you must obtain the document from the relevant Thai department/agency.
2. Secondly, you should take the document for its first legalization to a Legalization Office of the Ministry of Foreign Affairs of Thailand (MOFA). That Office will place a sticker on the document identical to the one attached in this email ("*Certified Genuine Signature of...*"). You can get information about this first legalization at the link: [LEGALIZATION OFFICES IN THAILAND](#) (page only available in Thai, we recommend using a web translator).





3. Thirdly, once the document has been legalized by the Thai Legalization Office, you need to bring it to the Embassy so we can carry out the second legalization. Once it's legalized by us, we will notify you by email so you can come to pick it up.
4. Finally, once you have the document doubly legalized, you must have it translated into Spanish by a sworn English-Spanish translator, which you can find at the following link: [TRADUCTOR JURADO](#). Sworn translators have digital signatures, so you can carry out the translation online easily. This translation does not need to be legalized afterward.

VERY IMPORTANT NOTE ABOUT TRANSLATION

Since there are no sworn translators from Thai to Spanish, it is important that the original Thai document to be legalized is issued in **English**.

In this regard, most documents issued by Thai authorities can be requested directly in English (e.g., civil registration certificates issued by the Amphur or criminal record certificates issued by the Special Branch Police).

However, if you only have the document in Thai and it is impossible for you to get it in English, in that case you can translate it from Thai to English (through a translator of your choice) and submit both versions to the Legalizations Office.

The office will validate the English version and attach it to the Thai original at the same time they carry out the first legalization. In that case, the second legalization by the Embassy will be processed on the "pack" that includes both the Thai + English document, which is totally valid.

**Legalization offices can inform where to translate the document into English, at translation centers located near them.*

OTHER IMPORTANT INFORMATION

Procedure: you can submit the document at the Embassy in the following ways:

- a) In person, at the consular section of the Embassy, at *Lake Rajada Office Complex, 23rd Fl, 193/98-99 Ratchadapisek - Klongtoey, Bangkok 10110*.
- b) If you cannot go to the Embassy in person, someone else can do it on your behalf (family member, friend, or agent). **IT IS NOT NECESSARY FOR THAT THIRD PERSON TO SHOW AUTHORIZATION TO SUBMIT THE DOCUMENT ON YOUR BEHALF.**

For this procedure, **NO PRIOR APPOINTMENT IS NEEDED**. Documents can be submitted directly at the Embassy from 9am to 1pm, from Monday to Friday.



c) If neither you nor a third person can go to the Embassy, you can send the documentation by courier to:

Name/Surname: Consular Section
Address: Embassy of Spain
Lake Rajada Office Complex, 23rd Fl, 193/98-99
Ratchadapisek-Klongtoey, Bangkok 10110
Telephone: 02 6618284 -7
E-mail: Your@Email.address
Note: Kindly mention that it's a delivery and/or collection of
"document" or "passport".
Delivery/Collection: 09:00 to 13:00 and 14:00 to 15:30 on Mondays to
Thursdays, and 09:00 to 13:00 on Fridays (except for
Embassy's [holidays](#))

The Embassy assumes no responsibility of any loss or damage of your document sent by the courier, nor does tracking of your shipment. In case of destination billed costs, such as VAT or *cash on delivery* payments, the shipment will not be accepted.

When we receive the document, we will send you an email confirming the fees you need to pay and the account number for the transfer. Once the document is legalized, we will contact you again so you can arrange a messenger pick-up service. The Embassy is not authorized to recommend any particular service.

Fees: the fee for each legalization at the Embassy is 275 baht. Only cash is accepted.

Processing time: once the document is submitted at the Embassy, the processing time is 5 to 10 business days. There is no expedited or fast-track procedure. Please kindly avoid follow-up emails regarding the delivery date.

REMARKS

The Embassy can only legalize original Thai documents or copies certified by the same authority that issued the original document.

It is not possible to review digital documents sent by email, only paper documents (hard copy) submitted in the ways mentioned above.