

**CHECKLIST FOR ANNUAL RENEWAL OF EXTENSION BASED  
ON MARRIAGE OR RELATED TO A THAI USING 40,000 BAHT IN MONTHLY INCOME**

**[Sign all photocopies & have original of document available]  
(do not staple documents together – use paperclips)**

- TM.7 Application for Extension of Stay
- Photograph (Available at shop next to Immigration)
- Original – Passport
- Photo Copy of passport pages showing (at least the following, but you may want to include all stamped pages in case more is asked for):
  - Identification page
  - Non-Immigrant Visa
  - All Extensions of Stay stamps
  - Latest entry into Thailand stamp
- Photo Copy of TM.6 Departure Card
- Proof of family/spousal relationship (Marriage registration or Birth certificate)
- Evidence of having an average of 40,000 baht in monthly income – relevant Thai income tax documents or, if from outside of Thailand, an original Embassy Certification Letter attesting to the equivalent of at least 40,000 baht in monthly income. If your Embassy does not certify monthly income (UK, USA, Australia), you will need the following:
  - Photo Copy of Bank Passbook(s) pages showing all transactions for previous 12 months.
  - Original Bank Passbook showing a transaction on the day of application, e.g., do an ATM withdrawal then update bank book.
  - Original – Bank Letter verifying Account – name and current balance – should be dated on date of application or previous day if applying early before banks open (this is the same letter as required for those using 400,000 in Thai bank and most bank branches are very familiar with it).
  - Original - Bank Letter showing transfers from source outside of Thailand for previous 12 months (it should show that an average of total transfers for the 12 months would equal 40,000 baht per month). Visit <http://www.pcecnews.com/permNL/Example-BankLetter-Monthly-Deposits.pdf> for an example.
- Copy(ies) of Proof of Residence documents (Rental Agreement, Housebook, Company documents if Company owned, etc. – also a utility bill showing your name and the address)
- Photocopy of Spouse's ID card signed by spouse or for family member ID card or housebook showing name
- Map showing location of residence – hand drawn from Immigration Office to residence
- Photographs of applicant and spouse in various rooms and another that includes house/condo number.
- Extension Fee – 1,900 Baht

**Note:** The wife or child(ren) may be required to also be present. A 30 day provisional extension is usually granted as paperwork will need to be reviewed and approved in Bangkok. Also, if based on Thai spouse, during this period, Immigration Officers have been known to visit the residence to verify the couple are living together as husband and wife.