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To avoid the unexpected costs and issues obtaining a work permit, it is an imperative to have the legalization of your **degree and transcripts** in process and completed in a timely manner before or soon after arriving in Thailand. This process must be finished with the Thai embassy stamp from your home country to be accepted by the ministry of education in Thailand.

UNITED STATES OF AMERICA

INTRODUCTION

Consular notarial services are rendered to American citizens requiring American official documents to be legalized for use abroad as well as –

- To provide legal validity to American official documents to enable a person to use the documents outside the United States.
- Legalizing documents means that official documents are affixed, sealed, and signed either with an Apostille Certificate (where countries are signatory to the Apostille Convention) or with a Certificate of Authentication. **Thailand is not a signatory to the Convention.**
- **Note:** Documents, which have been laminated, will not be accepted for legalization purposes. If your document is in any language other than English, **it will need to be translated into English and stamped that it is a true translation.** Please ensure the word “Bachelor” appears in the English translation as the Thai government will want to see that you have a Bachelor’s degree. The copy of the degree and transcripts in the native language can then be fully legalized.

NOTARIAL, AUTHENTICATION, AND LEGALIZATION STEPS

The Legalization process can be done in person, via mail or by using an expediting service. Please note that some services will require an appointment in order to process your documents.

Step One: Obtain the Degree and transcripts

If you do not already have your original degree and transcripts, you must contact your university as soon as possible to obtain a copy. In some cases, you may be required to obtain a new sealed copy for the purposes of authentication, even if you already possess a copy. Please check with your respective state.

Step Two: Notarize Your Degree and transcripts*

Please use this website to find state commissioned notaries:

<https://www.asnnotary.org/?form=stateinfo>

Have your degree and transcripts notarized by a **state commissioned notary**, not a notary commissioned by the county you are in. If you have a notary sign off on your degree and transcripts that is commissioned by the county, you will then need to bring your degree and transcripts to the clerk of the court in the country where the notary is commissioned for their stamp. Please refer to the U.S. Department of State Authentication for more information:

<https://travel.state.gov/content/travel/en/records-and-authentications/authenticate-your-document/authentication-certificate-requirements.html>

Make sure to scan a nice copy of your degree and transcripts and use the scanned copy to legalize your degree and transcripts. **Do not legalize the original document.** You will bring both the original degree and transcripts and the legalized copy to Thailand for the work permit.

*Please note, if you must go through the New York Thai Consulate or the Los Angeles Thai Consulate for Step 5, please also have a copy of your passport notarized as well, as stated on their website.

Step Three: Obtain Signature and Seal from State Secretary of State

Your degree and transcripts must then be **signed and sealed by the State Secretary of State.** This must be done in the state where your Notary is located, certifying to the Notary’s current status.

The time and cost vary depending on the state. You can find your state secretary of state’s website here: <https://www.nass.org/business-services/apostillesdocument-authentication-services>

Step Four: Obtain U.S. Department of State Authentication

Forward all documents to the U.S. Office of Authentications at the following address:

Office of Authentications
U.S. Department of State
CA/PPT/S/TO/AUT
44132 Mercure Circle
P.O. Box 1206
Sterling, VA 20166-1206
Tel: (202) 485-8000

Degree and transcripts Legalization PROCESS	COST (postage not included)
Notary	\$2 - \$20
Seal and Signature of State Secretary of State	\$10 - \$30
U.S. Department of State Authentication	\$20
Thai Embassy Legalization	\$15
Total (per document)	\$47 - \$85

Website:

<https://travel.state.gov/content/travel/en/records-and-authentications/authenticate-your-document/office-of-authentications.html>

The Office of Authentication charges a fee of \$20.00 (subject to change). This process can take about 12 days*.

*Please note, due to the pandemic, the processing time is now 2 - 3 weeks to complete. Please plan accordingly.

Step Five: Obtain Embassy/Consulate Authentication of Foreign Government

Once your degree and transcripts have been authenticated by the U.S. Department of State, bring the documents to a Thai embassy in the United States where they will do the final authentication. If one of the Thailand Consulate-Generals holds consular jurisdiction over that state in which your degree and transcripts were notarized and authenticated, you may submit your document to that Consulate-General for final legalization. (Please note that your legalization application may be rejected by the Embassy/Consulate General that does not hold consular jurisdiction over the state where your document is executed.)

Please mail in:

1. Legalization form that is found on the embassy or consulate's website
2. Original documents bearing the Seal of the United States Department of State in Washington D.C.
3. A copy of every page of the original documents
4. A copy of passport or Identification card or driver's license of the owner of documents or preparer

Please visit <https://thaiembdc.org/consular-services/legalization/> for more information. This process can take about 10 days. It costs \$15.00 per document (subject to change).

For more information on the Consulate Generals that hold consular jurisdiction over each state please follow the link below for an outlined map:

http://www.thaiconsulatechicago.org/jurisdiction_en.php

Expediting Services

The legalizing and authentication of documents can be a timely process and can take anywhere from 4 – 6 weeks to complete. Due to this, you may wish to use an expediting service to complete the legalization process for them. These services can be found online with a simple search and for an average cost of \$125 they will complete each step of the process. We recommend Monument Visa as an expediting service.

Monument Visa

<https://www.monumentvisa.com/xploreasia-thailand/>

SOUTH AFRICA

INTRODUCTION

Consular notarial services are rendered to South African citizens requiring South African official documents to be legalized for use abroad and –

- To provide legal validity to South African official documents to enable a person to use the documents outside the Republic of South Africa.
- Legalizing documents means that official documents are affixed, sealed and signed either with an Apostille Certificate (where countries are signatory to the Apostille Convention) or with a Certificate of Authentication. **Thailand is not a signatory to the Convention.**
- **Note:** Documents, which have been laminated, will not be accepted for legalization purposes. If your document is in any language other than English, **it will need to be translated into English and stamped that it is a true translation.** Please ensure the word “Bachelor” appears in the English translation as the Thai government will want to see that you have a Bachelor’s degree. The copy of the degree and transcripts in the native language can then be fully legalized.

Verification, AUTHENTICATION AND LEGALIZATION STEPS

Stage one (can take between 3-8 weeks): The documents are submitted to South African Qualifications Authority (SAQA) to be verified. Please visit their website here: <https://www.saqa.org.za/>

1. Go to “Verifications of South African Qualifications”
2. Click on “Individual Verification Letters”
3. Find the “Verification Letter Procedure” for instructions on how to submit your degree and transcripts to SAQA for verification.

Stage two (can take 4-6 weeks):

Documents must then be submitted to the Department of International Relations and Cooperation (DIRCO) for further authentication. <http://www.dirco.gov.za/consular/legalization.htm> Scroll down to “Tertiary Qualifications” for instructions.

Submit to DIRCO:

1. Original SAQA letter that has been stamped, along with a copy of your degree and transcripts that were stamped by SAQA
2. A covering letter, addressed to the Legalization Section, stating the country for which the document is needed as well as your contact information including an e-mail address.

COLLECTION OF DOCUMENTS FROM DIRCO

You are able to collect your documents in person from DIRCO or arrange to have them delivered via courier service.

Via a courier service:

If an e-mail address was included within the covering letter, you will then receive an e-mail notification (within this e-mail notification will be the procedure to be followed to make arrangements for collection via a courier service). You must firstly receive the e-mail notification from the Legalization Section. You will then be requested to make arrangements with the courier service directly and provide the courier company with a letter of authority, which must include the specified address where it must be forwarded to, and the specific reference number which was allocated by the Legalization Section (which will be contained in the e-mail notification).



CONTACT DETAILS

Physical Address

Department of International Relations and Cooperation (DIRCO)
Attention: Legalization Section, NE2A-Ground Floor

OR Tambo Building
460 Soutpansberg Road
Rietondale
PRETORIA, 0084

Postal Address

Department of International Relations and Cooperation (DIRCO)
Attention: Legalization Section
Private Bag X152
PRETORIA, 0001
Tel: (012) 351-1726 (enquiries)

E-mail: legalization@dirco.gov.za.

Stage three (can take 3-7 days): Once the documents have been authenticated by **DIRCO** they must be sent to the Thai Embassy in Pretoria where they'll add a Certificate of Legalization to the front page.
<https://pretoria.thaiembassy.org/en/index>

Cost (postage not included)

Degree and transcripts Legalization PROCESS	COST
SAQA Verification	R610
DIRCO	R150
Thai Embassy Legalization	R200
Total (per document)	R960

Below is contact information and service details of a company that can assist with your degree and transcripts legalization. The company is based in Pretoria.

CONTACT DETAILS

Contact: AbduRahman Aboo (Ray)

Email: 123attested@gmail.com

Phone: 072 957 0578 & 012 321 2433

Address: POSTNET Pretoria West, Shop 107 Quagga Centre, Corner of WF Nkomo (Church St) + Court St, Pretoria west, 0183

PROCESS with 123Attested	COST
SAQA Verification	R610
DIRCO	R150
Thai Embassy Legalization	R200
123Attested Processing Fee	R600
Total (per document)	R1,560

UNITED KINGDOM

INTRODUCTION

Consular notarial services are rendered to British citizens requiring British official documents to be legalized for use abroad and –

- To provide legal validity to British official documents to enable a person to use the documents outside the United Kingdom.
- Legalizing documents means that official documents are affixed, sealed and signed either with an Apostille Certificate (where countries are signatory to the Apostille Convention) or with a Certificate of Authentication. **Thailand is not a signatory to the Convention.**
- **Note:** Documents, which have been laminated, will not be accepted for legalization purposes. If your document is in any language other than English, **it will need to be translated into English and stamped that it is a true translation.** Please ensure the word “Bachelor” appears in the English translation as the Thai government will want to see that you have a Bachelor’s degree. The copy of the degree and transcripts in the native language can then be fully legalized.

NOTARIAL, AUTHENTICATION AND LEGALIZATION STEPS

Stage One: Have your degree and transcripts notarized

The documents must be taken to a British Notary Public and signed in his/her presence, or in the case of notarially certified copies, the original documents are displayed to the Notary. The Notary will attach an authentication certificate to the documents which certificate will bear the Notary’s signature, stamp and seal.

Stage Two: Contact the Foreign & Commonwealth Office (Legalization Office)

To check if the document can be legalized and to apply online for this service please visit

<https://www.gov.uk/get-document-legalised>

Before sending your document to the UK Legalization Office, ensure that you pay the UK courier fee so that your documents can be forwarded to the Thai Embassy in London - enclose a pre-addressed envelope for the Thai Embassy, a completed application form (which can be found on the Thai Embassy website here) and the fee payment for the Thai Embassy.

Stage Three: Have the document legalized by the Thai Embassy in London

Once the original document(s) have been legalized by the UK Legalization Office the document(s) must be sent to the Royal Thai Embassy in London for the next stage of the process. If you have already paid the courier fee the UK Legalization Office will send these for you. Further information can be found on the Royal Thai Embassy website. <https://london.thaiembassy.org/en/page/81905-legalisation?menu=5d6636ce15e39c3bd0007344> contact the Royal Thai Embassy to inform them that your documents will be arriving.

Expediting Services

The legalizing and authentication of documents can be a timely process and can take several weeks. Due to this, participants may wish to use an expediting service to complete the legalization process for them. These services can be found online with a simple search and for an average cost of \$160 they will complete each step of the process. One such company is Hague Apostille who can be found by following the link below. Please note that other express services are available. Please visit <https://www.hagueapostille.co.uk/thailand-attestation> for more information.

Cost (postage not included)

Degree and transcripts Legalization PROCESS	COST
Notary	£30 - £60
Legalization Office	£ 30
Thai Embassy Legalization	£10
Total (per document)	£70 - £100

IRELAND

INTRODUCTION

Consular notarial services are rendered to Irish citizens requiring Irish official documents to be legalized for use abroad and –

- To provide legal validity to Irish official documents to enable a person to use the documents outside Ireland.
- Legalizing documents means that official documents are affixed, sealed and signed either with an Apostille Certificate (where countries are signatory to the Apostille Convention) or with a Certificate of Authentication. **Thailand is not a signatory to the Convention.**
- **Note:** Documents, which have been laminated, will not be accepted for legalization purposes. If your document is in any language other than English, **it will need to be translated into English and stamped that it is a true translation.** Please ensure the word “Bachelor” appears in the English translation as the Thai government will want to see that you have a Bachelor’s degree. The copy of the degree and transcripts in the native language can then be fully legalized.

NOTARIAL, AUTHENTICATION AND LEGALIZATION STEPS

Stage One: Have your degree and transcripts notarized

The documents must be taken to an Irish Notary Public and signed in his/her presence, or in the case of notarially certified copies, the original documents are displayed to the Notary. The Notary will attach an authentication certificate to the documents which certificate will bear the Notary’s signature, stamp and seal.

Stage Two: Have the Degree and transcripts Authenticated by the Department of Foreign Affairs & Trade

Once your documents have been notarized by an Irish notary they must then be sent to the Department of Foreign Affairs & Trade. The Department of Foreign Affairs & Trade can authenticate documents that were created in Ireland for use abroad. All documents to be authenticated should bear an original signature, seal or stamp from an Irish practicing public official or organisations.

<https://www.dfa.ie/travel/our-services/authenticating-documents/>

Stage Three: Have the document legalized by the Thai Embassy in London

Once the original document(s) have been Notarized the document(s) must be sent to the Royal Thai Embassy in London for the next stage of the process. Further information can be found on the Royal Thai Embassy <https://london.thaiembassy.org/en/page/81905-legalization?menu=5d6636ce15e39c3bd0007344>
Contact the Royal Thai Embassy to inform them that your documents will be arriving.

Cost (postage not included)

Degree and transcripts Legalization PROCESS	COST
Notary	€10 - €50
Department of Foreign Affairs and Trade	€40
Thai Embassy Legalization	€10
Total (per document)	€60 – €101

CANADA

INTRODUCTION

Consular notarial services are rendered to Canadian citizens requiring Canadian official documents to be legalized for use abroad as well as –

- To provide legal validity to Canadian official documents to enable a person to use the documents outside the United States.
- Legalizing documents means that official documents are affixed, sealed and signed either with an Apostille Certificate (where countries are signatory to the Apostille Convention) or with a Certificate of Authentication. **Thailand is not a signatory to the Convention.**
- **Note:** Documents, which have been laminated, will not be accepted for legalization purposes. If your document is in any language other than English, **it will need to be translated into English and stamped that it is a true translation.** Please ensure the word “Bachelor” appears in the English translation as the Thai government will want to see that you have a Bachelor’s degree. The copy of the degree and transcripts in the native language can then be fully legalized.

NOTARIAL, AUTHENTICATION, AND LEGALIZATION STEPS

Step One: Notarize Your Document

Find a lawyer or notary public to notarize your degree and transcripts. The lawyer or notary public will sign the documents and affix his/her seal to it.

<https://www.redsealnotary.com/public-canada/>

Step Two: Authenticate Your Degree and transcripts

Authenticating a document proves that the signature, the position of an official and the seal on a certified document are genuine. You can apply in person or by mail. Make sure you have all documents prepared for this process.

Where to get the authentication is categorized by the location that you are residing in. Please refer to the table below to see where you will have to get your document authenticated from.

If you live in...	Then have documents notarized by...	Then send here for an authentication...
1. British Columbia (anywhere outside of Victoria)	Lawyer	The Law Society of British Columbia 845 Cambie Street Vancouver, B.C. V6B 4Z9 Tel: (604) 669-2533 Toll-free within B.C. 1-800-903-5300 Website: www.lawsociety.bc.ca
	Notary public	The Society of Notaries Public of British Columbia 700 – 625 Howe Street Box 44 Vancouver, BC, V6C 2T6 Tel: (604) 681-4516 Fax: (604) 681-7258 Website: www.notaries.bc.ca
2. Victoria	Either lawyer or notary public	Order in Council Administration Office Ministry of Attorney General Attention: Authentication Clerk Tel: 250-387-4376 Email: BCAuthentication@gov.bc.ca Website: www.ag.gov.bc.ca/authentication/index.htm
3. Alberta	Either lawyer or notary public	Attorney General of Alberta

		Deputy Provincial Secretary's Office Room 111, 9833 – 109 Street Edmonton, Alberta T5K 2E8 Tel: 780-427-5069 http://justice.alberta.ca/programs_services/official/Pages/authentication.aspx
4. Yukon	Either lawyer or notary public	The Corporate Affairs Societies Clerk, Corporate Affairs Territorial Third Floor, Law Centre 2130 – 2nd Ave Whitehorse, Yukon Y1A 2C6 Phone: (867) 667-5314 Toll free (in Yukon): 1-800-661-0408 local 5314 Email: corporateaffairs@gov.yk.ca Website: www.community.gov.yk.ca/corp/index.html
5. Quebec	Notary public	Chambre des Notaires du Quebec 1801, avenue McGill College Bureau 600 Montreal, Quebec H3A 0A7 Tel. (514) 879-1793 www.cdnq.org
6. Other locations	Notary public	Department of Foreign Affairs, Trade and Development Documents Authentication Officer Authentication & Service of Documents Section Legal Affairs Bureau Lester B Pearson Tower C-7 125 Sussex Drive Ottawa, Ontario K1G 0A2 Tel. (613) 995-0119 or (613) 944-4000

Step Three: Legalize Your Degree and transcripts

The Thai Embassy in Canada verifies the signature and seal of the authentication office. You will need to mail your authenticated degree and transcripts to the Thai Consulate or Thai embassy to have it verified and legalized to be used in Thailand or drop it off in person.

If you apply in person, the process takes about 2 days. The fee for this process if you apply in person or by mail is CAD \$30.00.

Please see the consulate and embassy's jurisdiction below:

If you live in this area...	Please send to this Thai embassy or Consulate...
British Columbia, Alberta, and Yukon	Royal Thai Consulate-General, Vancouver 1040 Burrard Street, Vancouver BC V6Z 2R9 Tel. 604-687-1143 info@thaiconsulatevancouver.ca
Other locations	Royal Thai Embassy Ottawa 180 Island Park Drive, Ottawa, Ontario K1Y 0A2 Tel. 1 (613) 722-4444 contact@thaiembassy.ca

For more information on this process, visit:

Royal Thai Consulate-General, Vancouver [authentication](#)

Royal Thai Embassy Ottawa [authentication](#)



The legalizing and authentication of documents can be a timely process and can take several weeks to complete. Due to this, you may wish to use an expediting service to complete the legalization process for you. These services can be found online with a simple search and for a cost of \$175 per document (up to five documents) they will complete each step of the process in 10 days or less. One such company is Capital Authentication who can be found by following the link below. Please note that other express services are available.

<https://www.capitalauthentication.com/>

Degree and transcripts Legalization PROCESS	COST
Notary	\$8 - \$40
Authentication	\$0 – 150\$
Thai Embassy Legalization	\$30
Total (per document)	38 - \$220

AUSTRALIA

INTRODUCTION

Consular notarial services are rendered to Australian citizens requiring Australian official documents to be legalized for use abroad as well as –

- To provide legal validity to Australian official documents to enable a person to use the documents outside Australia.
- Legalizing documents means that official documents are affixed, sealed and signed either with an Apostille Certificate (where countries are signatory to the Apostille Convention) or with a Certificate of Authentication. **Thailand is not a signatory to the Convention.**
- **Note:** Documents, which have been laminated, will not be accepted for legalization purposes. If your document is in any language other than English, **it will need to be translated into English and stamped that it is a true translation.** Please ensure the word “Bachelor” appears in the English translation as the Thai government will want to see that you have a Bachelor’s degree. The copy of the degree and transcripts in the native language can then be fully legalized.

NOTARIAL, AUTHENTICATION, AND LEGALIZATION STEPS

The Legalization process can be done in person, via mail or by using an expediting service. Please note that some services will require an appointment in order to process your documents.

Step One: Obtain the Degree and transcripts/ Verified by University

If you do not already have your original degree and transcripts, you must contact your university as soon as possible to obtain a copy. Your degree and transcripts must be verified and signed as a 'true and accurate record' by the central student administration office of your university, unless that institution has a public online verification register. When you contact your university's student administration centre to arrange this, let them know that your document needs to be signed for the Department of Foreign Affairs.

For public universities:

the verification process may be undertaken by an Australia Notary Public who verifies the authenticity of the document under his/her signature and seal without the graduate or student having to attend to the verification process personally. If your university has no online verification register, your Notary will contact the University by email seeking verification by return email. A written Authority from the graduate/student is required for this process.

For private universities:

Documents issued by an Australian accredited private University or College will need to be certified and sealed by an Australian notary public. Verification is not necessary.

Step Two: Notarize Your Degree and transcripts

Find a notary to notarize your degree and transcripts from the following site:

<https://www.notarylocator.com.au/notaries-explained.php>

The notarial certificate should state the record has been verified with the issuing institution. A statement by a Notary that the document is a 'true copy' does not satisfy the verification requirement.

Step Three: Obtain Authentication from the Department of Foreign Affairs and Trade

Download and complete the [document legalization request form](#).

Mail your documents, document legalization form and a self-addressed return envelope to them at the postal address on form. This process may take about two weeks, but processing times may vary.

Alternatively, legislation requests can be lodged in person at Australian Passport Offices. Lodgement in person is by appointment only. You can make an appointment by phoning 1300 935 260.

<https://smartraveller.gov.au/services/legalising-documents/pages/australia.aspx#how-can-i-get-an-authentication-apostille-or-cn>

Step Four: Obtain Embassy/Consulate Authentication of Foreign Government

Once the Department of Foreign Affairs and Trade has authenticated your degree and transcripts, bring or mail the documents to a Thai embassy in Australia where they will do the final authentication. Please submit:

- A completed application for legalization form requesting legalization services of your documents from the Embassy's [website](#)
- The original document bearing the DFAT seal and the signature of an authorized DFAT officer
- A copy of every page of the original document
- A copy of your passport or driver's license

This process can take about 10 days, but processing times may vary.

Expediting Services

The legalizing and authentication of documents can be a timely process and can take anywhere from 4 – 6 weeks to complete. Due to this, you may wish to use an expediting service to complete the legalization process for them. These services can be found online with a simple search and for an average cost of \$400 they will complete each step of the process. Please visit <https://authentifier.com.au/how-to-legalize-australian-documents-overseas-6-steps/> for the examples.

Cost (postage not included)

Degree and transcripts Legalization PROCESS	COST
Verification from University	Free
Notary	\$100 - \$200
Department of Foreign Affairs and Trade	\$81
Thai Embassy Legalization	\$25
Total (per document)	\$206 - \$306

NEW ZEALAND

INTRODUCTION

Consular notarial services are rendered to citizens from New Zealand requiring official documents from New Zealand to be legalized for use abroad and –

- To provide legal validity to official documents issued in New Zealand to enable a person to use the documents outside New Zealand.
- Legalizing documents means that official documents are affixed, sealed and signed either with an Apostille Certificate (where countries are signatory to the Apostille Convention) or with a Certificate of Authentication. **Thailand is not a signatory to the Convention.**
- **Note:** Documents, which have been laminated, will not be accepted for legalization purposes. If your document is in any language other than English, **it will need to be translated into English and stamped that it is a true translation.** Please ensure the word “Bachelor” appears in the English translation as the Thai government will want to see that you have a Bachelor’s degree. The copy of the degree and transcripts in the native language can then be fully legalized.

NOTARIAL, AUTHENTICATION AND LEGALIZATION STEPS

Stage One: Have your degree and transcripts notarized

The documents must be taken to a Notary Public and signed in his/her presence, or in the case of notarially certified copies, the original documents are displayed to the Notary. The Notary will attach an authentication certificate to the documents which certificate will bear the Notary’s signature, stamp and seal.

Stage Two: Contact the Department of Internal Affairs Authentication Unit, and then sent to the Ministry of Foreign Affairs and Trade (MFAT) for verification.

Your documents will be authenticated by the Department of Internal Affairs Authentication Unit, and then sent to the Ministry of Foreign Affairs and Trade (MFAT) for verification. Your authenticated documents will have a covering page on top with a stamp from MFAT. The documents will be tied together with a ribbon and get an official embossed seal. They are then sent to the address you included on your application form.

You can visit the following website for more information and the application:

[https://www.govt.nz/browse/passports-citizenship-and-identity/proving-and-protecting-your-identity/use-your-nz-documents-overseas/ - before-you-apply](https://www.govt.nz/browse/passports-citizenship-and-identity/proving-and-protecting-your-identity/use-your-nz-documents-overseas/-before-you-apply)

Stage Three: Have the document legalized by the Thai Embassy in Wellington

Degree and transcripts Legalization PROCESS	COST (postage not included)
Notary	\$75 - \$120
Authentication	\$65
Thai Embassy Legalization	\$30
Total (per document)	\$170 - \$210

Once the original document(s) have been authenticated and verified by the MFAT the document(s) must be sent to the Royal Thai Embassy in Wellington for the next stage of the process. Further information can be found on the Royal Thai Embassy website:

<http://www.thaiembassy.org/wellington/th/services> . Contact the Royal Thai Embassy to inform them that your documents will be arriving.



Please mail in:

1. [Legalization Form](#)
2. Original copy of the NZ documents - authenticated by DIA and MFAT - together with a photocopy of the documents
3. A copy of the Thai ID card or passport of the applicant
4. Processing Fee: NZ\$30 per document (can be made either by cash or bank cheque payable to the Royal Thai Embassy)
5. Self-addressed courier bag (if the applicant will not be picking up the legalized document in person)

INTRODUCTION

Consular notarial services are rendered to European citizens requiring their official documents to be legalized for use abroad and –

- To provide legal validity to official documents to enable a person to use the documents outside the country in which they were obtained.
- Legalizing documents means that official documents are affixed, sealed and signed either with an Apostille Certificate (where countries are signatory to the Apostille Convention) or with a Certificate of Authentication. **Thailand is not a signatory to the Convention.**
- **Note:** Documents, which have been laminated, will not be accepted for legalization purposes. If your document is in any language other than English, **it will need to be translated into English and stamped that it is a true translation.** Please ensure the word “Bachelor” appears in the English translation as the Thai government will want to see that you have a Bachelor’s degree. The copy of the degree and transcripts in the native language can then be fully legalized.

NOTARIAL, AUTHENTICATION AND LEGALIZATION STEPS

To check if your documents can be authenticated and legalized within Thailand, you must first contact the embassy of the country where the degree and transcripts were obtained in Bangkok. For example, if you are a German citizen but attended a British university, you should contact the British embassy in Bangkok. If you are unable to have your degree and transcripts legalized in Thailand, you should follow the steps below.

Please note that the following steps must be taken in the country where the degree and transcripts was obtained, not your home country

Step One: Have your degree and transcripts notarized

The documents must be taken to a Notary Public in the country where the degree and transcripts was obtained and signed in his/her presence, or in the case of notarially certified copies, the original documents are displayed to the Notary. The Notary will attach an authentication certificate to the documents, which will bear the Notary’s signature, stamp and seal.

Step Two: Authentication

Once the document has been notarized it must then be authenticated. This step will vary depending on the country where the degree and transcripts was obtained. You should be able to find instructions and information on authentication of documents on your government website or by checking out your local Thai embassy website.

Step Three: Have the document legalized by the Thai Embassy

Once the original document(s) have been legalized, it must be sent to the Royal Thai Embassy for the next stage of the process. Once your document has been given the attestation stamp from the Thai embassy, the process is complete. Please check the Thai Embassy website for contact information and the necessary documents before mailing or handing in your documents for legalization.

Expediting Services

The legalizing and authentication of documents can be a timely process and can take several weeks. Due to this, participants may wish to use an expediting service to complete the legalization process for them. These services can be found online with a simple search and for an average cost of €160 they will complete each step of the process.