



British Embassy
Bangkok

Postal application pack for certified copies of British passports or DVLA issued driving licences

Last updated: 21 February 2022

In this pack you will find:

1. A checklist with guidance and a list of the supporting documents you need to provide
2. Payment links
3. A service request form

Important information

- Certified copies of DVLA issued photocard driving licenses are available to British nationals only
- Certified copies of valid British passports are not available by post for passport holders under 16 years of age. If your child is under 16 years of age and you require a certified copy of your child's passport, you must [book an appointment to obtain this service](#)

CHECKLIST	<input checked="" type="checkbox"/>
1. Contact the relevant Thai authority to find out what you need	
2. Complete the Consular Service Request form below	
3. Pay for your requested service online: <ul style="list-style-type: none"> • Pay for a certified copy: https://www.gov.uk/payments/bangkok-embassy/fee6certified-copy • Pay for postage: https://www.gov.uk/payments/bangkok-embassy/postage-fee <p>« Record your payment references and date of payment on your consular request form below or enclose a print out of your payment confirmation emails «</p>	
Documents to submit: CERTIFIED COPY OF A PASSPORT	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Original and valid British passport (photocopies are not accepted) • Consular service request form below • Proof of online payments for certified copy and postage • Proof of residence 	
Documents to submit: CERTIFIED COPY OF DVLA DRIVING LICENCE	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Photocopy of your valid British passport • Original DVLA issued photocard driving licence • Consular service request form below • Proof of online payment for certified copy and postage • Proof of residence 	
4. Post your application and supporting documents to: Consular Services British Embassy Bangkok AIA Sathorn Tower, Floor 12A 11/1 South Sathorn Road Sathorn Bangkok 10120 You can also drop off your application in person at the Embassy reception on the ground floor of AIA Sathorn Tower.	
In all cases, your certified copy and supporting documents will be returned to you by EMS post within 10 working days	

Consular Service Request Form

Please print, complete in full and enclose with your supporting documents

Your data will be processed in accordance with the applicable data protection legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA).

1. Your details

Name:

Postal
address:

Email
address:

Telephone
number:

2. Confirm you paid the consular fees

Fee type

Cost

Write the payment reference and date paid below

Certified copy of a document
(Fee 6)

£25

Postage fee

£2

3. Your visa status in Thailand:

Tourist

Temporary resident (B, O, O-A Visa)

Studying (ED visa)

Permanent resident (Elite Visa)

4. Declaration

By signing below you agree and accept that the Foreign, Commonwealth & Development Office assumes no legal or other responsibility for loss, damage or misplacement of your documents whilst in transit to and from the British Embassy Bangkok.

Signature and date:

5. We welcome your feedback

Do you agree to our external research partner, IFF research, contacting you about the service we provided? If you state yes, we will share the personal data you gave in answer one above along with the reason you contacted us. You may withdraw your consent at any stage by emailing consular.research@fcdo.gov.uk. [More details on how your data will be handled in relation to feedback.](#)

Yes

No